



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday September 13, 2022**  
**6:45 pm**

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**1. Call to Order**

**2. Indigenous Acknowledgement**

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

**3. Amendments & Acceptance of Agenda**

**4. Adoption of Previous Minutes:**

- a) Regular Meeting of Council August 23, 2022**

**5. Financial:**

- a) Prepaid Cheque Listing – Cheques No. 20220618 to 20220666**

**6. Unfinished Business**

- a) Eco Tree Generations & Bentley Farmers Market – request for support community project and lease of land**

**7. New Business**

- a) MAP Audit Response to address identified items**
  - Resolution Naming Location of Town Office**
  - Public Works Committee Meetings**

**8. Correspondence**

- a) Council Highlights Lacombe County July 14, 2022**
- b) Lacombe Regional Waste Services Commission August 24, 2022, Meeting**

**9. Other Business**

**10. Council Reports**

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

## **11. Adjournment**



# TOWN OF BENTLEY

## Cheque Listing For Council

2022-Sep-7  
8:54:36AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20220618	2022-08-19	BENTLEY ESSO	31072022	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	2,182.50	2,182.50
20220619	2022-08-19	BENTLEY I.D.A. PHARMACY	31072022	PAYMENT GLOVES FOR SCHOOL GARBAG	40.92	40.92
20220620	2022-08-19	CAMPUS ENERGY PARTNERS LP	1000894-20220; 1000895-20220; 2688ZC-2207-1	PAYMENT ELECTRICITY BILL FOR JULY 202 STREET LIGHTING ELECTRICAL NATURAL GAS BILL FOR JULY 20	4,928.67 5,881.94 747.02	11,557.63
20220621	2022-08-19	ECO TREE LTD	10746	PAYMENT TREE REMOVAL AND TRIMMING	9,975.00	9,975.00
20220622	2022-08-19	GO SERVICES INC.	15158203	PAYMENT PORTAPOTTY RENTALS FOR JUI	630.00	630.00
20220623	2022-08-19	GREGG DISTRIBUTORS LP	059-474444	PAYMENT PUBLIC WORKS GENERAL SUPP	237.74	237.74
20220624	2022-08-19	INNOV8, DIGITAL SOLUTIONS INC.	IN360021	PAYMENT FCSS PHOTOCOPIER	5.02	5.02
20220625	2022-08-19	LOOV, CHRISTOPHER	02082022	PAYMENT REIMBURSEMENT SUPPLIES TO	179.20	179.20
20220626	2022-08-19	MUNISIGHT LTD.	INV4306542	PAYMENT MUNIWARE SOFTWARE SUPPOF	828.48	828.48
20220627	2022-08-19	PARKLAND COMMUNITY PLANNING SERVICES	21797	PAYMENT DAY TO DAY	85.00	85.00
20220628	2022-08-19	RATHJEN, GREG	11082022	PAYMENT REIMBURSEMENT FOR PW STAF	61.41	61.41
20220629	2022-08-19	SELECT AG FOODS	12082022	PAYMENT PW STAFF BARBEQUE SUPPLIE	37.60	37.60
20220630	2022-08-19	TELUS COMMUNICATIONS INC.	04082022 Aug04,2022 Aug4,2022	PAYMENT TELUS COMMUNICATIONS BILL I INTERAC LINE ARENA WIFI	764.32 37.55 68.25	870.12
20220631	2022-08-19	TELUS MOBILITY INC.	09082022	PAYMENT PW CELL PHONES & FIRE DEPT	124.27	124.27
20220632	2022-08-19	VALIQUETTE, BRENDA	31072022	PAYMENT REIMBURSEMENT MILEAGE COI	18.88	18.88
20220633	2022-08-19	KANSAS RIDGE MECHANICAL	53346	PAYMENT PUMPHOUSE HEATER MAINTEN.	379.20	379.20
20220634	2022-08-30	CARSON, BARBARA J				
20220635	2022-08-30	JENSEN, DARREN J				
20220636	2022-08-30	MEREDITH, SANDRA L				
20220637	2022-08-30	GIBSON, COLE C				
20220638	2022-08-30	DENNEHY, NATHAN				
20220639	2022-08-30	GREAVES, LORYANNE				
20220640	2022-08-30	FORTAIS, MARC C				
20220641	2022-08-30	KIKSTRA, ROBERT B				
20220642	2022-08-30	GERRITS, CADE M				
20220643	2022-08-30	LOOV, CHRISTOPHER D				
20220644	2022-08-30	MCKAIN, JOLIE C				



# TOWN OF BENTLEY

## Cheque Listing For Council

2022-Sep-7  
8:54:36AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220645	2022-08-31	HOLDEN, KARI		PAYMENT		510.00
			31082022	JANITORIAL FOR AUGUST 2022	180.00	
			357927	FIREHALL JANITORIAL FOR AUG	330.00	
20220646	2022-08-31	JACKSON, BRIAN		PAYMENT		1,615.02
			31082022	CAMPGROUND CARETAKER PAY	1,615.02	
20220647	2022-09-01	CANOE PROCUREMENT GROUP OF CANADA, D		PAYMENT		706.43
			AB126215	JOHN DEERE REPAIR	373.00	
			AB127681	OFFICE SUPPLIES	305.84	
			AB127766	OFFICE SUPPLIES	27.59	
20220648	2022-09-01	GREGG DISTRIBUTORS LP		PAYMENT		294.38
			059-478821	PW SHOP SUPPLIES	242.04	
			059-478822	GARBAGE BAGS	52.34	
20220649	2022-09-01	INNOV8, DIGITAL SOLUTIONS INC.		PAYMENT		1,131.14
			IN360562	AUGUST NEIGHBOURHOOD NOT	1,131.14	
20220650	2022-09-01	MAGNUM HYDROVAC		PAYMENT		1,008.00
			0931	LOCATE CURB WATER STOPS A	1,008.00	
20220651	2022-09-01	MOUNTAIN AIR MECHANICAL LTD.		PAYMENT		1,197.00
			10670	OFFICE AIR CONDITIONER LABC	1,197.00	
20220652	2022-09-01	OUTLAW ELECTRIC LTD.		PAYMENT		609.53
			9515	REPAIR LIGHTS IN FIREHALL	146.47	
			9516	REPLACE LIGHT IN FRONT ENTF	221.26	
			9517	REPLACE LIGHTS IN LIBRARY	241.80	
20220653	2022-09-01	PETTY CASH		PAYMENT		58.25
			24082022	REIMBURSEMENT OF PETTY CA	58.25	
20220654	2022-09-01	RECEIVER GENERAL		PAYMENT		18,455.67
			31082022	REDUCED EMPLOYMENT INSUR	15,056.99	
			Aug312022	REGULAR EMPLOYMENT INSUR	3,398.68	
20220655	2022-09-01	SHAW CABLE		PAYMENT		329.70
			08122022	OFFICE INTERNET	131.25	
			21082022	FCSS INTERNET	124.95	
			23082022	PW SHOP INTERNET	73.50	
20220656	2022-09-06	BIG HILL SERVICES		PAYMENT		187.53
			30179	ARENA MAINTENANCE MATERIA	187.53	
20220657	2022-09-06	CANOE PROCUREMENT GROUP OF CANADA, D		PAYMENT		508.31
			AB124773	PARKS & REC - MOWERS KALTIF	508.31	
20220658	2022-09-06	EDGE MARKETING & DESIGN INC.		PAYMENT		210.00
			7713	ANNUAL WEB ANNUAL HOSTING	210.00	
20220659	2022-09-06	RIMBEY EXPRESS		PAYMENT		137.50
			2333	WATER SAMPLES & RETURNS F	137.50	
20220660	2022-09-06	SECURITY WATCH OF CANADA INC.		PAYMENT		504.00
			11096	ANNUAL SECURITY ALARM MON	504.00	
20220661	2022-09-06	TAXSERVICE		PAYMENT		210.00
			2392081	TAXSERVICE FEE FOR BIGLANDS	210.00	
20220662	2022-09-06	TELUS COMMUNICATIONS INC.		PAYMENT		869.93
			04092022	TELUS - ARENA WIFI- BILL FOR :	68.25	
			4092023	TELUS BILL FOR SEPTEMBER 20	764.13	
			Sept042022	TELUS - INTERAC LINE- BILL FO	37.55	
20220663	2022-09-06	WASTE CONNECTIONS OF CANADA INC.		PAYMENT		907.53
			7425-00002454	COMMERICAL WASTE PICK UP F	907.53	
20220664	2022-09-06	WASTE MANAGEMENT		PAYMENT		6,343.85
			1145943-0613-5	RECYCLING FOR AUGUST 2022	6,343.85	
20220665	2022-09-06	WILD ROSE ASSESSMENT SERVICES		PAYMENT		1,330.88
			8729	PROGRESS PAYMENT FOR SEP	1,330.88	



# TOWN OF BENTLEY

## Cheque Listing For Council

<b>Cheque #</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Description</b>	<b>Invoice Amount</b>	<b>Cheque Amount</b>
20220666	2022-09-06	WOLF CREEK BUILDING SUPPLIES	458140	PAYMENT ARENA MAINTENANCE MATERIA	34.62	34.62

**Total 84,066.34**

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



**Agenda Date:** September 13, 2022

**Agenda Item:** Unfinished Business from August 23, 2022:  
Eco Tree Generations and Bentley Farmers Market Proposal – Request for support and negotiation of long-term lease to support community project

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## LEGISLATIVE REQUIREMENT/AUTHORITY

### Pursuant to the Municipal Government Act (MGA) Section 70

(1) Disposal of Land – “If a municipality proposes to transfer or grant an estate or interest in

- (a) Land less than market value, or
- (b) A public park or recreation or exhibition grounds,

The proposal must be advertised.

(2) The proposal does not have to be advertised if the estate or interest is

- (a) to be used for the purposes of supplying a public utility,
- (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or
- (c) to be used by a non-profit organization as defined in section 241 (f)**

### MGA Section 241 (f) defines non-profit as:

- (i) a society, credit union or co-operative established under a law of Canada or Alberta
- (ii) a corporation that is prohibited from paying dividends to its members and distributing the assets to its members on a winding up, or
- (iii) any other entity established under a law of Canada or Alberta for a purpose other than to make a profit.

## SUMMARY AND BACKGROUND

In January of 2022 the Town of Bentley was approached by Eco Tree and Eco Tree generations with an idea to fundraise, develop and program a community space that would support economic growth through the creation of pop-up shops as well as provide additional community assets to support recreation and cultural events. The idea was in the concept stage and needed further refinement but had significant potential to be explored further.

Since this time, administration has been working with Eco Tree Generations to further refine the idea and connect them with other community groups to understand how the concept could be of benefit to the community as a whole.

Eco Tree Generations is proposing a partnership with the Bentley Farmers Market and the Town of Bentley to support future expansion of the market, by working towards an end goal of creating a small container park that would create and house small businesses and pop-up shops.

The intent would be to start a fundraising campaign that uses advanced media, such as pod casts, online marketing as well as applying for grants to seek out and obtain the necessary funding to create a unique community space that can be utilized for sports and recreation, cultural events and support the long-term growth of the market.

The proposal is to be undertaken in phased approach with a financial commitment required by the Town, only if the fundraising of the additional funds is successful.

At present the ask from Eco Tree Generations and the Bentley Farmers Market is simply a commitment of land through a long-term lease at a nominal fee as well as a commitment to work collaboratively in the fund-raising effort to support the idea to become a reality.

Administration is requesting a decision from Council to allow administration to enter into formal negotiations for a long-term lease and operational agreement, that would facilitate moving forward with the proposal.

## **RATIONALE FOR RECOMMENDATION**

- The concept and idea proposed in collaboration between Eco Tree Generations and the Bentley Farmers Market is in alignment with the objectives as outlined in Bentley's Strategic Plan as follows:
  - **Effective Communication and Engagement** – Develop a Marketing Plan for Bentley to advertise the community as a place to call home and a business opportunity
  - **Organizational Successes** – Lead and champion initiatives and programs
  - **Financial Stability** – Ensure the continued provision of funds for community projects and events
  - **Economic Growth** – Collaborate with regional neighbors to actively promote Bentley and the seasonal tourism opportunities at tradeshow, home shows, through website and social media, media advertising to increase tourism to Bentley and the region.
- Leasing property to non-profit for a nominal fee is allowed under the MGA section 70 and encourages development opportunities that promote economic growth and access to other grants that the Town is not eligible for
- There is minimal risk to exploring the idea further and no commitment from the Town for funds, unless the fundraising efforts are successful

## **BUDGET AND FINANCIAL CONSIDERATIONS**

- None at present but \$75,000 if Eco Tree Generations and the Bentley Farmers Market are successful in fundraising \$525,000

## **REQUEST FOR DECISION**

THAT Mayor and Council determine if they are prepared to support the concept presented by Eco Tree Generations and the Bentley Farmers Market; AND If So,

THAT Mayor and Council authorize the CAO to negotiate a long-term lease and operational agreement for the space necessary to support the concept and idea presented by Eco Tree Generations and the Bentley Farmers Market; AND

THAT Administration will work collaboratively with Eco Tree Generations and the Bentley Farmers Market to explore and apply for funding opportunities to support the implementation of the project.

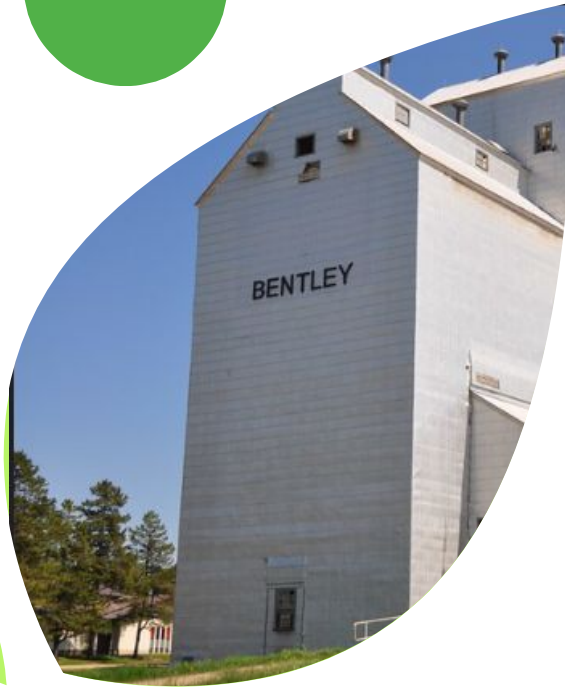
## **ATTACHMENTS**

- 1) Eco Tree Generations Presentation
- 2) Letter of Support Bentley Farmers Market
- 3) Questions and Answers

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Marc Fortais, CAO





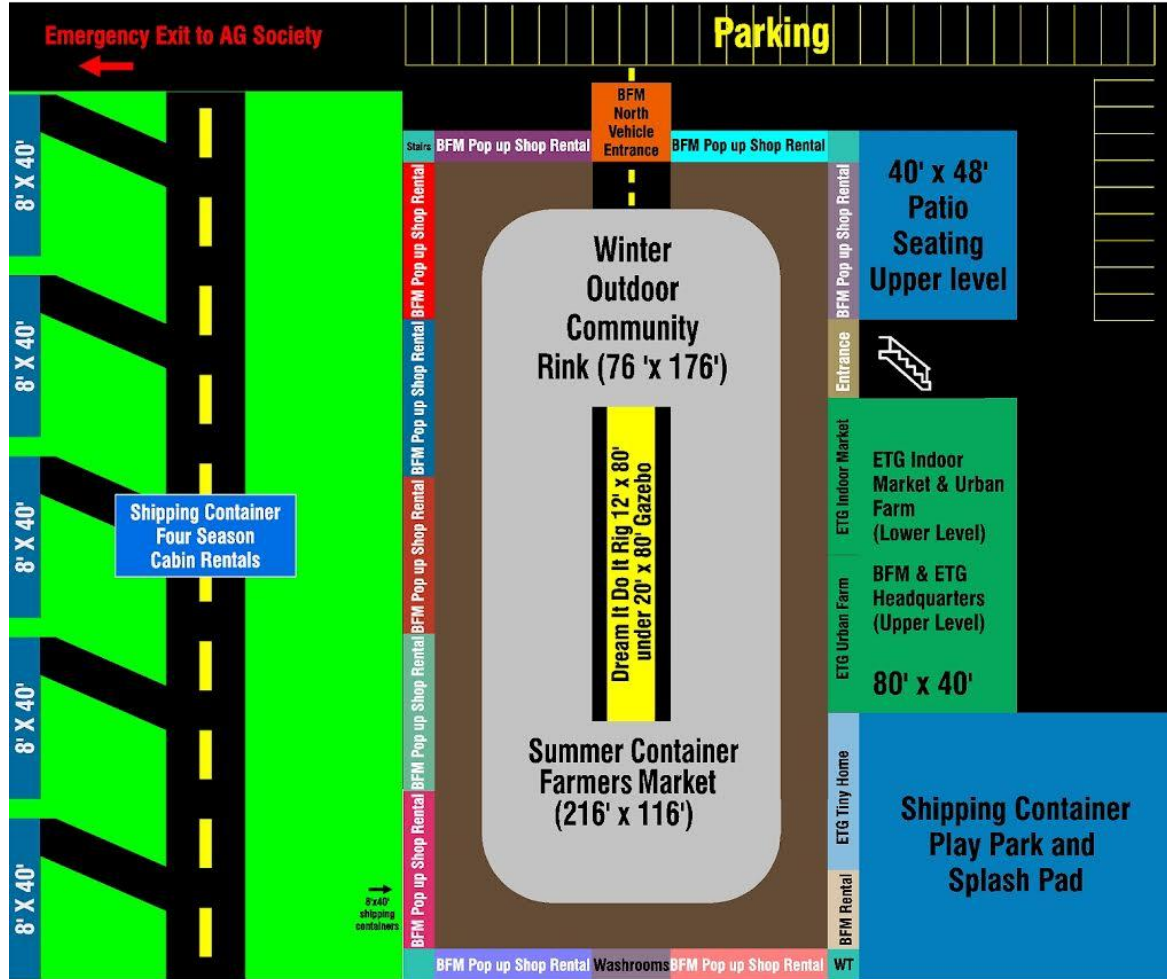
# Proposed Market Project Concept

Eco Tree Generations and  
Bentley Farmers Market

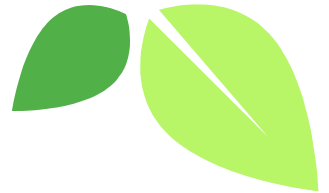


“ This project will grow, raise, sell and market the local food scene and is designed to accomplish the dreams and desires of both the Bentley farmers market and Eco Tree Generations. All while bringing new business to Bentley and marketing the town.

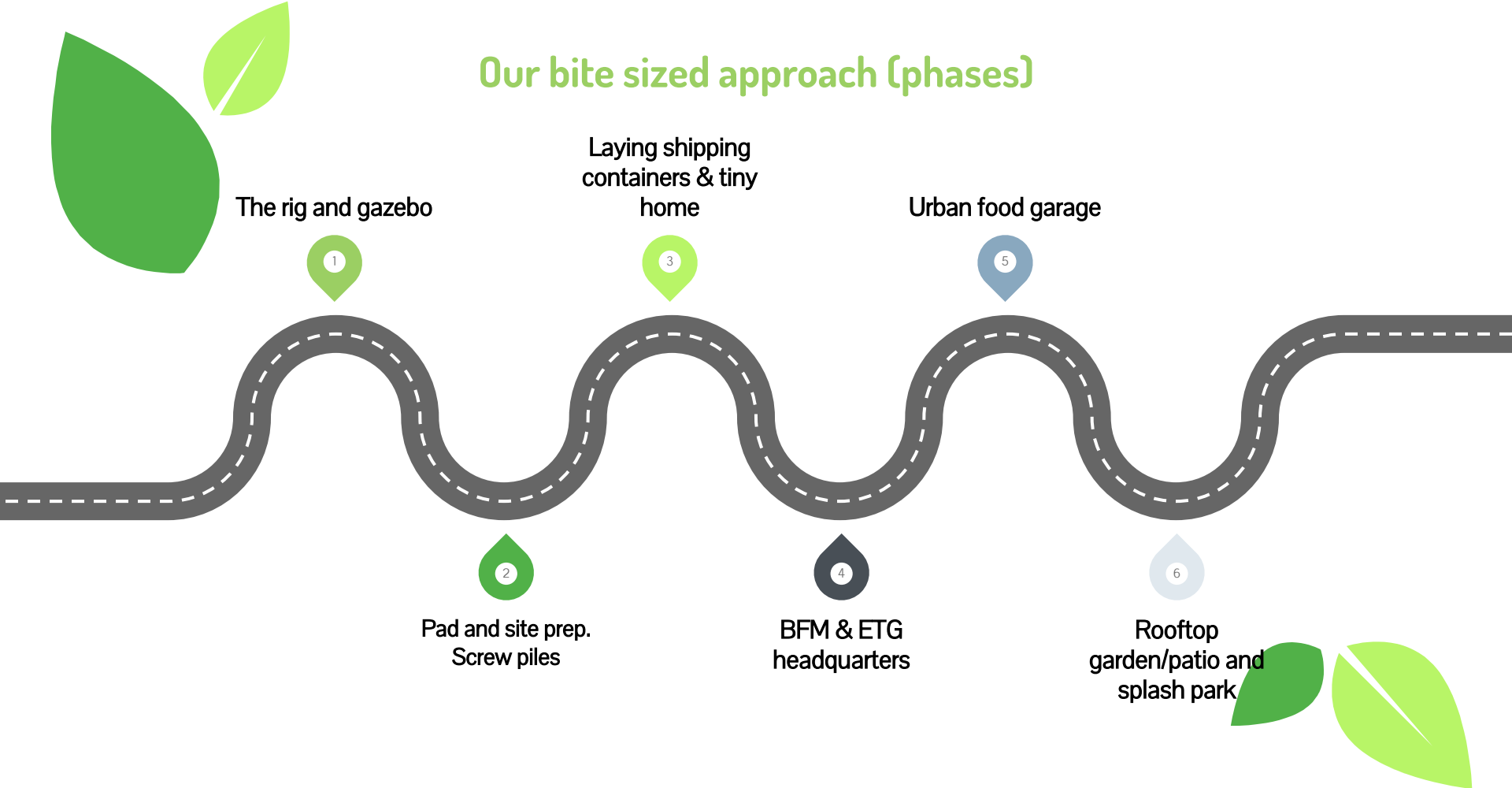
# Bentley Farmers Market Concept



↓ Ball Field ↓



# Our bite sized approach (phases)





# 1. Effective Communication and Engagement

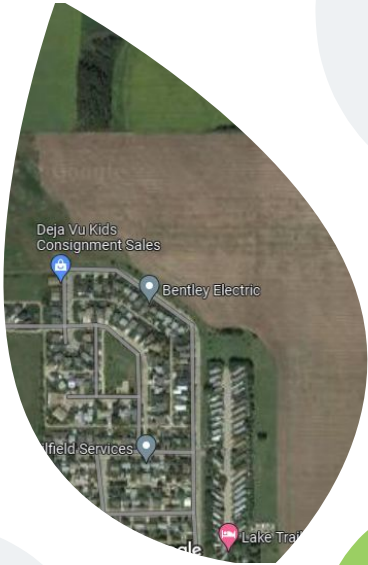
## 1.2

Develop a Marketing Plan for Bentley to advertise the community as a place to call home and a business opportunity.

### Action Taken

This project would be a one of a kind marketing plan and act as a key asset to showcase the new brand of Bentley through a variety of platforms.

## 2. Financial Sustainability



### 2.2

Support the Town in investigating the acquisition of land for industrial uses and developing the residential lands in the north.

### Action Taken

Clearly articulate a phasable approach to the Bentley Farmers Market concept drawing, with a particular emphasis on our goal to develop tiny home modules in phase 2 or 3 that could be located in the north residential lands of Bentley.



## 3. Economic Growth

### 3.1

Approach businesses in other communities to set up satellite shops in Bentley, either permanently or seasonally.

### 3.2

Collaborate with regional neighbors to actively promote Bentley and the seasonal tourism opportunities at tradeshows, home shows, through website and social media/ media advertising to increase tourism to Bentley and region.

## Action taken

### *(3.1) - Satellite shops*

A four season market would allow for the Bentley farmers market to experience the same success they accomplish in their 2 hour market, but 365 days a year, accommodating for winter markets, spring markets and other events. Eco Tree Generations would also partner with the Bentley farmers market to establish permanent headquarters. This partnership would work together to run the shipping container pop up style market, creating a space for other businesses to cost effectively expand into the Bentley community.

### *(3.2) - Collaborations*

Collaboration between Eco Tree, Eco Tree Generations and the Bentley farmers market on phase 1 “the rig” would launch season 1 of the tv show concept “Dream It Do It”. Season 1s launch would act as a test to prove concept and set the stage for a unique marketing plan that is exclusive to Bentley. This would promote the town and leave open the opportunity to commit to further seasons as future phases are approved and developed.



## 4. Enriched and United Community

### 4.3

Investigate reducing waste by exploring different options for handling and disposing of waste.

### Action Taken

Develop a calculator to track the amount of recycled wood waste and shipping containers this project uses. The project would use and replant trees in the community to reflect the sustainability of building materials and food for future generations. In addition, this procedure would be beneficial in applying for green grants and funding.

# 5. Organizational Success



## 5.2

Lead and champion initiatives and programs.

### Action Taken

Getting the community involved in activities where they can get hands-on experiences and champion their own project. Bentley would see an increase in people visiting the town to partake in these opportunities. Emphasizing on youth to get involved, so that they get inspired and further programs can be youth driven.

# Eco Tree, Eco Tree Generations & Bentley Market "Dream It Do It" Fundraiser Campaign & Estimated Budgets

**GOAL!**

\$150,000 towards:  
Semi truck



**\$150,000** →



**GOAL!**

\$150,000 towards:  
Co-op Community  
Spaces 20' Seacan  
Kitchen

**\$300,000** →




**GOAL!**

\$150,000 towards:  
Podcast Studio

**\$450,000** →




**GOAL!**

\$150,000 towards:  
Marketing Town of  
Bentley & Lacombe  
County through  
Season 1 Dream It  
Do It Show & Podcast

**\$600,000** →



**\$75,000**



**\$75,000**



**GOAL!**

**\$1,200,000** →

**Provincial Match**

\$600,000 towards  
gazebo, ice surface and  
site prep




**GOAL!**

**\$2,400,000** →

**Federal Match**

\$1,200,000 towards  
Season 2 and Phase 2  
Shipping Container  
Market Square




**GOAL!**

**\$1,200,000**



**Provincial Match**

\$600,000 towards  
gazebo, ice surface and  
site prep



# Estimated Budget Costs for \$600,000 Provincial Match

**\$150,000 Rink Surface**

**\$150,000 Gazebo**

**\$150,000 Services**

**\$150,000 Site Prep**

**Total of \$600,000**

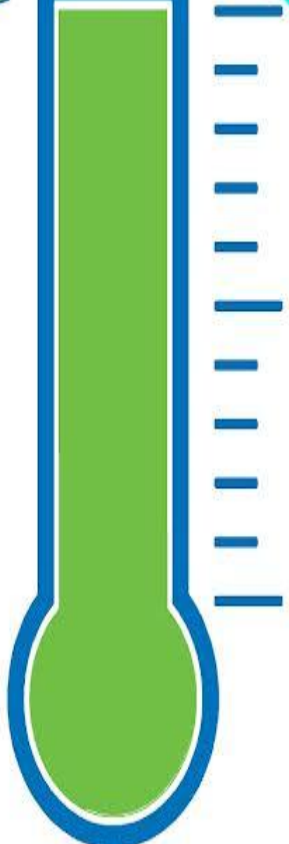
**GOAL!**

# Estimated Budget Costs for \$1,200,000 Provincial Match

\$2,400,000

## Federal Match

\$1,200,000 towards  
Season 2 and Phase 2  
Shipping Container  
Market Square



\$170,000 for 17- 40' Containers

\$35,000 for 7-20' Containers

\$45,000 for 124 Screw Piles

\$150,000 for Market Entry

\$150,000 for Eco Tree Tiny Home/Cabin

\$325,000 for Bentley Market Headquarters

\$325,000 for Eco Tree Generations Headquarters

Total of \$1,200,000

# The Ask

- The sale of the land for \$1 to the Bentley Market
- \$75,000 financial commitment to “The rig”. In return, Marketing and advertisement for the town via “Dream It Do It” tv show, podcast, and all socials
- Aid in securing an additional \$75,000 from Lacombe county, or other non provincial or federal sources
- Letter of support from council to attract success in funding model



THANK YOU!

Bentley  
Market

Town &  
council  
of  
Bentley

Eco Tree &  
Eco Tree  
Generations



# BENTLEY MARKET

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DATE: AUGUST 28, 2022

## TO WHOM IT MAY CONCERN

The Bentley Market Board & our management are proud supporters, and planned partners of this Eco Tree Generations proposal. We are excited to move forward together, and strongly believe that this unique project has vast and various benefits to the town of Bentley, local businesses, the community as a whole, and our organizations including;

- A family friendly, unique winter recreation area that could additionally be used for free figure skating practice, and power skating practice for hockey players living in and/or visiting the town.
- Creating an affordable opportunity for businesses considering moving to and/or starting a brick and mortar in Bentley to test the waters with incubation on a smaller scale in a sea can space.
- A space that can be used to host outdoor music/performance events.
- Bentley Market will have the opportunity to run a longer season, which would bring more tourism dollars into Bentley that the local businesses will benefit from.
- The support and planned attendance of celebrities like chef Vikram Vij will bring media attention to Bentley, and additional tourism dollars.





## BENTLEY MARKET

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- A significant value of Eco Tree Generations and the Bentley Market is the creation of opportunity for youth.

These are just a few obvious benefits of the project proposal before you.

Today we are asking you for a vote in support of step 1 of this proposal that we believe will support the Town of Bentley's strategic plan to "encourage *economic growth in an environmentally responsible manner.*"

Your support today will allow our organizations to start solidifying our partnership for this project, and to begin the fundraising project that will bring this vision to fruition.

Thank you for your time in considering our joint proposal with Eco Tree Generations.

*Sincerely,  
The Bentley Market Board  
& Management team*

**P:** 403 748 4809

**A:** Box 618 Bentley Alberta T0C 0J0

**W:** [www.bentleyfarmersmarket.com](http://www.bentleyfarmersmarket.com)

**E:** [bentleymarketmanager@gmail.com](mailto:bentleymarketmanager@gmail.com)

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**Attachment #3  
ECO TREE GENERATIONS  
QUESTION AND ANSWERS  
September 9, 2022**

**1.) Has Eco Tree or Eco Tree Generations produced or already broadcasted any podcasts or video content and if so, where can Council find this content for reference?**

- Yes, a test podcast has been completed and this can be provided to Mayor and Council
- There is also significant video content on ECO Tree’s website, and they have worked DDG (Deluxe Design Group) productions out of Calgary to create other video content. This company has toured Bentley with the Farmers Market and Eco Tree already to assess the location.
- However, the podcast in this case needs a focus of a community project

**2.) Can Council be provided any rough sketches or pictures of what the gazebo, shipping container shops and mini homes could look like.**

- a. Council realizes this is preliminary stage and money has not been spent on formalizing a design, but visuals will help to show the potential.
- b. Can final design of the gazebo incorporate ideas and feedback from the Town and Council?
  - Eco Tree and Shawn will bring examples of gazebos and shipping container shops and mini homes to Tuesdays meeting
  - The potential is endless and can be developed with feedback from council or the community – nothing is finalized at this point
  - Eco Tree will work collaboratively to finalize these designs

**3.) What is the current land designation for the area to be developed?**

- The current land use zoning is Public Use District (P)

Permitted Uses:

Parks and Playgrounds  
Public and Quasi Public uses  
Public Works Buildings and Structures  
Recreation Facilities  
Building Demolition

Discretionary Uses:

Accessory Uses  
Golf Course  
Building Demolition  
Cemeteries (public)  
Mechanized Excavation, Stripping and Grading  
Parking facilities (public)  
Shipping Container  
Signs (Public)

In conversations with our planning authority Parkland Community Planning Association the ability to place shipping containers along with community amenities and expansion of the farmers market is allowed

4.) Is full time commercial able to be zoned in this area?

- The intent is support growth in the farmers market, which is a not-for-profit entity, this is not full time commercial it is small local vendors selling their wares at the market through a not for profit.
- If full time commercial retail becomes a consideration at this space, which is currently not the case, we can review the zoning requirements with Parkland Community Planning Association – currently the idea and vision is pop up space and markets
- According to our assessor – they do not assess pop up markets – it falls to what is there at year end and whether it is assessable.
- Currently the farmers market is exempt and will continue to be exempted

5.) The Farmers Market chooses what vendors are allowed within the market based on their mandate, will the town have a voice in what vendors are to be considered or rejected?

- The farmer's market is an autonomous society operated by their own board, they have their own bylaws or articles that guide how that society operates
- They are guided by provincial farmers market rules and follow all legislation and guidelines established for the operations of a farmers' market
- The Town has not interfered with how a society or not for profit organization operates in the community and nor should we
- If Mayor and Council becomes more heavily involved due to the lease of additional lands to the market – they can always ask to have a spot on the board of the market so that they are better apprised in the decision-making process

6.) Can the containers be taxable?

- Again, this would depend on the nature of the business activity being undertaken with the container, if they are just a pop-up shop then typically, they would not be taxable as they are not there on a permanent basis
- If a more permanent business were to begin operating out of the space and if the zoning were to allow this, then of course they would be assessed and taxed, regardless of if the space is owned or leased.

7.) Will the rig be mobile during the summer / winter or both

- Yes, the rig can be mobile 365 days a year, it can be moved out anytime for any purpose whatsoever, or it can remain and be a part of any event utilizing the commercial kitchen
- Bentley is successful in kraft Hockeyville for example and there is a celebrity chef cooking for community at that event
- Possibility four cooking events for 2023 to raise awareness of this project and what the possibilities are (will include a celebrity chef that obtains its ingredients locally)

8.) Can Eco Tree provide better clarification on all the uses of the rig – what are all the things it will be used for?

- Community Kitchen to be utilized by small vendors that do not have access to a commercial kitchen

- Community mobile event trailer that can go anywhere and has a pod cast attached to it
- Designed to drive funding for community projects like this one in Bentley
- Made of shipping container – looks unique and cool and catch attention
- The investment from Bentley will cover 1 year of marketing for the community of Bentley (anchor new events in the community that will drive funds and fundraising to build community spaces)

9.) Will the rig be parked at the rink facility in the winter?

- Rig can be parked in the rink facility in the winter to help enhance community events and the community space
- Rig can be moved at anytime for any purpose to support utilization of the rink space

10.) If we move forward, would the rink be available for this season use? **(No, the fundraising has not been undertaken and construction takes time)**

11.) Can we get clarification on exactly when the town would pay the \$75,000, what terms and where the budget we estimate this would come from:

- **The \$75,000 would not be contributed, until the fundraising of the \$525,000 is secured and the project is underway**
- **However the commitment to provide the \$75,000 is needed to ensure that season one and the marketing of the Town of Bentley is the cost covered – to be clear, the Town of Bentley is not paying for construction of the rig, this is being fundraised for and paid for through the fundraising efforts of ECO Tree – the town is purchasing advertising rights to season one filming and the marketing as the rig travels throughout Alberta to promote Bentley and the strategic direction of ECO Tree Generations (Society)**
- **The budget for the \$75,000 would be built as part of the 2023 operating budget and would not impact 2022 budget**
- **If fundraising is not completed by 2023 then the funding would not be contributed until the fundraising efforts are completed**

12.) Who holds the liability of the leased land?

- The details surrounding liability will be managed through the terms of the operational agreement or lease
- Typically, in these situations, if the Town owns the asset (in this case the rink) we would carry liability insurance and general insurance on the asset
  - However, if a tenant is also utilizing the space, or asset, this can be controlled through a lease agreement to transfer risk or liability for the activities that are undertaken by the tenant within that space, the details of this will be captured in the lease agreement and through the negotiation process.
  - This is like the current situation now, whereby the farmers market carries their own insurance, or the Ag Society for example carries event insurance, when they host the annual rodeo
  - Eco Tree and the Farmers Market would be required to hold their own insurance along with the Town holding our own insurance for liability on the town owned asset (i.e., the rink)

13.) Who would own the new assets and improvement when in place?

- This is a negotiation, but our general understanding is that the Town would own the Gazebo and the rink, as far as the container park, this could be owned by the Farmers Market and placed on Town property with through a lease agreement. The Rig will be owned by Eco Tree Generations

14.) Sewer/Water and Garbage – who is paying? – This can be managed through the lease agreement, tenants can be made responsible to pay their associated costs such as water, sewer, and garbage or this can be included through a gross lease arrangement whereby the lease rate includes all associated utilities.

15.) Will the trees in the parking lot and community hall need to fall for this project? NO

16.) In the presentation 4.3 What types of waste are they referring too? - 4.3 refers to the Town of Bentley's Strategic plan "Investigate reducing waste by exploring different options for handling and disposing of waste"

- What ECO tree is referring to is utilizing wood fibre for the creation of these community spaces and other projects
- Ideally this wood fibre would be coming from the town or the county and surrounding area
- ECO Tree currently salvages damaged or unhealthy timber currently, projects such as this, would repurpose and reuse such salvaged timber in a meaningful way

Eco Tree has indicated they will plant trees for those they remove, the trees can be planted anywhere for any organization or society or the Town

17.) Has ECO Tree been successful in securing any grants for this initiative or anything previously?

- ECO Tree has not started fundraising for this project as they need to find a community project to begin fundraising efforts and to apply for grants.
- Yes. ECO Tree has previously fundraised for other projects and has been successful in implementing them
  - Sawing for Schools Program Red Deer
  - Hospital Foundation, Calgary Flames Foundation, Sunrise House Grand Prairie, Child Advocacy Centre, Red Deer Public School Foundation, Red Native Friendship Society are a few organizations that they have fundraised for this is not an exhaustive list
  - Eco Tree supplied the wood for the music in the park gazebo as well

18.) What is the estimated timeline for phase 1 completion?

- This has yet to be determined, as fundraising efforts need to be completed
- A community needs to be secured and the project and agreements need to be finalized before a formalized timeline can be established

19.) What is the rig concept for the Town of Bentley Marketing. Is this like a logo or decals on the rig itself or is this more like an acknowledgement in the podcast or credit at the end of the show?

- It is the actual content of the podcast, (the microphone) examples include:

- Talk to vendors and film celebrity getting ingredients from the local market to make an amazing meal
- It can be wrapped with a vision for the Town of Bentley as well – decals, logos, wraps
- Lens on the local community (i.e., film a local hazard tree coming down and being repurposed into something useful)
- Disconnecting youth from the internet and showing them through mentorship opportunities and careers
- This is all with a focus of great things happening here in Bentley (Bentley will be at the forefront of the podcast and the message)
- The idea is to highlight sustainable practices supporting local vendors and businesses and the great community of Bentley
- All this will help the fundraising efforts to achieve the goal of raising funds to add and create additional community spaces
- **Dream it Do it Season 1 – Bentley Alberta**

20.) Has Eco Tree pitched the show idea to any networks already or internet sites?

- The project needs to be flushed out first before you approach any network or other promoter
- However, Eco Tree has done substantial work connecting with celebrities that will add value to the project and they are extremely interested in the idea

21.) Will this project impact the local ball field?

- NO, the footprint does not include any of the ball fields



**Agenda Date:** September 13, 2022

**Agenda Item:** **New Business:**  
**Municipal Accountability Program Audit – Follow Up and Actions**

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## **SUMMARY AND BACKGROUND**

The Municipal Accountability Program (MAP) is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with the requirements of municipal legislation or identify concerns and develop corrective solutions where needed.

Alberta Municipal Affairs assists municipalities in providing well-managed, accountable local government to Albertans. Through the Municipal Government Act (MGA), the legislative framework for local government in Alberta, outlines the mandatory requirements for municipalities. This coupled with other statutes and corresponding regulations fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential for good governance, the successful operations of a municipality and the viability, safety and well being of a community.

The MAP is designed to provide support and to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative requirements and needs.

The MAP consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the MGA. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Bentley was randomly selected for a MAP review in 2022.

With a focus on supporting municipalities in continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- Support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the MGA.
- Support municipalities in achieving legislative compliance
- Support municipalities in being well-managed, accountable, and transparent; and
- Provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The results included a review of council meeting minutes, municipal bylaws, and other municipal documents. It also included a visit and interview with the Chief Administrative Officer. Municipal Affairs met with the Town of Bentley on April 13, 2022, via electronic meeting.

At the June 28, 2022, Regular Meeting of Council, the findings were presented to Mayor and Council with a commitment to provide an update, when administration submitted a response plan to address the issues identified in the report.

On August 29, 2022, the Town of Bentley submitted the attached **(Attachment #1)** action plan in response to the 2022 Municipal Accountability Program (MAP) report.

As per Gary Sandberg (Assistant Deputy Minister – Municipal Affairs) **(Attachment #2)**, “I have reviewed your submission, and I am satisfied with the actions and timelines proposed. Please provide a summary report by August 29, 2023, including a record of resolutions passed, any new or updated bylaws, and any other documents changed to confirm satisfactory completion of each legislative gap identified in the report.”

**Legislative Gaps Identified included the following:**

- **Requirement to designate a place for the municipal office (pg. 9)**
- Requirement to ensure all of council is provided information (pg. 12)
- **Requirement to ensure public presence at meetings (pg. 15)**
- Requirement to close meetings in accordance with the MGA and FOIPP (pg. 16)
- Requirement for council to only act by resolution or bylaw (pg. 20)
- Requirement to declare a pecuniary interest in accordance with the MGA (pg. 23)
- Requirement for council meeting minutes to be documented in accordance with the MGA (pg. 24)
- Requirement for the property tax bylaw to be in accordance with the MGA (pg. 27)
- Requirement to establish a local and composite assessment review board by bylaw (pg. 28)
- Requirement for the borrowing bylaw to be in accordance with the MGA (pg. 32)
- Requirement for a municipality to implement a three-year operating plan and five-year capital plan (pg. 45)
- Requirement for the assessor to be a designated officer (pg. 46)
- Requirement for the content of tax notices to be in accordance with the MGA (pg. 50)
- Requirement to certify the date of mailing the tax notices and advertise the sending of the assessment notices (pg. 51)
- Requirement to list and publish policies related to planning decisions (pg. 59)
- Requirement to appoint a substitute returning officer (pg. 61)
- Requirement to ensure the municipal library board does not have alternate appointments (pg. 67)

**BUDGET AND FINANCIAL CONSIDERATIONS**

None

**RECOMMENDATION**

THAT Mayor and Council accept the response and action plan to rectify the findings of the 2022 Municipal Accountability Program Report (Town of Bentley) as information; AND

THAT Mayor and Council declare that the Bentley Municipal Office for the Town of Bentley is located at 4918 50<sup>th</sup> Ave in Bentley Alberta; AND

THAT from this point forward, the Public Works Committee will only meet during a public meeting open to the public either during a regular meeting of mayor and council, to be shown on the agenda. Or that a meeting date be set and advertised in accordance with the requirements of the Municipal Government Act to hold such a meeting of the Public Works Committee.



## ATTACHMENTS

- 1) Response Town of Bentley – August 29 - 2022 MAP Audit
- 2) Letter from Gary Sandberg (Assistant Deputy Minister Municipal Affairs)

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Marc Fortais, CAO

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# 2022 Municipal Accountability Program Report

Town of Bentley



Municipal Affairs

Town of Bentley 2022 Municipal Accountability Program Report

The Municipal Accountability Program is intended as a program of support and collaboration for municipal Chief Administrative Officers to either confirm compliance with requirements of municipal legislation or to identify concerns and develop corrective solutions where needed. The scope of this report is limited to confirming the compliance or lack of compliance with mandatory legislative requirements. The content of the report does not constitute an opinion on the legal effectiveness of any documents or actions of the municipality, which should be determined in consultation with independent legal advice.

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## Section 1: Introduction

### 1.1 Our Commitment

Alberta Municipal Affairs is committed to assisting municipalities in providing well-managed, accountable local government to Albertans. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs to foster capacity building, transparency and accountability, which are essential elements for responsible local government.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

### 1.2 The Municipal Accountability Program

With a focus on supporting municipalities in continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- support municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*;
- support municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

The Municipal Accountability Program consists of multi-year cycle reviews, ordered by the Minister under Section 571 of the *MGA*. While this program is available to all municipalities, upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit once every five years. The Town of Bentley was randomly selected for a municipal accountability review in 2022.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed, accountable municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Town of Bentley review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

## Section 2: Executive Summary

### 2.1 Methodology

The Municipal Accountability Program consists of a review of council meeting minutes, municipal bylaws, and other municipal documents. A visit and interview with town administration is also included. These components assist in determining areas where the municipality is in compliance with legislative requirements, and to identify any areas that require improvement to achieve compliance with the many requirements the *Municipal Government Act* and other legislation imposes on municipalities.

Municipal Affairs staff met with town administration on April 13, 2022 by electronic means. This virtual format was used to complete the on-site portion of the Municipal Accountability Program review and to examine compliance with mandatory requirements of the *MGA* and other legislation under the purview of Municipal Affairs.

The Town of Bentley is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested.

Ministry staff appreciate this additional time and effort and recognize the commitment to the well-being and success of the municipality demonstrated by town administration.

## **2.2 Legislative Compliance**

Overall the review findings are positive. The areas in which the municipality is meeting mandatory legislative requirements include:

- orientation training;
- chief administrator officer evaluation;
- signing of municipal documents;
- organizational meeting;
- special meetings;
- regular meeting change notice;
- quorum;
- voting;
- code of conduct bylaw;
- establishment of the chief administrative officer position;
- bylaw enforcement officer bylaw;
- discretionary bylaws: procedural bylaw;
- passing bylaws;
- bylaw revisions and amendments;
- public participation policy;
- operating budget;
- capital budget;
- financial records and receipts;
- municipal accounts;
- fidelity bond;
- auditor, audited financial statements, auditor report;
- salary and benefits;
- management letter;
- tax roll;
- prepare tax notices;
- content of assessment notices;
- tax arrears list;
- tax sale;
- municipal development plan;
- land use bylaw;
- subdivision authority;
- development authority;
- subdivision and development appeal board;
- nomination forms;
- ballot account;
- disposition of election material;
- campaign disclosure statements;
- municipal emergency management; and
- system library board.



## 2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- requirement to designate a place for the municipal office ([page 9](#));
- requirement to ensure all of council is provided information ([page 12](#));
- requirement to ensure public presence at meetings ([page 15](#));
- requirement to close meetings in accordance with the *MGA* and *FOIPP* ([page 16](#));
- requirement for council to only act by resolution or bylaw ([page 20](#));
- requirement to declare pecuniary interest in accordance with the *MGA* ([page 23](#));
- requirement for council meeting minutes to be documented in accordance with the *MGA* ([page 24](#));
- requirement for the property tax bylaw to be in accordance with the *MGA* ([page 27](#));
- requirement to establish a local and a composite assessment review board by bylaw ([page 28](#));
- requirement for the borrowing bylaw to be in accordance with the *MGA* ([page 32](#));
- requirement for a municipality to implement a three-year operating plan and a five-year capital plan ([page 45](#));
- requirement for the assessor to be a designated officer ([page 46](#));
- requirement for the content of tax notices to be in accordance with the *MGA* ([page 50](#));
- requirement to certify the date of mailing the tax notices and advertise the sending of assessment notices ([page 51](#));
- requirement to list and publish policies related to planning decisions ([page 59](#));
- requirement to appoint a substitute returning officer ([page 61](#)); and
- requirement to ensure the municipal library board does not have alternate appointments ([page 67](#)).

## 2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance; however, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

## Section 3: Municipal Accountability Review Findings

### 3.1 General

#### 1. Municipal Office

**Legislative requirements:** *MGA 204*

1. Has council named a place as its municipal office?

**Comments/Observations:** The municipal office for the Town of Bentley is located at 4918 - 50th Avenue, Bentley, Alberta. A resolution naming the location of the municipal office could not be located.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** A resolution of council is required to designate the location of the municipal office to meet the requirements of section 204 of the *MGA*.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Orientation Training

**Legislative requirements:** *MGA 201.1*

1. How was orientation training offered to elected officials following the 2021 general election and any subsequent by-elections?

**Comments/Observations:** Members of council were offered both municipally-delivered and externally facilitated orientation sessions following the 2021 general election.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3. Chief Administrative Officer Evaluation

**Legislative requirements:** *MGA 205.1*

1. Has council provided the CAO with an annual written performance evaluation?

**Comments/Observations:** The CAO is provided with an annual written performance evaluation.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### 4. Provision of Information

**Legislative requirements: MGA 153.1**

1. When information regarding the operation or administration of the municipality is requested by a councillor, how does the CAO provide information to all of council as soon as practicable?

**Comments/Observations:** Outside of council meetings, the CAO normally uses email to provide requested information to all members of council; however, at times when the information requested is determined to be minor or unimportant to all, the CAO does not fan out the information to all members of council.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The CAO is required to provide all information that is requested by a councillor on the operation or administration of the municipality to all other councillors as soon as is practicable in accordance with section 153.1 of the MGA.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 5. Signing of Municipal Documents

### **Legislative requirements: MGA 213**

1. Are the minutes of council meetings signed by:
  - the person presiding at the meeting; and
  - a designated officer?
2. Are the bylaws of a municipality signed by:
  - the chief elected official; and
  - a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
  - the chief elected official or another person authorized by council, and by a designated officer; or
  - by a designated officer acting alone if so authorized by council?

**Comments/Observations:** The CAO indicated all original bylaws and minutes are signed in accordance with section 213 of the *MGA*. As the visit was conducted electronically, the town's minutes and bylaw binders were not reviewed. Cheques, and negotiable instruments are all signed by the CAO and a member of council. The CAO is permitted through policy to sign contracts under \$5,000 that are supported in the annual budget.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 6. Repair of Roads, Public Places, and Public Works (for discussion only)

### **Legislative requirements: MGA 532**

Each municipality must ensure that every road or other public place that is subject to the direction, control and management of the municipality, including all public works in, on or above the roads or public place put there by the municipality or by any other person with the permission of the municipality, are kept in a reasonable state of repair by the municipality, having regard to:

- the character of the road, public place or public work; and
  - the area of the municipality in which it is located.
1. Is the municipality aware of this section?
  2. What does the municipality do to support this requirement?
  3. Is the above supported through the annual budget?
  4. Is the municipality aware of the level of risk and liability if the municipality fails to perform its duty outlined in section 532?

**Comments/Observations:** The municipality is encouraged to review all policies and practices in place. In the event the policies and practices established set specific service levels, it may be appropriate to review the service levels and seek the necessary advice to ensure that the service levels are appropriate, and are being followed.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

### 3.2 Meetings

#### 1. Public Presence at Meetings

**Legislative requirements:** *MGA 197(1)*

1. Are council and council committee meetings held in public?

**Comments/Observations:** Council meetings are advertised to the public and open for members of the public to attend.

The CAO indicated the public services committee routinely meets without the public present. Section 197 of the *MGA* requires all council and council committee meetings to be held in public unless an exception to disclosure under section 16-29 of the *Freedom of Information and Protection of Privacy Act* apply to all or a portion of the meeting, and where council has by resolution moved into a closed session.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** All council and council committee meetings must be advertised to the public and open for the public to attend to meet legislative requirements.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



## 2. Closed Meetings

### **Legislative requirements: MGA 197**

1. Before closing all or a part of a meeting to the public:

- Is a resolution passed to indicate what part of the meeting is to be closed?
- Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
- Are members of the public notified once the closed portion of the meeting is concluded?

**Comments/Observations:** The minutes for February 8, 2022 show that council went into a closed session. The minutes record the exception to disclosure applicable under the *FOIPP Act*; however, the exception to disclosure is not cited as part of the resolution to enter into a closed session as required by section 197(4)(b) of the *MGA*.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Going forward, the resolution to enter a closed session must contain the exception to disclosure applicable to the portion of the meeting to be closed under the *FOIPP Act* in accordance with section 197(4)(b) of the *MGA*.

**Resources:** Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

### 3. Organizational Meeting

**Legislative requirements:** *MGA 150, 152, 159(1), 192*, [MO No. MSD:036/20](#)

1. Is an Organizational Meeting held annually?
2. Is a chief elected official (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

**Comments/Observations:** Council held their last organizational meeting on October 26, 2021, within two weeks of the third Monday in October which is in accordance with section 192 of the *MGA*. Council appoints the deputy chief elected official from among councillors.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### 4. Special Meetings

**Legislative requirements:** MGA 194

1. Has a special council meeting been held?
2. Was the proper notification provided to the public?
3. If less than 24 hours was provided as notification, was the appropriate documentation signed by two-thirds of council?
4. Was there a need to change the agenda for the special meeting?
5. If the agenda was modified, was all of council present at the meeting to approve the change?

**Comments/Observations:** The last special council meeting occurred on October 13, 2021. The meeting was held with more than 24 hours notice, and proper notification was provided to the public. The agenda for the special meeting was not changed.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Regular Meeting Change Notice

### **Legislative requirements: MGA 193**

1. Has the date, time or place of a regularly scheduled meeting been changed?
2. Was at least 24 hours' notice of the change provided to any councillors not present at the meeting at which the change was made, and to the public?

**Comments/Observations:** At the November 9, 2021 council meeting, council cancelled the scheduled meeting for November 23, 2021 by resolution 209/2021.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.3 Meeting Procedures

#### 1. Authority to Act

**Legislative requirements:** *MGA 180-181*

1. Are resolutions or bylaws passed in an open public meeting?

**Comments/Observations:** A review of past meeting minutes indicate that direction is occasionally given to administration without a motion (e.g., February 22, 2022 meetings with MP/MLA).

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** All decisions of council must be formalized through a council resolution or by bylaw that is passed in an open public meeting, with a quorum present.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Quorum

**Legislative requirements:** *MGA 167*

1. Is a majority of council present at the meeting to exercise their authority to act under sections 180 and 181?

**Comments/Observations:** The Town of Bentley council consists of five elected officials. The minutes that were reviewed met quorum requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3. Voting

**Legislative requirements:** *MGA 182-185*

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote made prior to the vote being taken?

**Comments/Observations:** The CAO indicated that each member of council votes on all matters put to a vote of council. There were no requests for recorded votes noted in the meeting minutes reviewed. The voting documented in the council meeting minutes met the legislative requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### 4. Pecuniary Interest

**Legislative requirements: MGA 172**

1. When a pecuniary interest is declared:
  - is the general nature of the pecuniary interest disclosed?
  - has the councillor abstained from voting on any question relating to the matter?
  - has the councillor abstained from any discussion on the matter if applicable? and
  - has the councillor left the room if applicable?

**Comments/Observations:** At the January 25, 2022 council meeting, a member of council declared a potential conflict of interest and recused themselves from discussion and voting on the item; however, the minutes do not include a disclosure of the general nature of the pecuniary interest as required by section 172(5) of the MGA.

Pecuniary interest is outlined in section 170 of the MGA, and does not provide for a declaration of a “conflict of interest.”

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Going forward, when a member of council declares a pecuniary interest in an item before council, they must disclose the general nature of the pecuniary interest and the meeting minutes must include the disclosure in accordance with legislation.

**Resources:** Municipal Affairs has prepared a document that describes pecuniary interest, exceptions and the procedures for disclosure: [Pecuniary Interest](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.



## 5. Council Meeting Minutes

**Legislative requirements:** *MGA 172, 184, 185, 197, 208, 230*

1. Are the minutes recorded in the English language?
2. Do the minutes include the names of the councillors present at the council meeting?
3. Are the minutes given to council for adoption at a subsequent council meeting?
4. Are recorded votes documented?
5. Are abstentions from public hearings recorded?
6. Are the minutes recorded in accordance with section 230 of the *MGA* when a public hearing is held?
7. Are the minutes kept safe?

**Comments/Observations:** Minutes of council were recorded in English. Names of councillors present were recorded and minutes of the previous meeting were reviewed and approved by a resolution of council. The minutes reflecting public hearings are in accordance with section 230 of the *MGA*, and the minutes are kept in a safe location in the town office.

The minutes of the October 12, 2021 council meeting show a record for the number of councillors in favour and opposed to the vote; however, the minutes do not contain a request for a recorded vote nor does the recorded vote show the names of those who voted in favour and in opposition as required by section 185 of the *MGA*.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Going forward, when a vote is recorded, the request must be made by a member of council prior to the vote being taken, and the minutes must reflect whether each individual councillor voted in favour or against the resolution.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs provides the following resource to assist CAOs in the preparation of council meeting minutes: [The Preparation of Meeting Minutes for Council \(Municipal Affairs\)](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

### 3.4 Mandatory Bylaws

#### 1. Code of Conduct

**Legislative requirements:** *MGA 146.1*, [Code of Conduct for Elected Officials Regulation 200/2017](#)

1. Has a code of conduct governing the conduct of councillors been established by bylaw?
2. Does the bylaw apply to all councillors equally?
3. Are there sanctions for breaching the code of conduct?
4. Does the bylaw include the following topics:
  - representing the municipality;
  - communicating on behalf of the municipality;
  - respecting the decision-making process;
  - adherence to policies, procedures and bylaws;
  - respectful interactions with councillors, staff, the public and others;
  - confidential information;
  - conflicts of interest;
  - improper use of influence;
  - use of municipal assets and services; and
  - orientation and other training attendance?
5. Has a complaint system been established within the bylaw?
6. Does the complaint system address:
  - who may make a complaint alleging a breach of the code of conduct;
  - the method by which a complaint may be made;
  - the process to be used to determine the validity of a complaint; and
  - the process to be used to determine how sanctions are imposed if a complaint is determined to be valid?
7. Has the code of conduct been reviewed in the last four years?

**Comments/Observations:** Bylaw 197/2018 was passed on April 24, 2018 establishing a new code of conduct for elected officials for the town. The bylaw applies to all members of council equally and there are sanctions in place for violations of the code of conduct bylaw. The bylaw includes the topics listed above. A complaint system is established within the bylaw, which addresses who may make a complaint, how a complaint is made, the process to determine the validity of the complaint and the process to determine how sanctions are imposed. The code of conduct bylaw was last reviewed by council at the October 26, 2021 organizational meeting.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## **2. Establishment of the Chief Administrative Officer Position**

**Legislative requirements: MGA 205**

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?

**Comments/Observations:** Bylaw 106/06 was passed on July 11, 2006 establishing the position of CAO for the town. The current CAO was appointed by a council resolution at a special council meeting held November 29, 2019.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3. Property Tax Bylaw

**Legislative requirements:** *MGA 353-359*, [Matters Relating to Assessment Sub-classes Regulation 202/2017](#)

1. Is a property tax bylaw passed annually?
2. Are the rates in accordance with the:
  - assessment class (section 297);
  - Matters Relating to Assessment Sub-classes Regulation; and
  - municipal assessment sub-class bylaw (if required)?
3. Does the tax rate bylaw maintain a maximum 5:1 tax ratio between residential and non-residential assessment classes?
4. Are the requisitions accounted for (Alberta School Foundation Fund, Seniors, Designated Industrial Property)?
5. Are the calculations correct?
6. Is there a minimum tax applied as per section 357?

**Comments/Observations:** The Town of Bentley passes a tax bylaw annually. The 2021 tax bylaw was passed by council on May 25, 2021. None of the assessment classes were sub-classed by the municipality. The tax ratio between residential and non-residential properties is under the legislated 5:1 ratio. The requisitions are accounted for and the calculations are correct. The town does not charge a minimum tax.

The bylaw includes a requisition for the “Police Funding Model”. The fees to municipalities for policing are not a requisition as defined by the *MGA*.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Going forward, levies for police funding must be included in the general municipal levy, and not as a separate requisition to meet legislative requirements.

**Resources:** Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has created an example tax bylaw to assist municipalities when developing their annual property tax bylaw: [Example Property Tax Bylaw](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

#### 4. Assessment Review Boards

**Legislative requirements:** *MGA 454-456*, [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has a local assessment review board been established?
  - Are at least three members appointed to this board?
  - Is the term of the office of each member appointed established?
  - Has council prescribed the remuneration and expenses, if any, payable to each member?
  - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
  - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
  - Are at least two members appointed to this board?
  - Is the term of the appointment established?
  - Has council prescribed the remuneration and expenses, if any, payable to each member?
  - Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
  - Have the appointed members received the mandatory training?
3. Has a person been appointed as the clerk and received the mandatory training?
4. Has the municipality jointly established the local assessment review board, composite assessment review board, or both, with one or more other municipalities?
  - Have the member councils jointly designated one of the board members as chair?
  - Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
  - Have the member councils jointly appointed the clerk of the assessment review boards?

**Comments/Observations:** Council passed bylaw 143-2010 on March 9, 2010 authorizing a regional assessment review board. The bylaw does not establish the local and composite assessment review boards for the t, but instead authorizes the regional board to exercise the functions of both the local and composite assessment review boards.

Section 5 and 6 of the bylaw refer to the presiding officer of a panel as the "chairperson"; however, the bylaw does not establish a chair of the board itself. Section 455(2)(a) of the *MGA* requires the councils to jointly designate one of the board members as chair and to prescribe the term of office and any remuneration or expenses payable to the chair.

Members of the assessment review board have received the mandatory training.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Bylaw 143-2010 must be amended or replaced to include provisions establishing the local assessment review board and composite assessment review board, and ensure the Chairperson's duties are in accordance with legislation.

Since all members of the regional board should have the same bylaw, it would be advisable to work with all member municipalities of the regional assessment review board, as well as their legal counsel, to ensure that member bylaws are consistent and comply with the requirements of the *MGA*.

**Resources:** Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

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## 5. Bylaw Enforcement Officers

### **Legislative requirements: MGA 555-556**

1. Has the municipality passed a bylaw enforcement officer bylaw?
2. Are the powers and duties established within the bylaw for the bylaw enforcement officer?
3. Does the bylaw include:
  - disciplinary procedures;
  - penalties; and
  - an appeal process?
4. Have all individuals who perform bylaw enforcement within the municipality taken the official oath?

**Comments/Observations:** Bylaw 99/06 was passed on January 10, 2006 establishing the powers and duties of bylaw enforcement officers. The bylaw addresses disciplinary procedures, including penalties and an appeal process, for allegations of abuse of authority. Individuals who perform bylaw enforcement have taken the official oath.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.5 Discretionary Bylaws

#### 1. Procedural Bylaw

**Legislative requirements:** *MGA 145*

1. Does the municipality have a procedural bylaw?

**Comments/Observations:** Council passed bylaw 127/2008 on August 12, 2008 establishing meeting procedures for council and council committee meetings. The bylaw is consistent with the general requirements of the *MGA*.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



## 2. Borrowing Bylaw(s)

**Legislative requirements:** *MGA 251-259*, [Debt Limit Regulation 255/2000](#)

1. Does the municipality have any debt?
2. Has the borrowing been authorized by a borrowing bylaw?
3. Does the borrowing bylaw set out:
  - the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
  - the maximum rate of interest, the term and the terms of repayment of the borrowing; and
  - the source or sources of money to be used to pay the principal and interest owing under the borrowing?
4. Was the borrowing bylaw advertised (if required)?

**Comments/Observations:** Bylaw 211-2019 was passed on May 28, 2019 authorizing borrowing for the purpose of servicing a new municipal subdivision. The bylaw sets out the amount to be borrowed, the purpose of the borrowing, the maximum rate of interest to be paid, and the sources of money to be used to repay the principal and interest owing; however, the bylaw does not contain provisions respecting the term of the borrowing or the terms of repayment of the borrowing as required by section 251(2)(b) of the *MGA*.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Bylaw 211-2019 must be amended to include the term and terms of repayment of the borrowing to meet legislative requirements.

**Resources:** Municipal Affairs Financial Advisors are available to provide financial support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

### 3. Supplementary Property Tax Bylaw

**Legislative requirements:** MGA 369

1. Does the municipality have a supplementary property tax bylaw?
2. If so, did the municipality prepare a supplementary tax roll, supplementary tax notices for all taxable property shown on the supplementary tax roll of the municipality, and send the supplementary tax notices to the persons liable to pay the taxes?

**Comments/Observations:** Bylaw 229/2021 was passed on May 25, 2021 authorizing supplementary property tax assessments. Supplementary tax notices were sent to applicable properties.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable

### 3.6 Bylaw Procedures

#### 1. Passing Bylaws

**Legislative requirements:** *MGA 187-189*

1. Are bylaws given three distinct and separate readings?
2. If all readings are conducted at one council meeting, is there a resolution passed that gives unanimous consent to consider third reading?

**Comments/Observations:** A review of a selection of past council minutes indicates the proper process of three readings of bylaws, including that a resolution was passed unanimously giving consent before proceeding to third reading (e.g., resolutions 217/2021 through 220/2021 passed on December 14, 2021).

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 2. Bylaw revisions and Amendments

### **Legislative requirements: MGA 63-69, 191, and 692**

1. Are revision bylaws limited to:
  - consolidation of two or more bylaws;
  - altering citation; and
  - changes that do not materially affect a bylaw (clerical, technical, grammatical, or typographical)?
2. Does the title of the bylaw indicate that it is a revision bylaw?
3. Has the CAO certified in writing the revision prior to the bylaw being given first reading?
4. How are schedules to bylaws amended (e.g., fees charges or rate schedules)?
5. Have there been amendments to a bylaw that initially required advertising?
6. Was the amending bylaw advertised?
7. Are bylaws amended or repealed in the same way as the original bylaw was enacted?

**Comments/Observations:** The town does not use revision bylaws, but instead repeals and replaces bylaws. Schedules to bylaws are also amended by repealing and replacing the bylaw. The town's land use bylaw has received a number of amendments. In each case, the amendment is advertised and receives a public hearing as required.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.7 Mandatory Policies

#### 1. Public Participation Policy

**Legislative requirements:** *MGA 216.1*, [Public Participation Policy Regulation 193/2017](#)

1. Has a public participation policy been passed?
2. Does the policy identify:
  - types or categories of approaches the municipality will use to engage the public; and
  - types and categories of circumstances in which the municipality will engage with the public?
3. Is the public participation policy available for public inspection?
4. Has the public participation policy been reviewed by council in the last four years? (Not applicable until summer of 2022.)

**Comments/Observations:** The town passed their public participation policy 56/2018 on June 20, 2018. The policy establishes the circumstances when the municipality will engage the public and methods the town will use to engage the public. The policy is available for inspection on the municipal website.

The public participation policy must be reviewed by council prior to June 20, 2022.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 3.8 Finance

### 1. Operating Budget

**Legislative requirements: MGA 242, 243, 244, 248, 248.1**

1. Has an operating budget been adopted for each calendar year?
2. Does the operating budget include the estimated amount of each of the following expenditures and transfers:
  - the amount needed to provide for the council's policies and programs;
  - the amount needed to pay the debt obligations in respect of borrowings made to acquire, construct, remove or improve capital property;
  - the amount of expenditures and transfers needed to meet the municipality's obligations as a member of a growth management board, or its obligations for services funded under an intermunicipal collaboration framework (not applicable until April 1, 2020);
  - the amount needed to meet the requisitions or other amounts that the municipality is required to pay under an enactment;
  - if necessary, the amount needed to provide for a depreciation or depletion allowance, or both, for its municipal public utilities as defined in section 28;
  - the amount to be transferred to reserves;
  - the amount to be transferred to the capital budget; and
  - the amount needed to recover any shortfall as required under section 244?
3. Does the operating budget include estimated amounts of each source of revenue (taxes, grants, service fees)?
4. Are the estimated revenues and transfers sufficient to pay the estimated expenditures?
5. Does the budget align with the property tax rate bylaw?
6. Has council established procedures to authorize and verify expenditures that are not included in a budget?

**Comments/Observations:** The 2022 operating budget was approved by council resolution 216/2021 on December 14, 2021. The operating budget contains the estimated amounts for revenues, expenses, and transfers in accordance with the above identified legislative requirements. The estimated revenues are sufficient to pay the estimated expenses, and the budget aligns with the property tax bylaw. Expenses not included in the budget are brought to council or approval by resolution.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 2. Capital Budget

**Legislative requirements:** *MGA 245, 246, 248.1*

1. Has a capital budget for each calendar year been adopted?
2. Does the capital budget include the estimated amount for the following:
  - the amount needed to acquire, construct, remove or improve capital property;
  - the anticipated sources and amounts of money to pay the costs to acquire, construct, remove or improve capital property; and
  - the amount to be transferred from the operating budget?

**Comments/Observations:** The 2022 capital budget was approved by council resolution 216/2021 passed on December 14, 2021. The capital budget includes the estimated amounts to be spent on capital purchases, the amount and sources of funds needed for capital spending, and the amounts required from the operating budget in accordance with legislation.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3. Financial Records and Receipts

**Legislative requirements:** *MGA 268.1*

1. Are accurate records and accounts kept of the municipality's financial affairs?
2. Are actual revenues and expenditures of the municipality, compared with the estimates, reported to council as often as council directs?
3. Are revenues of the municipality collected and controlled, and receipts issued in the manner directed by council?

**Comments/Observations:** The town uses MuniWare to maintain their financial records. Financial records reviewed met the requirements set out in section 268.1. Council is provided with variance reports on a quarterly basis.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



#### 4. Municipal Accounts

**Legislative requirements:** *MGA 270*

1. Is all money belonging to or held by the municipality deposited into a financial institution designated by council?

**Comments/Observations:** Resolution 184/2021 was passed at the February 24, 2000 meeting and designates Servus Credit Union as the financial institution for the town. Banking records reviewed confirm that Servus Credit Union still holds municipal financial assets for the town.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Fidelity Bond

### **Legislative requirements: MGA 212.1**

1. Does the municipality annually obtain a fidelity bond or equivalent insurance?
2. Does the bond or insurance cover:
  - the CAO of the municipality;
  - the designated officers of the municipality; and
  - other employees of the municipality?

**Comments/Observations:** The town has insurance through RMA (Genesis). Based on information provided, insurance was in place.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 6. Auditor, Audited Financial Statements, Auditor Report

**Legislative requirements:** *MGA 276, 280, 281*, [Debt Limit Regulation 255/2000](#)

1. Has one or more auditors for the municipality been appointed?
2. Are annual financial statements of the municipality prepared for the immediately preceding year?
3. Do the financial statements include:
  - the municipality's debt limit; and
  - the amount of the municipality's debt as defined in the regulations under section 271?
4. Are the financial statements, or a summary of them, and the auditor's report on the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared?
5. Has council received the auditor's report on the annual financial statements and financial information return of the municipality?

**Comments/Observations:** The current auditor was appointed by resolution 186/2021 passed on October 26, 2021. The 2020 financial statements contain information respecting the town's debt and debt limit. The 2020 financial statements were approved by resolution 65/2021 at the April 13, 2021 council meeting.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 7. Salary and Benefits

**Legislative requirements:** *MGA 217*, [Supplementary Accounting Principles and Standards Regulation 313/2000](#)

1. Has information been provided on the salaries of councillors, the chief administrative officer and all designated officers of the municipality, including the assessor?

**Comments/Observations:** The 2020 audited financial statements include a disclosure of the salaries and benefits of members of council and the CAO. The town does not currently have any designated officers. Once the assessor is established as a designated officer as noted in section 3.9.1 of this report, the salary and benefits payable to the municipal assessor will need to be disclosed.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 8. Management Letter

**Legislative requirements:** *MGA 281(3)*

1. Has council received a separate auditor's report on any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit?

**Comments/Observations:** The town received confidential recommendations from their auditor.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 9. Three-Year Operating and Five-Year Capital Plans

**Legislative requirements:** *MGA 283.1*, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following;
  - a. major categories of expenditures and revenues;
  - b. annual surplus/deficit;
  - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
  - a. anticipated expenditures; and
  - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

**Comments/Observations:** The town has prepared a three-year operating and five-year capital plan. The three-year operating plan includes the major categories of revenue and expenses, and includes the annual surplus/deficit; however, the plan does not contain the accumulated surplus/deficit as required by section 2(c) of the Municipal Corporate Planning Regulation 192/2017. The five-year capital plan includes the anticipated expenditures and anticipated sources of revenue as required by legislation. Council reviews the financial plans annually as part of the budget process.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The three-year operating plan must be updated to include the accumulated surplus/deficit to meet legislative requirements.

**Resources:** Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

### 3.9 Assessment and Taxation

#### 1. Assessment Roll

**Legislative requirements:** *MGA 210, 284.2(1), 307*

1. Has the assessor been established as a designated officer by bylaw?
2. Has a person who has the qualifications as set out in the Municipal Assessor Regulation 347/2009 been appointed to the position of designated officer to carry out the functions of a municipal assessor?
3. Is the assessment roll available for inspection?
4. Is there a fee for this?
5. Does the municipality have a bylaw to establish this fee?

**Comments/Observations:** Bylaw 84-04 was passed on February 24, 2004 establishing the position of assessor for the town; however, the bylaw does not establish the position as a designated officer as required by section 284.2(1) of the MGA. Council appointed a qualified assessor by resolution 187/2021 passed on October 26, 2021. The assessment roll is available for inspection in the town office without a fee.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Bylaw 84-04 must be amended or replaced to establish the assessor as a designated officer of the town as required by section 284.2(1) of the *MGA*.

**Resources:** Municipal Affairs Assessment Advisors are available to provide assessment support by calling toll-free 310-0000 and then 780-422-1377.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Tax Roll

**Legislative requirements:** *MGA 327, 329*

1. Has an annual tax roll been prepared for the municipality?
2. Does the tax roll include the following:
  - a description sufficient to identify the location of the property or business;
  - name and mailing address of the taxpayer;
  - the assessment;
  - the name, tax rate, and amount of each tax imposed in respect of the property or business;
  - the total amount of all taxes imposed in respect of the property or business;
  - the amount of tax arrears; and
  - if the property is subject to an agreement between the taxpayer and the municipality (section 347 or 364)?

**Comments/Observations:** An annual tax roll has been completed and contains the required legislated content.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



### 3. Assessment and Tax Notice

**Legislative requirements:** *MGA 308, 333*

1. Does the municipality provide for a combined property assessment and tax notice?
2. Are assessment notices prepared annually for all assessed property, other than designated industrial property, shown on the assessment roll?
3. Are assessment notices sent to assessed persons?
4. Are tax notices prepared annually for all taxable property and businesses shown on the tax roll of the municipality?
5. Are the tax notices sent to the taxpayers?

**Comments/Observations:** Property assessment and tax notices are prepared annually, and sent to taxpayers separately in accordance with *MGA* requirements.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### 4. Content of Assessment Notices

**Legislative requirements:** MGA 303, 308.1, 309

1. Has the assessor set a notice of assessment date, which must be no earlier than January 1 and no later than July 1?
2. Has the assessor set additional notice of assessment dates for amended and supplementary assessment notices? Are those notice of assessment dates later than the date that tax notices are required to be sent under Part 10?
3. Does the municipal assessment notice show the following:
  - the same information that is required to be shown on the assessment roll;
  - the notice of assessment date;
  - a statement that the assessed person may file a complaint not later than the complaint deadline; and
  - information respecting filing a complaint in accordance with the regulations?

**Comments/Observations:** The assessor set a notice of assessment date of March 22, 2021 and the combined assessment and tax notice contains the required assessment information, the notice of assessment date, a statement that an assessed person may file a complaint and information on how to file an assessment complaint in accordance with legislation.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Content of Tax Notices

### **Legislative requirements: MGA 334**

1. Does the municipal property tax notice show the following:
  - the same information that is required to be shown on the tax roll;
  - the date the tax notice is sent to the taxpayer;
  - the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total;
  - except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer;
  - the name and address of the designated officer with whom a complaint must be filed;
  - the dates on which penalties may be imposed if the taxes are not paid; and
  - information on how to request a receipt for taxes paid?

**Comments/Observations:** The tax notice contains most of the information required by legislation; however, the notice does not contain information on how to request a receipt for taxes paid.

Please see section 3.4.3 regarding displaying the policing funding model as a separate requisition.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Going forward, the tax notice must contain information on how to request a receipt for taxes paid to meet the requirements of section 334 of the *MGA*.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 6. Notice and Certification

**Legislative requirements: MGA 311, 335, 336**

1. Has the municipality published in one issue of a newspaper having general circulation in the municipality, or in any other manner considered appropriate by the municipality, a notice that the assessment notices have been sent?
2. Has a designated officer certified the date the tax notices were sent?
3. Have the tax notices been sent before the end of the year in which the taxes were imposed?

**Comments/Observations:** The town does not provide notification that the assessment notices have been sent, nor does the town certify the date tax notices were sent.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The town must annually publish notice that the assessment notices have been sent, and a designated officer must annually certify the date tax notices are sent to meet the requirements of sections 335 and 336 of the MGA.

**Resources:** Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 7. Tax Arrears List

**Legislative requirements:** MGA 412, 436.03

1. Has a tax arrears list been prepared showing the parcels of land in the municipality in respect of which there are tax arrears?
2. Has the list been sent to the Registrar and to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*?
3. Has the list been posted in a place that is accessible to the public during regular business hours?
4. Were persons notified who are liable to pay the tax arrears that a tax arrears list has been prepared and sent to the Registrar?

**Comments/Observations:** The town prepared the tax arrears list, and submitted the list to the Registrar on March 28, 2022, before the required March 31 deadline. The list is publicly posted in the front foyer of the municipal office, and the proper notifications to persons liable to pay were made.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 8. Tax Sale

**Legislative requirements:** *MGA 418, 436.08*

1. Have those properties appearing on the tax arrears list been offered for sale within the time frame provided?

**Comments/Observations:** Tax arrears balances were brought up to date; therefore, the town has not been required to conduct a tax sale recently. In the event that the town encounters a tax sale, a resource is provided below.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Municipal Affairs has developed a resource for assisting municipalities in [A Guide to Tax Recovery in Alberta](#).

### 3.10 Planning

#### 1. Municipal Development Plan (MDP)

**Legislative requirements:** *MGA 230, 606, 632, 641, 692*

1. Is there a Municipal Development Plan (MDP) adopted by bylaw?
  - If the municipality is less than 3,500 in population and did not have an MDP before April 1, 2018, is the municipality preparing to complete and adopt the MDP by bylaw by April 1, 2021?
  - If the population of the municipality is less than 3,500, does the Land Use Bylaw for the municipality contain 'Direct Control' districting as per section 641(1)?
  
2. Does the MDP address/include:
  - future land use;
  - future development;
  - coordination of land use, growth patterns and infrastructure with adjacent municipalities (if there is no intermunicipal development plan);
  - transportation systems within the municipality and in relation to adjacent municipalities; and
  - provision of municipal services and facilities
  - policies respecting municipal reserve lands
  - policies respecting the protection of agricultural operations

**Comments/Observations:** Bylaw 188-2016 was passed on September 13, 2016 establishing a new municipal development plan for the town. The MDP addresses all the topics listed above. There were no amendments to the MDP.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 2. Land Use Bylaw (LUB)

**Legislative requirements:** MGA 230, 606,640, 642 (1), 692 (4), [Subdivision and Development Regulation 43/2002](#)

1. Is there a land use bylaw?
2. Does the land use bylaw:
  - divide the municipality into districts (zones);
  - establish a method of making decisions on development permit applications, including provisions for:
    - the types of development permits that may be issued;
    - processing an application for, or issuing, canceling, suspending or refusing to issue development permits;
    - the conditions (contained in the land use bylaw) that development permits may be subject to;
    - how long development permits remain in effect (if applicable);
    - the discretion the development authority may exercise with respect to development permits;
  - provide for how and to whom notice of the issuance of development permits is to be given;
  - establish the number of dwelling units permitted on a parcel of land; and
  - identify permitted and discretionary uses?
3. When an application to amend or change the land use bylaw is submitted, did the notice of the amendment include:
  - the municipal address/legal address of the parcel of land;
  - a map showing the location of the parcel of land;
  - written notice to the assessed owner of that parcel of land; and
  - written notice to the assessed owner of the adjacent parcel of land;
  - the purpose of the bylaw amendment or change and public hearing;
  - the address where the proposed bylaw, and any documents can be inspected; and
  - the date, time and place of the public hearing?

**Comments/Observations:** Bylaw 189/2016 was passed on September 13, 2016 establishing a new land use bylaw for the Town of Bentley. The bylaw divides the municipality into zones, and establishes a method for making development permit application decisions, including the topics listed above. The bylaw identifies permitted and discretionary uses, establishes the number of dwelling units allowed on a parcel, and provides for the issuance of development permit notices.

The bylaw was last amended by bylaw 226/2021. The bylaw was advertised, and the notice of amendment included the information listed above.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



### 3. Subdivision Authority

**Legislative requirements:** MGA 623, 625

1. Has the municipality bylaw provided for a subdivision authority?

**Comments/Observations:** Bylaw 208/2019 was passed on March 12, 2019 providing for the subdivision authority for the town.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

#### **4. Development Authority**

**Legislative requirements:** *MGA 623, 625*

1. Has the municipality bylaw provided for a development authority?

**Comments/Observations:** Bylaw 189/2016, the town's land use bylaw, provides for the development authority.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Subdivision and Development Appeal Board (SDAB)

**Legislative requirements:** *MGA 627, 628*, [Subdivision and Development Regulation 43/2002](#), [Subdivision and Development Appeal Board Regulation 195/2017](#)

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established by bylaw?
2. Does the SDAB bylaw describe the functions and duties of the SDAB?
3. Do the SDAB members exclude those who are:
  - municipal employees;
  - members of the municipal planning commission; and
  - individuals who can carry out subdivision and development powers on behalf of the municipality?
4. Is there no more than one councillor appointed to serve on a panel of the board?
5. If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
6. Is there a clerk appointed to the SDAB?
7. Has the clerk successfully completed the required SDAB training?
8. Is the member(s) appointed to the SDAB qualified to do so in accordance with the SDAB provisions in the Act and regulation?
9. Has the municipality completed its Statistical Information Return (SIR) to report that the SDAB clerk and members are trained?

**Comments/Observations:** Bylaw 205-2018 was passed on November 13, 2018 establishing and authorizing an intermunicipal SDAB agreement. All of council on MPC. The bylaw excludes municipal employees, members of the municipal planning commission and any person with subdivision or development authority powers from serving on the SDAB. The bylaw delegates the appointment of members to an administrative committee established within the bylaw, and establishes the clerk as the agreement administrator. Members of the SDAB, as well as the clerk, have received the mandatory training. The town submitted its 2020 SIR indicating the training status of SDAB members.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 6. Listing and Publishing Policies Used to Make Planning Decisions

### **Legislative requirements: MGA 638.2**

1. Are the following published on the municipal website:
  - an up-to-date list of council approved policies (by bylaw or resolution) used to make planning/development decisions;
  - a summary of these policies and their relationship to each other and to statutory plans and bylaws passed under Part 17 of the MGA; and
  - documents incorporated by reference in any bylaws passed under Part 17?

**Comments/Observations:** The municipal website for the town contains a list of council approved policies and bylaws relating to planning decisions; however, the website does not have a summary of the policies and their relationship to each other as required by section 638.2 of the MGA.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The website for the town must be updated to include a summary of the bylaws and policies relating to planning decisions and their relationship to each other in accordance with legislative requirements.

**Resources:** Municipal Affairs Planning Advisors are available to provide planning and development support by calling toll-free 310-0000 and then 780-427-2225.

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 7. Joint Use and Planning Agreements (for discussion only)

### **Legislative requirements: MGA 670.1, 672 and 673, Education Act 53.1**

1. Is the municipality aware that, where a school board is operating within the municipal boundaries of a municipality, the municipality must, by June 11, 2023, enter into an agreement with the school board?

2. Are they aware that the agreement must contain provisions:

- establishing a process for discussing matters relating to:
  - the planning, development and use of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
  - transfers under section 672 or 673 of the MGA of municipal reserves, school reserves and municipal and school reserves in the municipality;
  - disposal of school sites;
  - the servicing of school sites on municipal reserves, school reserves and municipal and school reserves in the municipality;
  - the use of school facilities, municipal facilities and playing fields on municipal reserves, school reserves and municipal and school reserves in the municipality, including matters relating to the maintenance of the facilities and fields and the payment of fees and other liabilities associated with them, and
  - how the municipality and the school board will work collaboratively,
- establishing a process for resolving disputes, and
- establishing a time frame for regular review of the agreement, and may, subject to the the governing legislation, contain any other provisions the parties consider necessary or advisable?

**Comments/Observations:** The CAO is aware of the legislative amendments requiring school boards and municipalities to enter into joint use and planning agreements prior to June 11, 2023.

**Resources:** Municipal Affairs Planning Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

### 3.11 Elections

#### 1. Returning /Substitute/Deputy Officers

**Legislative requirements:** *LAEA 13, 16*, [Local Authorities Election Forms Regulation 106/2007](#)

1. Was a returning officer appointed for the 2021 general election?
2. Was a substitute returning officer appointed for the 2021 general election?
3. Did all of the appointed election officers take the required oath/statement per the Local Authorities Election Forms Regulation?

**Comments/Observations:** The returning officer for the 2021 general election was appointed by council resolution 88/2021 passed on May 11, 2021. A substitute returning officer was not appointed. All election officers took the required oath/statement.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** Going forward, in the case of a by-election or the 2025 general election, a substitute returning officer must be appointed by council as required by section 13(2.1) of the *LAEA*.

**Resources:** Municipal Affairs Advisors are available to provide elections support by calling toll-free 310-0000 and then 780-427-2225. In addition, Municipal Affairs has developed a number of resources available to assist municipalities and individuals with the municipal election process and is available online at [Municipal Elections](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. Nomination Forms

**Legislative requirements:** LAEA 27, 28.1, 34, 97

1. Were the nomination papers signed by at least five electors of the municipality?
2. Were the nomination papers accompanied by the candidate information form (form 5)?
3. Have all nomination papers that were filed prior to the most recent election been retained?
4. Were copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52 made available to the candidates?
5. Does the municipality ensure that the Deputy Minister is forwarded a signed statement showing the name of each nominated candidate, election results, and any information about the candidate that the candidate has consented to being disclosed (for general elections and by-elections)?

**Comments/Observations:** Nomination papers were signed, filed, and the Deputy Minister received the required information in accordance with the LAEA. The nomination papers have been retained by the municipality.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3. Ballot Account

**Legislative requirements:** LAEA 88, 89, 94, 100

1. Has a copy of the ballot account been retained?

**Comments/Observations:** The town has retained a copy of the ballot accounts for the 2021 general election.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.



#### **4. Disposition of Election Material**

**Legislative requirements: LAEA 101**

1. Were the election materials disposed of in accordance with section 101 of the LAEA?
2. Is there a copy of the affidavits of destruction of the ballot box contents sworn or affirmed by the two witnesses?

**Comments/Observations:** Materials for the 2021 general election were destroyed, and the municipality has retained the affidavits of destruction.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## 5. Campaign Disclosure Statements

### **Legislative requirements:** *LAEA 147.4, 147.7*

1. Has the local jurisdiction issued a late filing fee of \$500 for campaign disclosure statements not received on or before March 1 immediately following a general election, or within 120 days of a by-election?
2. Have all campaign disclosure statements filed within the last four years been retained by the municipality?
3. Are all documents filed under this section available to the public during regular business hours?
4. Has the returning officer reported all complaints or allegations under Parts 5.1 or 8 of the *LAEA* to the Elections Commissioner?

**Comments/Observations:** All campaign disclosure statements for the 2021 general election were submitted on time by council candidates.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.12 Emergency Management

#### 1. Municipal Emergency Organization/Agency/Advisory Committee

**Legislative requirements: *Emergency Management Act (EMA) 11, 11.1, 11.2***

1. Has the emergency management committee been established by bylaw?
2. Has an emergency advisory committee been appointed consisting of a member or members of council to advise on the development of emergency plans and programs?
3. Is an emergency management agency established by bylaw to act as the agent of the local authority in exercising the local authority's powers and duties under the EMA?
4. Has a director of the emergency management agency been appointed?
5. Has the director of emergency management received the required training (Basic Emergency Management, ICS-300, and Director of Emergency Management courses)?
6. Have municipal elected officials received the required training (Municipal Elected Officials course)?
7. Have municipal staff who have been assigned responsibilities respecting the implementation of the emergency plan received the required training (Basic Emergency Management and ICS-100 courses)?
8. Are there prepared and approved emergency plans and programs?

**Comments/Observations:** Bylaw 147/2011 was passed on February 8, 2011 establishing the emergency management committee and emergency management agency for the town. A director of emergency management has been appointed and has received the required training. Members of council as well as municipal staff have also received the required training. The town has an approved emergency plan in place.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

### 3.13 Libraries

#### 1. Municipal Library Board

**Legislative requirements: Libraries Act 3-5**

1. Is a municipal library board established?
2. Has council provided a copy of the bylaw establishing the board to the Minister?
3. Has council appointed all of the members of the library board?
4. Have two or fewer councillors been appointed to the board?
5. Are there alternate members of council appointed to the board?
6. In the case of an intermunicipal library board, are members appointed to the board in accordance with the intermunicipal agreement?
7. Does the appointment term exceed three years?
8. Does any member's number of terms exceed three consecutive terms? If so, did two-thirds of council pass a resolution stating that they may be reappointed (for each additional term)?

**Comments/Observations:** The municipal library board for the Town of Bentley was established by bylaw 123/2008 passed on February 12, 2008. One member of council as well as an alternate are appointed annually at the organizational meeting. The appointment term does not exceed three years, and no member has exceeded three consecutive terms.

**Meets Legislative Requirements:** No

**Recommendations/Action Items:** The town must ensure the library board appointments align with section 4 of the *Libraries Act*, which does not provide for the appointment of an alternate member.

**Resources:** Municipal Affairs Library Consultants are available to provide library support by calling the Public Library Services Branch (PLSB) toll-free 310-0000 and then 780-427-4871 or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [Public Library Services](#).

**Municipal Response:** Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

## 2. System Library Board

**Legislative requirements:** *Libraries Act 16, Libraries Regulation 141/1998*

1. Is the municipality a member of a library system?
2. If so, has council appointed one member to the board?
3. If so, does the appointment term exceed three years?
4. Does any member's years of service exceed nine consecutive years? If so, did two-thirds of council approve each additional term?

**Comments/Observations:** The town is a member of the Parkland Regional Library System. One member of council, as well as one alternate, are appointed annually at the organizational meeting of council. The appointment term does not exceed three years, and no member's service has exceeded nine consecutive years.

**Meets Legislative Requirements:** Yes

**Recommendations/Action Items:** No action required.

**Resources:** Not applicable.

## **Section 4: Conclusion**

Your participation and cooperation during the 2022 Municipal Accountability Program review are appreciated. This report is intended to help the Town of Bentley reach full mandatory legislative compliance.

No confidential information is contained within this report; therefore, the report in its entirety should be shared with council to strengthen awareness of the diversity and magnitude of municipal responsibilities, the significant tasks and work involved, and achievements in compliance. The report can be used as a planning tool for addressing the compliance gaps identified and for future training purposes. To demonstrate transparency and accountability to citizens, it is strongly encouraged that the review results are shared during an open public meeting.

The ministry is committed to maintaining a strong collaborative working relationship. We welcome your feedback on our review process as we work together to ensure Albertans live in viable municipalities with well-managed, accountable and transparent local governments.

AR108983

September 1, 2022

Mr. Marc Fortais  
Chief Administrative Officer  
Town of Bentley  
PO Box 179  
Bentley AB T0C 0J0

Dear Mr. Fortais:

Thank you for your email of August 29, 2022 and accompanying action plan in response to the 2022 Municipal Accountability Program (MAP) report for the Town of Bentley.

I have reviewed your submission, and I am satisfied with the actions and timelines proposed. Please provide a summary report by August 29, 2023, including a record of resolution(s) passed, any new or updated bylaws, and any other documents changed to confirm the satisfactory completion of each legislative gap identified in the report.

I would also like to acknowledge the concerns that you had noted in your submission about the separation of policing costs from the general municipal levy on the tax rate bylaw. Individual tax rates included on a municipal tax rate bylaw are limited to those tax levies that are legislated requisitions – ASFF, Seniors Foundations, Housing and General Municipal.

As the police funds are simply an invoice provided by the province to municipalities for the cost of policing services, they should be included in the municipal budget and funded from the General Municipal tax levy.

In addition, section 334 of the *Municipal Government Act* identifies that the tax notice must only show rates established by the property tax bylaw.

While including a separate tax rate on the tax bylaw is not compliant with legislation, municipalities are free to include whatever additional information they choose with tax notices. Should council wish to itemize the impacts of the police invoices on the municipal tax rate (or any other amounts), the approach that you had suggested with a supplementary insert to the tax notice would be acceptable.

.../2

In order to ensure the MAP continues to be effective, and of value to Alberta municipalities, the ministry will request your feedback about the program in the near future. In the meantime, should you have any questions related to the MAP, please contact Kevin Miller, Municipal Accountability Advisor, Municipal Capacity and Sustainability, toll-free at 310-0000, then 780-422-8128.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Sandberg', with a long horizontal flourish extending to the right.

Gary Sandberg  
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs  
Kevin Miller, Municipal Accountability Advisor, Municipal Affairs





WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING AUGUST 25, 2022

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### **SUNBREAKER COVE WASTEWATER LINE AGREEMENT**

In 2021, the Summer Village of Sunbreaker Cove and Lacombe County agreed to jointly fund the design, construction and operation of a wastewater mainline in the Summer Village. The Transmission Line Cost-Share, Construction, Operating, Maintenance and Use Agreement between the Summer Village of Sunbreaker Cove and Lacombe County received Council approval.

### **PAVING OF RANGE RD. 2-4 – PETITION**

A report regarding a petition for the paving of Range Road 2-4 was received for information. The issue of paving Range Road 2-4 will be discussed at the October 4, 2022 Council Committee of the Whole meeting.

### **BATTLE RIVER WATERSHED ALLIANCE**

Lacombe County will support the Battle River Watershed Alliance funding application to the Alberta Community Partnership Grant Program for their Land and Water Advisory Committee Initiative. The Committee was recently created to discuss how municipal statutory plans and land use bylaws can support local and regional land and water management.

Councillor Knight was appointed to the Battle River Watershed Alliance's Land and Water Advisory Committee Initiative for a term of two years.

### **GULL LAKE CEMETERY – FUNDING REQUEST**

A request from the Gull Lake Cemetery for funding in the amount of \$11,420 from Lacombe County towards the acquisition of a new columbarium was presented for Council's consideration. The request did not receive Council approval.

### **GULL LAKE COMMUNITY LEAGUE – FUNDING REQUEST**

Funding of \$25,000 toward the Gull Lake Community League Playground Equipment Replacement Project was approved by Council.

### **ALIX NATURE TRAIL SOCIETY- BRIDGE REPLACEMENT PROJECT**

Funding of \$14,535 toward the Alix Nature Trail Society's Bridge Replacement Project was approved by Council.

### **TOWN OF BLACKFALDS – CAPITAL PROJECTS FUNDING**

Lacombe County will contribute up to \$46,076 to the Town of Blackfalds' annual capital projects at the Abbey Centre and Eagle Builders Centre (Arenas 1 & 2).

### **UTILITY ACCOUNTS WRITE OFFS**

Utility accounts totaling \$9,599.23 were written off as per Council approval. The accounts have been through a number of steps in the collection process and cover the period from 2013 to 2020.

### **PROPERTY TAX ACCOUNT WRITE OFFS**

Property tax accounts totaling \$58,103.24 were written off as per Council approval. These accounts have been reviewed in detail to ensure the balances should be written off.

### **SOLAR POWER UPDATE**

A report was provided with respect to the June 2021 completion by SkyFire Energy of the installation of a 115 kWDC solar PV system on the roof of the Lacombe County shop building. This system includes 288 solar modules, two inverters, and 144 optimizers. Energy use has been reduced by an estimated 72,625 kWh since the installation.



WHERE PEOPLE ARE THE KEY

**MINISTER RON ORR VISIT**

Minister Ron Orr provided an update on current government issues, both provincially and within Lacombe County.

**Next Regular Council Meeting is**  
**Thursday, September 8, 2022 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**October 4, 2022 – 9:00 a.m.**

**Lacombe County Administration Building**

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

# LRWSC MEETING

## August 24, 2022

### Time: 1:15 PM

<b>Jacque Palm-Fraser</b> <a href="mailto:Jacquie@eckville.com">Jacquie@eckville.com</a> <a href="mailto:colleen@eckville.com">colleen@eckville.com</a> <b>Alt: Colleen Ebden</b>  Town of Eckville Box 578 Eckville, AB <a href="mailto:info@eckville.com">info@eckville.com</a> B: 403.746.2171 F: 403.746.2900	<b>Sarah Fahey</b> <a href="mailto:sarahedunbrack@gmail.com">sarahedunbrack@gmail.com</a> <b>Alt: Dan Graden</b> <a href="mailto:dgradenfarm@hotmail.com">dgradenfarm@hotmail.com</a>  Village of Clive Box 90 Clive, AB T0C 0Y0 <a href="mailto:admin@clive.ca">admin@clive.ca</a> B: 403.784.3366 F: 403.784.2012
<b>Pam Hansen</b> <a href="mailto:phansen@bentleycouncil.ca">phansen@bentleycouncil.ca</a> <b>Alt: Lenore Eastman</b> <a href="mailto:leastman@bentleycouncil.ca">leastman@bentleycouncil.ca</a>  Town of Bentley Box 179 Bentley, AB T0C 0J0 <a href="mailto:mfortais@townofbentley.ca">mfortais@townofbentley.ca</a> B: 403.748.4044 F: 403.748.3213	<b>Barb Gilliat</b> <a href="mailto:bgilliat@platinum.ca">bgilliat@platinum.ca</a> <b>Alt: Janice Besuijen</b> <a href="mailto:janice.quest@gmail.com">janice.quest@gmail.com</a>  Village of Alix Box 87 Alix, AB T0C 0B0 <a href="mailto:tmeston@villageofalix.ca">tmeston@villageofalix.ca</a> B : 403.747.2495 F : 403.747.3663
<b>Grant Creasey &amp;</b> <a href="mailto:gcreasey@lacombe.ca">gcreasey@lacombe.ca</a> <b>Don Gullekson</b> <a href="mailto:dgullekson@lacombe.ca">dgullekson@lacombe.ca</a>  <b>Alt: no alternate appointed</b>  City of Lacombe 5432 56 Avenue Lacombe, AB T4L 1E9 <a href="mailto:dbellabono@lacombe.ca">dbellabono@lacombe.ca</a> B: 403.782.6666 F: 403.782.5655	<b>Dana Kreil &amp;</b> <a href="mailto:dkreil@lacombecounty.com">dkreil@lacombecounty.com</a> <b>Ken Weenink</b> <a href="mailto:kweenink@lacombecounty.com">kweenink@lacombecounty.com</a> <b>Alt: Dwayne West</b> <a href="mailto:dwest@lacombecounty.com">dwest@lacombecounty.com</a>  Lacombe County RR #3 Lacombe, AB T4L 2N3 <a href="mailto:tturnbull@lacombecounty.com">tturnbull@lacombecounty.com</a> B: 403.782.6601 F: 403.782.3820



**40123 Range Rd 260 (Prentiss Rd)  
RR 4 Box 18 Site 3 LACOMBE, AB T4L 2N4**

Phone: 403.782.8970  
Email: [admin@lrwsc.ca](mailto:admin@lrwsc.ca)



# AGENDA

## REGULAR BOARD MEETING

August 24, 2022

LRWSC Administration Building

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1. Call to Order
2. Adopt the Agenda
3. Adopt Minutes of June 22, 2022 Regular Board Meeting (Previously distributed)
4. Waste Haul Summaries for the Months of June & July 2022
5. List of Accounts Paid-To-Date
  - a. YTD Budget to Actual Report – July 2022
  - b. AP Cheque Register – June & July 2022
6. Policy WS (1) Update
7. In Camera – Requisition refund request
8. Manager's Report
9. Next Meeting October 12, 2022
10. Adjournment



UNAPPROVED MINUTES OF THE LACOMBE REGIONAL WASTE SERVICES COMMISSION BOARD JUNE 22, 2022

The meeting of the Lacombe Regional Waste Services Commission was called to order by Chairman Grant Creasey at 1:15 p.m. in the Boardroom of the Lacombe Regional Waste Services Commission Administration office on Wednesday June 22, 2022.

Present

**Commission Members:**

**Present:**

Village of Alix	Barb Gilliat
Town of Bentley	Lenore Eastman
Lacombe County	Dana Kreil
	Ken Weenink
City of Lacombe	Grant Creasey
Town of Eckville	Jacquie Palm-Fraser
Village of Clive	Sarah Fahey

**Regrets:**

Don Gullekson	City of Lacombe
---------------	-----------------

**Others:**

Jay Hohn	LRWSC Commission Manager
Alissa Lundie	Recording Secretary

Welcome

Chairman Creasey welcomed the Commission Board to the third LRWSC board meeting of 2022.

**RWS/21/22  
Agenda**

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

8a. Chairmans Report

***Moved by Ms. Kreil to approve the agenda as amended.***

***Carried Unanimously.***

**RWS/22/22  
Minutes**

***Moved by Ms. Gilliat that the minutes of April 27, 2022 Regular Meeting be approved.***

***Carried Unanimously.***

**RWS/23/22  
Waste Haul  
Summaries**

Administration reviewed the Waste Haul summaries for the months of April & May 2022. Clarification was given in the following areas:

- Mr. Hohn reviewed the current dry rubble totals, how they compare to prior years.
- How compactor totals compare to prior years.

***Moved by Ms. Eastman that the Waste Haul Summaries for the months of April & May 2022 be received as information by the Commission.***

***Carried Unanimously.***

**RWS/24/22  
Accounts Paid  
YTD Budget  
Comparative List  
Acct. Payable  
Cheque Listing**

Administration reported on the following with the Commission:

- Year to Date Budget Report May 31, 2022.
- Accounts Payable Cheque Listing from Apr. 1 – May 31, 2022.

***Moved by Ms. Palm-Fraser that the YTD Budget Comparative to May 31, 2022 be received as information by the Commission.***

***Carried Unanimously.***

***Moved by Ms. Palm-Fraser that the Accounts Payable Cheque Listing from April 1- May 31, 2022 be received as information by the Commission.***

***Carried Unanimously.***

***RWS/25/22  
Policy WS(1) Update***

Mr. Hohn reported to the Commission Board that Policy WS(1) Requisitions, is in need of updating.

The operation of the Lacombe Regional Waste Services Commission is funded through an annual requisition levied on the participating municipal members. Currently members are asked to submit their estimated populations annually in order for the requisition amount for that member to be calculated for the next budget year. CAO's of each member municipality would submit their estimated population to administration at LRWSC and those numbers are used for the next budget year. Members usually rely on using the Municipal populations numbers or in house records for these estimates. Now that the Alberta Government is no longer doing a municipal census, a more clear and consistent methodology needs to be adopted. The current methodology in place also leaves too much room for error.

Administration proposes that the Policy WS(1) be updated with a system that has a simpler and more accurate way of calculating populations which would be fair to both the members and LRWSC and prevents either party from having to come up with extra funds due to an incorrect estimate of member populations.

The Commission Board discussed the various databases available and which database they used for determining population. Most member communities are utilizing the Government of Alberta Population (Alberta Treasury and Finance) numbers as they are more accurate than the Federal Census numbers. This database is also the same one that the Alberta Government is using for funding. Using these database numbers would ensure that the population numbers are more accurate, consistent and transparent.

Mr. Weenink also suggested that including a clause in the policy that if a member did not agree with the Alberta Treasury and Finance numbers posted, then they would have until June 30<sup>th</sup> of that calendar year to bring any discrepancies forward to Administration. If a member had a concern with the numbers being used, then they could take their concerns to the LRWSC Commission Board for a resolution.

***Moved by Mr. Weenink that Administration updates Policy WS(1) to utilize the Government of Alberta/Treasury Board numbers as the base for requisition calculation and to present it at the next Commission Board meeting.***

***Carried Unanimously***

***RWS/26/22  
Amendment to  
Policy WS(4)***

Mr. Hohn proposed a change to the operating hours at our Alix/Mirror transfer site. The current hours of the site are Thursday to Saturday from 9:00am to 4:45pm which is three full days per week and the main basis to these hours was to accommodate a former staff member. The other three remote sites (Eckville, Bentley, and Spruceville) are open 2 ½ days per week, with Saturdays being a half day.

Eckville and Bentley are the two busiest sites on Saturdays, followed by Alix/Mirror, and then Spruceville. Site usage on Saturdays was tracked from June to August of 2021 for all of the remote sites. Consistently, Bentley was the highest, averaging 100-120 vehicles in the half day being open. Eckville was second, averaging 80-100 vehicles in the half day being open, and Alix/Mirror was third, averaging 70-90 vehicles in the whole day being open. All three sites accept the same waste and recycling items. The Eckville Site is 63km from the Prentiss Landfill, the Bentley Site is 36km from the Prentiss Landfill, and the Alix/Mirror Site is 33km from the Prentiss Landfill.

Mr. Hohn proposed that reducing the Alix/Mirror Site to half a day on Saturday (1:00pm to 4:45pm) starting October 1, 2022 would realize a cost savings in wages, as only four staff (instead of five) members would be required to work Saturdays at all of our sites. One attendant would work in Eckville in the morning and Bentley in the afternoon, and another attendant would work Spruceville in the morning and Alix/Mirror in the afternoon, and two attendants work at Prentiss all day.

In addition to changing the hours of the Alix/Mirror Site to 1:00pm to 4:45pm on Saturdays, there would also be a change the Spruceville Site hours to open 30 minutes earlier on Saturdays to allow the attendant time to travel to the Alix/Mirror Site in the afternoon.

The proposed operating hours of the Spruceville - Alix/Mirror Sites and the Eckville – Bentley Sites would then become the same on Saturdays (8:00am to 11:45am, and 1:00pm to 4:45pm) starting October 1, 2022.

If approved administration would provide the necessary information to inform the areas affected, such as the County News, our website, pamphlets to include in utility bills for Alix and Clive, and signage at the Alix/Mirror Transfer Site.

***Moved by Mr. Weenink that the Commission Board adopt the changes to the LRWSC Requisition WS(4) as presented. Carried Unanimously***

***RWS/27/22  
Manager's Report***

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

- Staffing – We have let a staff member go during their probation period and have hired a full-time replacement for June 1.
- Staff training – The Commission Manager and one other staff member completed a Landfill Fire Training Course on June 1, 2022.
- Mattress Recycling – We have hired a full-time staff member to dismantle the mattresses received on site. The metal will be recycled and the remaining material will be directed to the landfill.
- Compost Facility – Administration is currently waiting on our Disposition Renewal with Alberta Public Lands. Ultimate Services is also in the process of obtaining their sublease from Alberta Public Lands. Agreements have been signed in regards to rent of land and a guaranteed tipping fee rate of \$45/MT for 5 years once the plant becomes operational.
- Recycled Plastics – Terracore Plastics has delivered bins to Prentiss to collect #1, #2, and #5 plastics to be recycled into composite wood products.
- City of Lacombe Requisition Refund – The City of Lacombe has brought forth information that they have overestimated their

population and are requesting a refund on requisition fees. Negotiations between the LRWSC Commission Board, Administration and The City of Lacombe will need to be held to determine how much, if any, funds are to be refunded.

- Deck Over Trailer – Our new trailer was completed May 4<sup>th</sup> and final cost came in at \$28,806.00
- Temporary Staffing – we hired two temporary staff to pick litter at our sites May 30<sup>th</sup> and June 2, 2022.
- Recycling Education – Administration is working with Waste Management and Waste Connections to develop a recycling education program to be included in utility bills, and other media platforms. The information will lay out the do's and don'ts for recycling and information on what will happen to the material if not properly separated or contaminated.
- The lease of the farmable acreage at the Prentiss landfill expires March 31, 2023. The area will be put out to public tender early August and awarded at the August 24<sup>th</sup> meeting to ensure that the new leaseholder will have ample time to order seed for the next crop year.
- Ms. Kreil asked for clarification on how silage wrap is disposed of at the satellite sites and what tire sizes are accepted at those sites. Mr. Hohn clarified that bundles of silage wrap that are brought in are to be placed in the spare rubble bins, off to one side of the bin to ensure that there is enough room for other residents to put their rubble in. Tires with a rim size of 39 inches or less and off of the rim are accepted. Oversize tires may be accepted at the Prentiss transfer site.

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

***Carried Unanimously.***

***RWS/28/22  
Chairmans Report***

Mr. Creasey gave a brief update to the Commission Board about how the Sustane plant in Nova Scotia was doing.

He explained to the new board members what kind of company Sustane was, and how their plan was to process MSW at their plant in Nova Scotia, with the end product being diesel and feed pellet stock.

Along with the challenges of the pandemic, there was a problem with a component in the continuous feed in the system that they are currently working on replacing with a different component. They hope to have the problem solved soon and to have the system up and running in the near future so that they can begin processing the areas solid waste.

***Moved by Ms. Gilliat that the Chairmans Report be received as information by the Commission.***

***Carried Unanimously.***

***Next Meeting***

The next regular meeting of the Commission will be held August 24, 2022 at 1:15 p.m. in the LRWSC Administration Boardroom at Prentiss.

***RWS/29/22  
Adjourn***

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

***Time: 3:27 p.m.  
Carried Unanimously.***



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Chairperson

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Manager

LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY

FOR THE MONTH OF: JUNE 2022



COMPACTOR WASTE

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	87.550	428.30	517.98	428.26	473.99	508.31	479.25	506.26	480.62	516.58
BENTLEY	65.065	289.79	302.78	282.47	287.02	302.74	290.12	271.59	312.27	334.57
SPRUCEVILLE	36.505	194.80	195.40	198.98	194.76	252.97	263.20	308.90	293.44	328.12
PRENTISS	667.240	3240.64	3328.35	3494.04	3302.11	3,122.39	3,259.73	3,076.94	3,247.94	3,436.67
ALIX/MIRROR	12.930	123.35	136.03	173.98	153.04	176.63	183.78	163.43	184.62	205.73
<b>TOTAL</b>	<b>869.290</b>	<b>4276.87</b>	<b>4480.54</b>	<b>4577.73</b>	<b>4410.92</b>	<b>4,363.04</b>	<b>4,476.08</b>	<b>4,327.12</b>	<b>4,518.89</b>	<b>4,821.67</b>

Agreed

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	21.923	97.64	108.15	114.17	122.04	122.46	150.83	158.99	147.92	Month End Totals Only
BENTLEY	18.550	101.65	120.66	143.32	121.74	123.90	139.49	129.54	139.97	
SPRUCEVILLE	16.475	61.49	61.57	80.07	72.96	88.19	100.86	92.74	97.88	
PRENTISS	814.265	3,853.97	4,350.60	4,068.89	4,053.70	3,136.48	3,486.61	4,193.07	5,229.38	
ALIX/MIRROR	46.670	121.94	110.05	116.33	102.39	110.65	128.73	114.04	125.86	
<b>TOTAL</b>	<b>917.883</b>	<b>4,236.70</b>	<b>4,751.03</b>	<b>4,522.78</b>	<b>4,472.83</b>	<b>3,581.68</b>	<b>4,006.52</b>	<b>4,688.38</b>	<b>5,741.01</b>	<b>5,503.35</b>

WASTE METAL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	7.950	41.88	36.93	52.83	29.63	31.84	37.69	44.19	42.11	37.10
BENTLEY	8.150	25.33	33.15	46.62	31.51	27.10	31.93	21.41	25.99	25.85
SPRUCEVILLE	2.735	10.02	14.99	19.93	16.40	19.57	14.55	17.96	20.75	17.18
PRENTISS	16.225	130.19	91.93	77.51	74.19	68.97	90.60	103.89	92.24	89.05
ALIX/MIRROR	3.320	18.46	32.51	35.26	26.20	23.27	18.05	28.78	29.00	25.32
<b>TOTAL</b>	<b>38.380</b>	<b>225.87</b>	<b>209.51</b>	<b>232.15</b>	<b>177.93</b>	<b>170.75</b>	<b>192.82</b>	<b>216.23</b>	<b>210.09</b>	<b>194.50</b>

OTHER PRODUCTS - PRENTISS SITE

	2022	
	TONNES	YTD TONNES
BURNABLE	260.159	676.345
METAL	41.205	228.693
CONCRETE	17.264	198.217
SHINGLES	24.417	62.206
<b>TOTAL</b>	<b>343.045</b>	<b>1165.461</b>

LACOMBE REGIONAL WASTE SERVICES COMMISSION

WASTE HAUL SUMMARY



FOR THE MONTH OF: JULY 2022

COMPACTOR WASTE

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	83.705	512.01	615.99	523.53	589.90	602.76	575.12	599.84	591.71	622.34
BENTLEY	67.885	357.67	345.65	331.41	367.43	358.08	339.67	330.46	377.84	398.84
SPRUCEVILLE	62.720	257.52	239.68	245.80	279.80	307.24	309.06	365.34	365.08	421.49
PRENTISS	685.910	3926.55	3989.05	4235.52	4024.38	3,789.12	3,835.95	3,667.02	3,892.83	4,149.89
ALIX/MIRROR	27.200	150.55	161.86	203.74	197.78	210.52	207.42	200.48	232.71	239.99
<b>TOTAL</b>	<b>927.420</b>	<b>5204.29</b>	<b>5352.23</b>	<b>5540.00</b>	<b>5459.29</b>	<b>5,267.72</b>	<b>5,267.22</b>	<b>5,163.14</b>	<b>5,460.17</b>	<b>5,832.55</b>

DRY RUBBLE TO PRENTISS LANDFILL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	19.000	116.64	130.81	140.35	154.00	143.58	183.43	186.66	184.34	Month End Totals Only
BENTLEY	23.975	125.63	141.96	171.60	151.62	151.88	165.82	161.34	171.79	
SPRUCEVILLE	14.230	75.72	71.77	93.03	89.45	101.93	116.12	110.18	119.30	
PRENTISS	722.006	4,575.98	5,272.30	4,873.09	5,601.51	3,897.68	4,252.61	5,038.69	6,076.36	
ALIX/MIRROR	18.910	140.85	133.58	147.04	123.65	129.34	153.56	135.71	154.44	
<b>TOTAL</b>	<b>798.121</b>	<b>5,034.82</b>	<b>5,750.42</b>	<b>5,425.11</b>	<b>6,120.23</b>	<b>4,424.41</b>	<b>4,871.54</b>	<b>5,632.58</b>	<b>6,706.23</b>	

WASTE METAL

FROM	2022		HISTORY - YTD TONNES							
	TONNES	YTD TONNES	2021	2020	2019	2018	2017	2016	2015	2014
ECKVILLE	4.585	46.46	43.65	62.79	38.45	41.02	47.89	52.03	54.40	47.18
BENTLEY	5.015	30.35	44.58	54.56	42.77	36.66	38.35	26.49	30.58	33.25
SPRUCEVILLE	1.245	11.26	16.43	25.64	20.42	23.64	19.84	21.83	22.87	20.99
PRENTISS	14.926	145.12	106.87	101.31	86.58	84.42	109.32	125.00	115.26	113.54
ALIX/MIRROR	3.655	22.11	37.16	40.91	31.43	28.42	22.82	31.04	35.89	32.95
<b>TOTAL</b>	<b>29.426</b>	<b>255.29</b>	<b>248.69</b>	<b>285.21</b>	<b>219.65</b>	<b>214.16</b>	<b>238.22</b>	<b>256.39</b>	<b>259.00</b>	<b>247.91</b>

OTHER PRODUCTS - PRENTISS SITE

	2022	
	TONNES	YTD TONNES
BURNABLE	145.163	821.508
METAL	33.678	262.371
CONCRETE	17.310	215.527
SHINGLES	40.193	102.399
<b>TOTAL</b>	<b>236.344</b>	<b>1401.805</b>

# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at July 31, 2022



	Year to Date	Budget	Difference	% Budget
<b>REVENUE</b>				
<b>SALES AND USER CHARGES</b>				
Dry Rubble Disposal Fees	211,532.72	330,000.00	118,467.28	64.10
White Goods Disposal Fees	12,060.00	25,000.00	12,940.00	48.24
Shingle Disposal Fees	8,258.44	15,000.00	6,741.56	55.06
Recycled Waste	18,189.45	40,000.00	21,810.55	45.47
<b>TOTAL SALES AND USER CHARGES</b>	<b>250,040.61</b>	<b>410,000.00</b>	<b>159,959.39</b>	<b>60.99</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>				
Penalties & Costs	98.10	100.00	1.90	98.10
Interest on Investments	23,789.97	18,000.00	-5,789.97	132.17
Other Revenue (Incl. Dow funding and Ins. Payout)	14,783.17	33,650.00	18,866.83	43.93
Contribution from Surplus	0.00	0.00	0.00	0.00
Land Rentals	29,643.20	29,640.00	-3.20	100.01
<b>TOTAL OTHER REVENUE FROM OWN SOURCE</b>	<b>68,314.44</b>	<b>81,390.00</b>	<b>13,075.56</b>	<b>83.93</b>
<b>GOVERNMENT TRANSFERS</b>				
Aspen Beach Provincial Park	4,519.76	4,340.00	-179.76	104.14
Lacombe County	336,147.50	672,300.00	336,152.50	50.00
City of Lacombe	485,160.00	970,320.00	485,160.00	50.00
Town of Eckville	37,797.50	75,600.00	37,802.50	50.00
Town of Bentley	35,035.00	70,070.00	35,035.00	50.00
Village of Alix	23,855.00	47,710.00	23,855.00	50.00
Village of Clive	23,237.50	46,480.00	23,242.50	49.99
Summer Villages	54,990.60	53,340.00	-1,650.60	103.09
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>1,000,742.86</b>	<b>1,940,160.00</b>	<b>939,417.14</b>	<b>51.58</b>
<b>TOTAL REVENUE</b>	<b>1,319,097.91</b>	<b>2,431,550.00</b>	<b>1,112,452.09</b>	<b>54.25</b>

# Lacombe Regional Waste Services Commission

## Year to Date Budget Report

at July 31, 2022



	Year to Date	Budget	Difference	% Budget
<b>EXPENSE</b>				
<b>SALARY, WAGES AND BENEFITS</b>				
Salary and Wages	487,747.04	898,400.00	410,652.96	54.29
Employer Contributions	118,022.19	203,250.00	85,227.81	58.07
Staff Training	869.96	5,000.00	4,130.04	17.40
<b>TOTAL SALARY, WAGES AND BENEFITS</b>	<b>606,639.19</b>	<b>1,106,650.00</b>	<b>500,010.81</b>	<b>54.82</b>
<b>CONTRACTED &amp; GENERAL SERVICES</b>				
Taxable Benefits, Travel & Meals	5,983.06	13,650.00	7,666.94	43.83
Membership Fees	416.25	1,030.00	613.75	40.41
Postage and Courier	255.65	500.00	244.35	51.13
Telephone and Communication	8,314.16	11,080.00	2,765.84	75.04
Administration	13,515.20	25,500.00	11,984.80	53.00
Recycling Costs *	50,222.52	141,320.00	91,097.48	35.54
Professional Services	15,865.70	23,500.00	7,634.30	67.51
Site Disposal Contract (WDML)	115,475.49	256,500.00	141,024.51	45.02
Repair and Maintenance - Site - Labour	23,190.84	65,000.00	41,809.16	35.68
Repair and Maintenance - Equipment - Labour	37,602.45	110,000.00	72,397.55	34.18
Contracted Equipment Hiring	6,010.22	21,000.00	14,989.78	28.62
Rentals	441.67	2,500.00	2,058.33	17.67
Insurance, Taxes and Advertising	13,072.52	21,430.00	8,357.48	61.00
<b>TOTAL CONTRACTED &amp; GENERAL SERVICES</b>	<b>290,365.73</b>	<b>693,010.00</b>	<b>402,644.27</b>	<b>41.90</b>
<b>GOODS, SUPPLIES &amp; UTILITIES</b>				
Goods and Supplies	8,485.25	15,610.00	7,124.75	54.36
Small Tools and Equipment	2,069.07	5,000.00	2,930.93	41.38
Fuel and Lubricants	95,385.09	163,240.00	67,854.91	58.43
Tires	14,170.89	30,000.00	15,829.11	47.24
Vehicle Parts & Batteries	37,590.05	42,000.00	4,409.95	89.50
Site Supplies	17,975.10	30,000.00	12,024.90	59.92
Utilities	20,659.50	40,000.00	19,340.50	51.65
<b>TOTAL GOODS, SUPPLIES &amp; UTILITIES</b>	<b>196,334.95</b>	<b>325,850.00</b>	<b>129,515.05</b>	<b>60.25</b>

# Lacombe Regional Waste Services Commission

## Year to Date Budget Report at July 31, 2022



	Year to Date	Budget	Difference	% Budget
<b>TRANSFER PAYMENTS</b>				
Transfer to Capital	0.00	6,000.00	6,000.00	0.00
Reserve Contributions	0.00	293,540.00	293,540.00	0.00
<b>TOTAL TRANSFER PAYMENTS</b>	<b>0.00</b>	<b>299,540.00</b>	<b>299,540.00</b>	<b>0.00</b>
<b>FINANCIAL SERVICES CHARGES</b>				
Bank Charges and Interest	2,705.90	6,500.00	3,794.10	41.63
Write-off Doubtful Accounts	0.00	0.00	0.00	0.00
Loss on disposal of Capital Assets	0.00	0.00	0.00	0.00
<b>TOTAL FINANCIAL SERVICES CHARGES</b>	<b>2,705.90</b>	<b>6,500.00</b>	<b>3,794.10</b>	<b>41.63</b>
<b>TOTAL EXPENSE</b>	<b>1,096,045.77</b>	<b>2,431,550.00</b>	<b>1,335,504.23</b>	<b>45.08</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>223,052.14</b>	<b>0.00</b>	<b>-223,052.14</b>	

<b>*Summary of Recycling Costs Expense</b>	
Description	Amount
<b>Diversionsary Credit</b>	22,306.71
CITY OF LACOMBE	19,551.45
LACOMBE COUNTY	1,405.71
TOWN OF BENTLEY	1,349.55
TOWN OF ECKVILLE	-
VILLAGE OF ALIX	-
VILLAGE OF CLIVE	-
<b>Other</b>	27,915.81
CHEMCO (WOOD GRINDING)	-
D&M CONCRETE	-
PROMETAL	-
SINCLAIR - FREON	-
DBS ENVIRONMENTAL	7,006.81
RE-MATT	20,909.00
<b>Grand Total</b>	<b>50,222.52</b>

*As per request, the above itemized breakdown of Recycling Costs has been provided.*

*Please note that the majority of urbans don't claim their diversionsary credits until year-end.*

**Lacombe Regional Waste Services Commission**  
**Cheque Log**  
**June 1 - July 31, 2022**

Cheque No.	Cheque Date	Payee	Amount
2236	09-06-2022	1st Star Electric Systems Ltd. - <a href="#">Prentiss compactor</a>	407.40
2237	09-06-2022	Ancoma Scales - <a href="#">wireless scale screen</a>	1,375.50
2238	09-06-2022	ARBY'S GLASS - <a href="#">windshield</a>	451.50
2239	09-06-2022	BDO CANADA LLP - <a href="#">Audit</a>	11,291.18
2240	09-06-2022	BEMOCO LAND SURVEYING LTD. - <a href="#">survey out weatherstation</a>	315.00
2241	09-06-2022	CANOE PROCUREMENT GROUP OF CANADA - <a href="#">fuel</a>	9,257.13
2242	09-06-2022	CITY OF LACOMBE - <a href="#">diversionary credit</a>	3,427.27
2243	09-06-2022	DBS ENVIRONMENTAL - <a href="#">household hazardous</a>	2,369.01
2244	09-06-2022	DIRECT ENERGY BUSINESS - <a href="#">electricity</a>	2,422.81
2245	09-06-2022	KAL TIRE - <a href="#">tire repairs and tires</a>	746.24
2246	09-06-2022	LACOMBE SIGNMASTERS - <a href="#">sign</a>	166.82
2247	09-06-2022	LACOMBE COUNTY - <a href="#">May payroll</a>	82,750.86
2248	09-06-2022	LO COST PROPANE - <a href="#">propane tank rental</a>	157.50
2249	09-06-2022	RE-MATT INC - <a href="#">mattress recycling</a>	2,991.45
2250	09-06-2022	Rope & Tye Mechanical Ltd - <a href="#">truck repair</a>	5,097.94
2251	09-06-2022	SERVUS CREDIT UNION <a href="#">postage - 147.68</a> <a href="#">Web &amp; Internet - 179.79</a> <a href="#">Sage - 396.88</a> <a href="#">lunch &amp; gloves - 396.18</a> <a href="#">Parts and straps - 167.69</a> <a href="#">Hydraulic fittings - 177.98</a> <a href="#">Plates - 116.74</a> <a href="#">Coffee supplies - 81.08</a> <a href="#">Parts - 765.66</a> <a href="#">Lube - 101.85</a> <a href="#">Site supplies - 17.83</a>	2,549.36
2252	09-06-2022	TELUS - <a href="#">phone</a>	152.09
2253	09-06-2022	TELUS MOBILITY - <a href="#">Cellular</a>	469.98
2254	09-06-2022	UFA Co-Operative Limited - <a href="#">Fuel</a>	436.31
2255	21-06-2022	ROD CLARKE - <a href="#">battery cables</a>	50.00
2256	05-07-2022	Ancoma Scales - <a href="#">cable</a>	63.42
2257	05-07-2022	CANOE PROCUREMENT GROUP OF CANADA - <a href="#">Fuel</a>	3,563.51
2258	05-07-2022	CITY OF LACOMBE - <a href="#">diversionary credit</a>	3,647.61
2259	05-07-2022	CURR CORNER AUTOMOTIVE - <a href="#">truck repair</a>	1,437.59
2260	05-07-2022	DIRECT ENERGY BUSINESS - <a href="#">electricity</a>	2,421.49
2261	05-07-2022	KAL TIRE - <a href="#">tire repair</a>	86.84
2262	05-07-2022	LACOMBE SIGNMASTERS - <a href="#">signs</a>	1,000.94
2263	05-07-2022	NEW WEST FREIGHTLINER INC. - <a href="#">truck repairs</a>	2,913.95
2264	05-07-2022	RE-MATT INC - <a href="#">mattress recycling</a>	9,444.75

2265	05-07-2022	Rope & Tye Mechanical Ltd - <a href="#">truck repair</a>	483.00
2266	05-07-2022	SWANA Northern Lights Chapter - <a href="#">membership renewal</a>	262.50
2267	05-07-2022	TELUS - <a href="#">phone</a>	151.14
2268	05-07-2022	TELUS MOBILITY - <a href="#">cellular</a>	469.98
2269	05-07-2022	WORKERS COMPENSATION BOARD ALBERTA - <a href="#">premium payment</a>	2,123.73
2270	05-07-2022	SERVUS CREDIT UNION	4,981.93
		<a href="#">Temporary labour - 964.11</a>	
		<a href="#">Board meeting - 27.17</a>	
		<a href="#">pump parts/files/knives - 685.35</a>	
		<a href="#">returns - cables (164.88)</a>	
		<a href="#">course - 31.49</a>	
		<a href="#">Web &amp; Internet &amp; GPS - 1477.59</a>	
		<a href="#">Sage - 396.88</a>	
		<a href="#">Coffee supplies &amp; coveralls - 320.96</a>	
		<a href="#">tools - 469.23</a>	
		<a href="#">hydraulic fluid - 207.64</a>	
		<a href="#">ext cords &amp; wasp spray - 566.39</a>	
2271	25-07-2022	ROBIN STUDER - <a href="#">tires</a>	300.00
			160,237.73





## **AGENDA ITEM**

Lacombe Regional Waste Services Commission

Requisition Policy Update WS(1)

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**DATE:** August 24, 2022

### **BACKGROUND:**

The operation of the Lacombe Regional Waste Services Commission is funded through an annual requisition levied on the participating municipal members.

The membership agreement for the Lacombe Regional Waste Services Commission authorizes the Board to determine a system for the equitable sharing of costs by the municipalities. Members pay a requisition to LRWSC on a per capita basis, and does require members to estimate their populations outside of Census years.

The per capita system was developed in 1984, with the first change in 2002 to address sudden and unpredictable changes in member populations. The policy that was adopted in February of 2002, was replaced in 2013, and again in 2017 with the current Requisition Policy WS(1).

The current policy is not clear on refunding funds to members should their populations be determined to be lower by a census than estimated.

### **ANALYSIS:**

LRWSC would like the Requisition system to be fair to both the paying member and LRWSC. Currently, the system in place allows either party to go back up to five years after a current census to receive or refund funds that can be very costly to the member or LRWSC.

The change to the policy in 2017 removed the clause “There will be no refund or adjustment to a requisition where a municipality overestimates their population”, and replaced it with “If the actual population proves to be lower than the estimated population, a refund will be issued by the Commission in the following year, allowing the Commission to budget for the amount owed.”

The policy is not clear on how far back a Municipality can request a refund, but can only assume that the same rule would apply as if LRWSC was to submit a supplemental requisition for population estimates that were too low.

The proposed changes to policy WS(1) establish a fair Requisition Model with respect to estimating populations to both the Member and LRWSC that prevents either party from having to come up with extra funds due to an incorrect estimate of member populations.

**RECOMMENDATION:**

The Commission Board approve the changes to the LRWSC Requisition WS(1) policy.

# POLICY



<b>Lacombe Regional Waste Services Commission</b>	Policy No. <b>WS(1)</b>	Page <b>1 of 1</b>
Policy Title <b>Requisitions</b>		

Board Resolution No. RWS/49/17	Date: August 24, 2022	Cross Reference RWS 31/13	Effective TBD
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## **POLICY**

The operation of the Lacombe Regional Waste Services Commission is funded through an annual requisition levied on the participating municipal members. The membership agreement for the Lacombe Regional Waste Services Commission authorizes the Board to determine a system for the equitable sharing of costs by the municipalities.

## **GUIDELINES/PROCEDURE**

1. Requisitions for participating municipalities are to be based on the current population figures or estimated population figures derived from the latest Government of Alberta Population (Alberta Treasury and Finance) data for each municipality and a per capita rate to be established annually by the Board with the adoption of the operating budget.
2. Member Municipalities have until June 30<sup>th</sup> each year to advise LRWSC if they have a disagreement with the latest population data provided by the Alberta Treasury and Finance Board – Alberta Population Estimates – Municipal Population Estimates.
3. The LRWSC Board will have final decision with population disputes.



**LRWSC**

## **AGENDA ITEM**

Lacombe Regional Waste Services Commission

Manager's Report

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**DATE: August 24, 2022**

### **Staff Training:**

Myself and one other staff member have completed the requirements to renew our Landfill Operator Certificates. They are now valid until December 2025.

### **Mattress Recycling:**

We have reached out to U-Haul locally to see if they are interested in the felt pads from the mattresses, they have yet to get back to us.

### **Compost Facility:**

Ultimate Services is waiting on their Indigenous Survey to be completed, otherwise no new developments.

### **Site Improvements:**

Clean up of the burn pits at the Bentley, and Eckville sites has been completed with the use of our excavator.

An order of 130MT of gravel was delivered to Bentley to improve the turnaround area for the burn pits.

An order of 225MT of gravel was delivered to Prentiss to improve roads for public access.

### **Site Vegetation Control:**

We have an agreement with Lacombe County to spray all of our sites for problem vegetation. All sites have now been sprayed this summer.

### **Lacombe County Campsites:**

We are working with Lacombe County to identify all campgrounds within Lacombe County borders. Currently summer villages and some campgrounds are in the requisition model; however, some are not. A formula has been developed to account for the waste that comes in from the campgrounds.

We will have further meetings with Lacombe County to discuss the best way for the Commission to be compensated for the waste that is generated from these sites. There are approximately 1000 individual campsites within 13 campgrounds in Lacombe County that we have identified. The camping season averages 16 weeks per year.

### **Sandy Point Seasonal Residents:**

We are working with Lacombe County to decide on the best way for the Commission to be compensated for the waste generated at Sandy Point. The seasonal residents are not counted in Lacombe County population numbers; therefore, the Commission is not paid for that waste. Currently, there are 275 seasonal residents for 22 weeks at Sandy Point.

### **Farm Land Lease at Prentiss:**

The 5-year lease agreement will be expiring March 31<sup>st</sup> of 2023. We have put forth a request for tender for another 5-year lease in July to give sufficient time to receive bids. The closing date is August 19, 2022 at 4:00pm.

### **Seacan Containers:**

The two sea can containers that we bought in 2020 for the Bentley and Eckville sites were no longer serving a purpose at those sites. We had purchased them to be able to lock items for those sites inside.

However, we were unable to keep the containers locked as trespassers continuously cut off the locks even though there were inside lock boxes.

The 20' container from Eckville was sold back to the place we purchased it from for \$2750.00 (the same price we paid to purchase it), and we had the same company haul the 40' container from Bentley to the Prentiss Site at no charge, to use for storage of items with no real value, but useful to the Commission (used tires, boards, etc).

### **RECOMMENDATION:**

That the Commission Board receive this as information.



Greg Rathjen

REPORT FOR August 2022

- **August 4<sup>th</sup> Dignitary lunch and Parade**
  
- **August 23 Regular Town Council Meeting**
  - **Presentation with Eco Tree and Eco Tree Generations**
  - **Large group of interested citizens attended to hear information**
  
- **Each Saturday I Have spent 2 ½ hours at the Farmers Market greeting, welcoming and sharing vision with hundreds of visitors.**
  - **Responses and positive comments by many visitors and met a number who just moved here from many parts of Canada and lots of visitors saying how much they love coming to the market in Bentley, the rodeo and all the special weekend. A number shared how they look forward to coming to Bentley every summer. Others relate to family members coming from Bentley.**
  - **The people contact at the market as well as talking to all the vendors has been very inspiring and encouraging for all the work our staff does. Our council's vision and dedicated work and attitude. It has been a great big KUDO to all the community, volunteers, and groups.**
  
- **This august there were many hours spent responding to concerns, questions, confusion and nonissues brought to the council and office staff.**
  
- **Daily drop into office and support staff while CAO Marc was on Holiday**
  
- **Farewell staff lunch for Summer Staff. Great team and many compliments from visitors on the incredible streets and beautiful flowers.**
  
- **Time spent with Mayor's report always to be in by 20<sup>th</sup> for our informative Community News and I was able to give many away at the Farmers Market**



**Lenore Eastman**

**REPORT FOR August 2022**

- August 4 - Dignitary's. lunch
- August 22 - webinar on Provincial Policing  
- various members of the board talking about their opinions on policing.
- August 23 - regular council meeting
- August 25-Sylvan Lake Council meeting supporting Urgent Care Committee.



Dale Grimsdale

REPORT FOR August 2022

- August 23 – Regular Council Meeting





**Pam Hansen**

**REPORT FOR August 2022**

- August 23, 2022, Regular Council Meeting
- August 24, 2022, Lacombe Regional Waste Services Commission Meeting



**Brenda Valiquette**

**REPORT FOR August 2022**

- August 23, 2022, Council Meeting – ECO Tree Presentation and many members of the public there to ask questions and hear the presentation – Council decision was deferred to 1<sup>st</sup> council meeting in august.