



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday November 9, 2021**  
**6:45 pm**

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1. Call to Order
2. Amendments & Acceptance of Agenda
3. Adoption of Previous Minutes:
  - a) Organizational Meeting October 26, 2021
  - b) Regular Meeting of Council October 26, 2021
4. Financial:
  - a) Prepaid Cheque Listing – Cheques No. 20210777 to 20210824
5. New Business
  - a) Emergency Management Orientation with Director of Emergency Management (Julian Veuger) and Deputy Director (CAO Marc Fortais)
  - b) Office Closure – Staff Holiday / Christmas Break
6. Correspondence:
7. Other Business/Council Question Period:
  - a) November 23, 2021, Council Meeting Cancellation to accommodate administration effort for strategic planning workshop November 24, 2021, and Budget workshop December 1, 2021.
8. Council Reports
  - a) Mayor Rathjen
  - b) Deputy Mayor Valiquette
  - c) Lenore Eastman
  - d) Dale Grimsdale
  - e) Pam Hansen
  - f) Prior Deputy Mayor Joan Dickau
  - g) Prior Councillor Cora Knutson
9. Adjournment



**Bentley Town Council  
Annual Organizational Meeting  
October 26, 2021**

**Date & Place:** Minutes of the Organizational Meeting of the Council of the Town of Bentley, held Tuesday October 26, 2021, at 5:30pm.

**In Attendance** Mayor Greg Rathjen  
Councillor Brenda Valiquette  
Councillor Pam Hansen  
Councillor Dale Grimsdale  
Councillor Lenore Eastman

**Oath of Office** **Prior to the beginning of the Organizational Meeting each Councillor swore the following declaration:**

"I Brenda Valiquette do solemnly declare that I will diligently, faithfully, and to the best of my ability, fulfill the duties of the office of Council"

"I Dale Grimsdale do solemnly declare that I will diligently, faithfully, and to the best of my ability, fulfill the duties of the office of Council"

"I Pam Hansen do solemnly declare that I will diligently, faithfully, and to the best of my ability fulfill the duties of the office of Council"

"I Lenore Eastman do solemnly declare that I will diligently, faithfully, and to the best of my ability fulfill the duties of office of Council"

**Mayor Rathjen also renewed his mayoral declaration as follows:**

"I Arthur Mcgregor Greg Rathjen do solemnly declare that I will diligently, faithfully, and to the best of my ability, fulfill the duties of the office of Mayor"

**Call to Order** Mayor Rathjen called the annual organizational meeting to order at 5:32pm

**Amendment and Acceptance of Agenda** **Motion 177/2021** Moved by Councillor Hansen, "THAT the Agenda of the October 26, 2021, Organizational Meeting be accepted."

**Carried**

**Code of Conduct  
Elected Officials  
Bylaw 197/2018**

CAO Fortais provided copies of the Code of Conduct to all members of Council and went through the code to provide an opportunity for each member to ask questions and clarify any of the contents.

**Motion 178/2021** Moved by Councillor Hansen, “THAT the code of conduct be received as information by Mayor and Council.”

**Carried**

**Procedures Bylaw  
Bylaw 127/2008**

CAO Fortais provided copies of Procedure Bylaw 127/2008 to all members of Council and went through these procedures to provide an opportunity for each member to ask questions and clarify any of the contents.

**Motion 179/2021** Moved by Councillor Hansen, “THAT Procedure Bylaw 127/2008 be received as information by Mayor and Council.”

**Carried**

**Elected Officials  
Attendance AUMA**

**Motion 180/2021** Moved by Councillor Grimsdale, “THAT Councillor Pam Hansen, Councillor Lenore Eastman, and Mayor Rathjen be authorized to attend the 2021 AUMA conference in Edmonton.”

**Carried**

**Council Remuneration  
Policy 40/2011 & 40/2021**

CAO Fortais shared Policies 40/2011 which is valid up to December 31, 2021, and the new policy 40/2021 approved by the previous council and beginning January 1, 2022 with Mayor and Council. Both policies provide the framework and parameters for Council compensation.

**Motion 181/2021** Moved by Councillor Hansen, “THAT Policy 40/2011 & Policy 40/2021 be received as information by Mayor and Council.”

**Carried**

**Election of  
Deputy Mayor**

Mayor Rathjen suggested to Mayor and Council that all councillors should have the opportunity to serve as Deputy Mayor on a rotational basis for at least one-month intervals. This would provide the opportunity for each member of council to learn the position of Deputy Mayor and collaborate closely with the mayor. A term for each member was considered monthly and every three months. Councillor Hansen wanted

to be sure that there was nothing in the MGA or the procedure bylaw that prevented a rotation into the deputy mayor chair. CAO Fortais assured them that there was nothing that he recalled. A check was done of the bylaw and the MGA at the meeting to ensure that this was possible. Nothing was found in either document regarding the prohibition of a rotational deputy mayor position. As well CAO Fortais checked with the Regional Municipality of Wood Buffalo, Chief Legislative Officer, who confirmed that they do a 2-month rotation for Deputy Mayor. All council agreed that a 3-month term was acceptable as follows:

<b>Term</b>	<b>Councillor</b>
October 27, 2021, to January 26, 2022,	Brenda Valiquette
January 27, 2022, to April 26, 2022,	Dale Grimsdale
April 27, 2022, to July 26, 2022,	Pam Hansen
July 27, 2022, to October 26, 2022,	Lenore Eastman

**Motion 182/2021** Moved by Mayor Rathjen,” THAT the term of Deputy Mayor be divided into four, three-month terms and that Councillor Brenda Valiquette serve in the first term, Councillor Dale Grimsdale serve in the second term, Councillor Pam Hansen serve in the third term and Councillor Eastman serve in the fourth term; AND

THAT prior to the start of each term the member of council serving in that term will declare their oath of office for the deputy mayor position.”

**Carried**

**Councillor Brenda Valiquette declared her oath for the position of deputy mayor as follows:**

“I Brenda Valiquette do solemnly declare that I will diligently, faithfully, and to the best of my ability, fulfill the duties of the office of Deputy Mayor”

**Dates, Times and  
Location of  
Regular Meetings**

**Motion 183/2021** Moved by Mayor Rathjen, “THAT the regular meetings of council be held on the second and fourth Tuesday of each month, commencing at 6:45 pm, in the Bentley Municipal Office; AND

THAT summer recess occur on the 4<sup>th</sup> Tuesday of July and the 2<sup>nd</sup> Tuesday of August; AND

THAT winter recess occur on the 4<sup>th</sup> Tuesday of December; AND

THAT this schedule remain in effect for the 2022 calendar year, unless otherwise determined by Council.”

**Carried**

**Signing  
Authorities**

**Motion 184/2021** Moved by Councillor Hansen, “THAT the Mayor Greg Rathjen, or in his absence the Deputy Mayor, “in accordance with the rotational schedule described in motion 182/2021”, together with the Chief Administrative Officer, Marc Fortais, or in his absence, Administrative Assistant, Sandra Meredith, be appointed signing authorities for the Town of Bentley, further that the Town have its bank account and conduct its banking transactions with Servus Credit Union, Bentley Branch.

**Carried**

**Board,  
Committees,  
Commission**

**Motion 185/2021** Moved by Councillor Pam Hansen, “THAT Council approve the appointments to the following Boards, Committees and Commissions, and the following service provider positions as follows:

**A. Public Works Committee**

Primary	Pam Hansen
Primary	Dale Grimsdale
Alternate	Greg Rathjen
CAO	Marc Fortais
PW Foreman	Darren Jensen

**B. Bentley District Fire Department Liaison**

Primary	Brenda Valiquette
Alternate	Greg Rathjen

**C. Lacombe Regional Emergency Management Advisory Committee**

Primary	Greg Rathjen
Alternate	Brenda Valiquette

**D. Lacombe Regional Fire Protection Advisory Committee**

Primary	Pam Hansen
Alternate	Dale Grimsdale

**E. Lacombe Regional Waste Services Commission**

Primary	Pam Hansen
Alternate	Lenore Eastman

**F. Lacombe Foundation**

Primary	Lenore Eastman
Alternate	Pam Hansen

**G. Bentley Municipal Library Board**

Primary                      Pam Hansen  
Alternate                     Dale Grimsdale

**H. Parkland Regional Library Board**

Primary                      Pam Hansen  
Alternate                     Dale Grimsdale

**I. Central Alberta Economic Partnership (CAEP)**

Primary                      Dale Grimsdale  
Alternate                     Greg Rathjen

Business Representative: Merry Kuchle (Merry's Mercantile)

**J. Parkland Community Planning Services (PCPS)**

Primary                      Greg Rathjen  
Alternate                     Brenda Valiquette

**K. Parkland Airshed Management Zone Committee (PAMZ)**

Primary                      Dale Grimsdale  
Alternate                     Greg Rathjen

**L. Red Deer River Watershed Alliance (RDRWA)**

Primary                      Pam Hansen  
Alternate                     Dale Grimsdale

**M. Sylvan Lake & Area Urgent Care Community Advisory Committee**

Primary                      Lenore Eastman  
Secondary                    Brenda Valiquette

**N. Municipal Planning Commission (MPC)**

All members of Council

**O. Director and Deputy Director of Emergency Management**

Director: Julien Veuger  
Deputy Director: Marc Fortais

**P. Bentley Emergency Management Advisory Committee**

All members of Council  
Director  
Deputy Director

Julian Veuger  
Marc Fortais

**Q. Bentley School Parent Advisory Council**

Primary Dale Grimsdale  
Alternate Greg Rathjen

**R. Medicine Lodge Ski Hill**

Primary Greg Rathjen  
CAO Marc Fortais

**S. Town of Bentley/Lacombe County IDP and ICF Committee**

Primary Greg Rathjen  
Secondary Brenda Valiquette

**Carried**

**Appointment Auditor**

**Motion 186/2021** Moved by Councillor Hansen, "THAT RSM Chartered Accountants, be appointed as the Independent Auditor for the 2021 Fiscal Year End."

**Carried**

**Appointment Assessor**

**Motion 187/2021** Moved by Councillor Grimsdale, "THAT Wild Rose Assessment Services – Kevin Bohiken, be appointed as the assessor for the 2022 taxation year."

**Carried**

**Adjournment**

**Motion 188/2020** Moved by Councillor Eastman, "THAT the organizational meeting of council be adjourned at 7:19pm

**Carried**

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Mayor Greg Rathjen

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Marc Fortais



**Minutes of the Regular Meeting of the Council of the Town of Bentley  
October 26, 2021**

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**Date & Place:** Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, October 26, 2021, at 6:45 pm, in the Bentley Municipal Office.

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

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

**Agenda:** **Motion 189/2021** Moved by Councillor Hansen, "THAT the Agenda of the October 26, 2021, Regular Meeting of Council be amended to include the following topics added as other business:

- a) Council Per Diem's Transparency
- b) Letter of Thank You to previous Council
- c) Vaccine COVID-19 requirement and information
- d) Land acknowledgements at Council meetings

**Carried**

**Motion 190/2021** Moved by Councillor Eastman, "THAT the amended Agenda of the October 26, 2021, Regular Meeting of Council be accepted."

**Carried**

**Previous Minutes:**

**Motion 191/2021** Moved by Councillor Hansen, "THAT the minutes of the October 12, 2021, Regular Meeting of Council and the Minutes of the October 13, 2021, Special Meeting minutes, be confirmed."

**Carried**



**Financial:                    Prepaid Cheque Listing - Cheques No. 20210728 to 20210776**

**Motion 192/2021**    Moved by Councillor Eastman, “THAT the Prepaid Cheque Listing – Cheques #20210728 to #20210776, be received for information.”

It should be noted that Concillor Grimsdale declared a potential conflict of interest for cheque #20210761 for Waste Management, due to the potential perceived conflict as a result that he is employed by the company. Councillor Grimsdale did not vote on the motion.

**Carried**

**New Business:**

**a) Lacombe Enforcement 2<sup>nd</sup> & 3<sup>rd</sup> Quarter Reports**

- CAO Fortais provided a summary of the reports provided by Mark Sproule of Lacombe Enforcement.

**Motion 193/2021**    Moved by Councillor Grimsdale, “THAT the Lacombe Enforcement 2<sup>nd</sup> & 3<sup>rd</sup> Quarter Reports be received as information.”

**Carried**

**b) Change to sequencing of agenda for the benefit of those attending in person.**

A request was received after item a) of new business that the correspondence items a to c and the other business that was added to the agenda be presented and considered by Mayor and Council, prior to moving to the closed matter – land matter. The intent of this change was to ensure that anyone in attendance at the council meeting did not wait for the in-camera matter to conclude prior to hearing the remaining public items of the agenda.

**Motion 194/2021**    Moved by Councillor Hansen, “THAT the agenda be adjusted to move correspondence items a to c and the other business that was added to the agenda and included in the amended agenda to occur prior to the in-camera land matter, for the benefit of any resident in attendance not having to wait for conclusion of the in-camera matter prior to hearing the other public items.”

**Carried**

## Correspondence:

- a) **Lacombe Regional Waste Services Committee Aug 25, 2021, approved meeting minutes**
- b) **Lacombe Regional Waste Services Committee proposed 2022 operating budget**
- c) **Community social services and vaccination policies**

**Motion 195/2021** Moved by Councillor Hansen, "THAT correspondence items a to c be received as information."

**Carried**

## Other Business

### a) **Council Per Diem Transparency**

Councillor Hansen suggested to her fellow council, that the amounts paid to each councillor should be shown on each cheque listing to provide further transparency to the public.

CAO Fortais responded to this request but advising that all amounts paid to Mayor and Council are formally disclosed on the Financial Statements each year and that there is no legal requirement to disclose on each cheque run as they are disclosed annually. However, administration would be more than happy to explore if the system can be changed to not suppress this information on each cheque run.

Councillor Dale Hansen suggested a friendly amendment to the proposed motion and the full motion be:

**Motion 196/2021** Moved by Councillor Hansen, "THAT Mayor and Council direct administration to explore placing the actual amounts paid to Mayor and Council on the cheque listings for which they are paid each month."

**Carried**

### b) **Letter to Previous Council**

**Motion 196/2021** Moved by Councillor Hansen, "THAT CAO Fortais be directed to prepare a letter on behalf of the current Mayor and Council to thank the previous Mayor and Council for their commitment and dedication to the Town of Bentley and to post such letter on social media, the Town Website and in the next issue of neighborhood notes."

**Carried**

### **c) Vaccine Covid Information**

Councillor Hansen wished to have a discussion to seek clarity from her fellow councilors and administration regarding the attendance at any conference, committee or public event by Mayor and Council. Specifically related to the requirement to show proof of vaccination or provide a negative COVID 19 Test when any member of council attended public meetings. The question to her fellow councillors and administration was to clarify the understanding that any member who was not vaccinated should be required to personally pay for that negative COVID test and that such cost would not be born by the taxpayer.

CAO Fortais responded by stating that the currently the town had no intention of paying for any negative COVID test required for any member of council that was unvaccinated, unless otherwise directed by Mayor and Council.

No formal motion was made as it was a general discussion, and all members of council had no issue with the current practice

### **d) Land Acknowledgement**

**Motion 197/2021** Moved by Councillor Hansen, "THAT administration be directed to develop a land acknowledgement to be read by the Mayor or his substitute in his absence, to formally acknowledge that the Town of Bentley is within Treaty 6 Territory, AND

To bring back this acknowledgement to Mayor and Council for approval and incorporation into the agenda."

**Carried**

### **New Business (Cont'd)**

**b) Closed Meeting – Land Matter – (In accordance with Freedom of Information and Protection of Privacy Act, Advice from official – Section 24(1), "The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal information, including the proposed plans, policies and projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision)**

**Motion 198/2021** Moved by Councillor Grimsdale that the regular meeting of Mayor and Council of October 26, 2021, be closed to the public for a discussion regarding a land matter pursuant to 24(1) advice from officials at 8:25pm

**Carried**

**Motion 199/2021** Moved by Councillor Hansen, “THAT the regular meeting of Mayor and Council on October 26, 2021, be resumed in public at 9:10pm.”

**Carried**

Mayor Rathjen stated that he would like to make a motion and stepped out of the chair position to make that motion. Deputy Mayor Brenda Valiquette took the chair position to allow Mayor Rathjen to make his motion as follows:

**Motion 200/2021** Moved by Mayor Rathjen, “THAT administration be directed to move forward to conduct an analysis of the New Beginnings Subdivision regarding the option to change the lots to larger Single Family Dwelling Lots; AND

THAT the analysis should include full disclosure to the public regarding all costs incurred to date and the potential revenue generation that can be obtained through the sale of re-surveyed lots; AND

THAT administration is authorized to incur up to an additional \$17,000 in cost to conduct an engineering analysis of any potential impacts to the underground infrastructure and include a cost estimate of those costs in the public financial disclosure of costs and revenue for the reconfiguration of the New Beginnings Subdivision.

**Carried**

Mayor Rathjen resumed the position of chair after making Motion 200/2021 and the vote was completed.

**Adjournment**

**Motion 201/2021** Moved by Councillor Eastman, “THAT the meeting be adjourned at 9:15 p.m.”

**Carried**

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Mayor Greg Rathjen

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CAO Marc Fortais



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210777	2021-10-22	SHAW CABLE	12112021	PAYMENT OFFICE INTERNET	131.25	131.25
20210778	2021-10-22	STANTEC CONSULTING LTD.	1637717	PAYMENT CONCRETE REPLACEMENT	18,295.83	18,295.83
20210779	2021-10-22	GOVERNMENT OF ALBERTA, AB QUEEN'S PRIN'	S094364	PAYMENT GOVERNMENT OF AB BINDER U	60.85	60.85
20210780	2021-10-26	ALBERTA ONE-CALL CORPORATION	IN169572 IN170246 IN171017	PAYMENT JULY 2021 NOTIFICATIONS AUGUST 2021 NOTIFICATIONS SEPTEMBER 2021 NOTIFICATION	119.07 19.85 39.69	178.61
20210781	2021-10-26	RSM ALBERTA LLP	6471511	PAYMENT REVIEWED SUBDIVISION PRESE	409.50	409.50
20210782	2021-10-26	WASTE MANAGEMENT	1126885-0613-1	PAYMENT RECYCLING FOR SEPTEMBER 2	4,859.72	4,859.72
20210783	2021-10-26	OLDS CONCRETE SERVICES (2014) LTD	2423	PAYMENT 2021 CONCRETE REPLACEMENT	94,868.46	94,868.46
20210784	2021-10-30	CARSON, BARBARA J				
20210785	2021-10-30	JENSEN, DARREN J				
20210786	2021-10-30	MEREDITH, SANDRA L				
20210787	2021-10-30	GIBSON, COLE C				
20210788	2021-10-30	DENNEHY, NATHAN				
20210789	2021-10-30	GREAVES, LORYANNE				
20210790	2021-10-30	FORTAIS, MARC C				
20210791	2021-10-30	KIKSTRA, ROBERT B				
20210792	2021-10-27	CAMPUS ENERGY PARTNERS LP	1000895-202109	PAYMENT STREET LIGHTING FOR SEPTEMBER	5,435.12	5,435.12
20210793	2021-10-28	RECEIVER GENERAL	Oct132020	PAYMENT REGULAR EI	2,726.84	2,726.84
20210794	2021-11-02	BRANDT TRACTOR LTD.	05 4501341	PAYMENT GRADER FALL MAINTENANCE	509.08	509.08
20210795	2021-11-02	BUNZL CLEANING & HYGIENE	128361	PAYMENT ARENA JANITORIAL SUPPLIES	536.33	536.33
20210796	2021-11-02	CARSON, BARB	13102021	PAYMENT REIMBURSEMENT OF SANTA SU	142.79	142.79
20210797	2021-11-02	GREAVES, LORYANNE	13Oct2021	PAYMENT REIMBURSE FOR KEYS CUT AND	28.80	28.80
20210798	2021-11-02	GREGG DISTRIBUTORS LP	059-403198	PAYMENT P.W. SHOP SUPPLIES & SAFETY	80.77	80.77
20210799	2021-11-02	HIGH PRESSURE FLUSHING INC.	2291	PAYMENT CALL OUT TO ROOTCUT AT SANI	882.00	882.00
20210800	2021-11-02	HOLDEN, KARI	31102021 31Oct2021	PAYMENT BASEMENT JANITORIAL FOR OCT OFFICE JANITORIAL FOR OCTOBER	150.00 165.00	315.00
20210801	2021-11-02	INNOV8, DIGITAL SOLUTIONS INC.	IN305815	PAYMENT OCTOBER BILL FOR OFFICE & F	815.77	815.77
20210802	2021-11-02	KAIZEN LAB INC.	INV0064642	PAYMENT WATER SAMPLE HANDLING, COI	93.98	93.98
20210803	2021-11-02	MCLAREN, CAROLYN		PAYMENT		450.00



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-Nov-4  
1:42:23PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210803	2021-11-02	MCLAREN, CAROLYN	112	PLAYGROUP CONTRACT HOURS	450.00	450.00
20210804	2021-11-02	NAPA AUTO PARTS	578-700159	PAYMENT UNIT 10 FORD F150 POWER STE	56.69	56.69
20210805	2021-11-02	OUTLAW ELECTRIC LTD.	8981 8982 9105 9107	PAYMENT GATEWAY MATERIAL AND LABOU GATEWAY LIGHTWAY MATERIAL: ARENA MAINTENANCE ARENA MAINTENANCE	4,441.78 810.32 189.00 191.87	5,632.97
20210806	2021-11-02	RECEIVER GENERAL	31102021 31102021	PAYMENT REGULAR EMPLOYMENT INSUR. REDUCED EMPLOYMENT INSUR	258.46 12,905.29	13,163.75
20210807	2021-11-02	RIMBEY EXPRESS	1596 1640 1723	PAYMENT WATER SAMPLES & RETURN FO WATER SAMPLES & RETURN FO WATER SAMPLES & RETURN FO	96.00 120.00 96.00	312.00
20210808	2021-11-02	RURAL MUNICIPALITIES OF ALBERTA	AB077946	PAYMENT ELFRIEDA ENTERPRISES-AB, BE	1,364.44	1,364.44
20210809	2021-11-02	SELECT AG FOODS	05102021 26102021	PAYMENT OFFICE - CREAMER OFFICE - WATER, COFFEE, CRE	5.90 45.07	50.97
20210810	2021-11-02	SHAW CABLE	21102021	PAYMENT FCSS INTERNET AT DOCTOR'S C	163.80	163.80
20210811	2021-11-02	WASTE CONNECTIONS OF CANADA INC.	7425-000023680	PAYMENT COMMERCIAL WASTE PICK UP F	955.83	955.83
20210812	2021-11-02	WILD ROSE ASSESSMENT SERVICES	8419	PAYMENT PROGRESS PAYMENT FOR NOV	1,330.88	1,330.88
20210813	2021-11-02	WOLF CREEK PUBLIC SCHOOL	27102021	PAYMENT BENTLEY SCHOOL DONATION TI	2,000.00	2,000.00
20210814	2021-11-02	WORKERS' COMPENSATION BOARD	09112021	PAYMENT WCB NOVEMBER INSTALLMENT	1,762.50	1,762.50
20210816	2021-11-02	DRAIN DOCTOR	2536	PAYMENT SEWER BACKUP - CAMERA MAI	1,029.00	1,029.00
20210817	2021-11-02	THE FLAG SHOP	36117	PAYMENT FLAGS FOR GATEWAY	1,096.10	1,096.10
20210818	2021-11-03	BENTLEY I.D.A. PHARMACY	05102021	PAYMENT ELECTION SUPPLIES HAND SAN	24.11	24.11
20210819	2021-11-03	RURAL MUNICIPALITIES OF ALBERTA	AB082503	PAYMENT OFFICE SUPPLIES & STATIONAR	534.45	534.45
20210820	2021-11-03	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	01112021	PAYMENT ARENA SUMMER UPGRADE PRC	4,364.55	4,364.55
20210821	2021-11-03	WASTE MANAGEMENT	1128522-0613-8	PAYMENT RECYCLING FOR OCTOBER 202	5,107.07	5,107.07
20210822	2021-11-03	WOLF CREEK BUILDING SUPPLIES	354965	PAYMENT ARENA BUILDING MAINTENANCI	3.35	3.35
20210823	2021-11-03	THE FLAG SHOP	36148	PAYMENT GATEWAY FLAG POLES	6,937.94	6,937.94
20210824	2021-11-03	TLC VENTURES INC.	325	PAYMENT ANNUAL ANALYZER CERTIFICAT	813.75	813.75

**Total 193,426.80**

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

# Town of Bentley

## Bentley Emergency Management Response RECAP and Update COVID-19

Council Meeting  
November 9, 2021

 townbentley

 @TownBentley

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





# Overview

- Emergency Management
  - Background/Authority
  - Scope
  - Incident Command System (ICS)
  - Objectives
  - Activity Statement
- Summary of Management Activity To Date
- Recovery & Preparedness
- Current Status as of April 21, 2021 (Confirmed, Deaths, Recovered)
- Ongoing Concerns and Challenges
- Book Your Free Shot





# Emergency Management Background/Authority

- Emergency Management Plan
  - prompt/coordinated response to emergencies
  - multi-hazard approach to any emergency
  - issued under Emergency Mgmt. Act of Alberta
  - Local Authority Emergency Mgmt. Regulation 2018
  - Town of Bentley Bylaw 147/2011
- Lacombe Regional Emergency Management (LREMP)
  - prompt/coordinated response to emergencies affecting partner municipalities in boundaries of Lacombe County



# Emergency Management Scope

- Standard guidelines for the notification, activation, and operations during emergencies
- Part of the Regional Emergency Management Framework & meets legislative requirements Emergency Management Act
- Town of Bentley builds on its own Hazard Identification and Risk Assessment (HIRA) – reviewed through after-action assessments and annually
- Recognizes that single events not restricted to Town Boundaries



# Emergency Management (ICS)

- Incident Command System (ICS)
  - Defines the organizational structure, roles and responsibilities of personnel, operating procedures and communication protocol to be used in the management and direction of emergencies or events
  - ICS is legislated and required
  - Town of Bentley Municipal Staff have received required training and we currently exceed the legislated requirements set by the Province



# Emergency Management Plan Town of Bentley

## Objectives

- A) Save lives and reduce suffering
- B) Promote responsible actions to mitigate COVID-19 effects in the community
- C) Reduce/Minimize stress on AHS & Health Services
- D) Maintain stable essential services to the citizens of Bentley



# Emergency Management Plan Activity Statement

- activation of every level of Federal, Provincial and Municipal Governments Emergency Plans
- Emergency Plans overlapped into different jurisdictions and quickly, governments were required to assist one another and share information
- The Town of Bentley relies on information from the Provincial Operations Centre and Alberta Emergency Management Authority Field Officer, Brian Boutin of Red Deer to guide our response. It should be noted that social media, news outlets etc. are also monitored on a continuous basis



# Emergency Management Plan Town of Bentley

## Activated Emergency Management Plan March 11, 2020

- Enhanced community communications, news bulletins, info bulletins, Facebook and website updates
- Facility Closures and opening with restrictions throughout Pandemic when able to do so
- Collaboration with Wolf Creek Public School, Minor Hockey, Colin Fraser, Jeremy Park
- Internal Procedures Developed to keep staff safe
- Vulnerable Persons Registry
- Open and Continuous Communication with Local Agencies
- Sourced PPE for staff
- Business Needs Survey
- Business Coaching Program
- DEM in continuous communications with the Provincial Operations Centre/other DEM's
- Utility and Tax Penalty Deferments
- Collaboration and support to Farmer's Market re-opening to establish safe protocols
- Campsite re-opening
- Office closure and safety protocols when positive COVID case including hydrostatic cleaning of office



# Summary of Management Activity - March

- **Provincial Operations Centre – 2 update reports daily**
  - DEM/CAO Review and prioritization of actions based on new information
  - Reiterating and sharing relevant updates to agencies and through social media and website as well as Mayor and Council updates
- **Escalating event / increased response efforts at all levels of government**
  - Provincial Operations Centre Report
  - Q&A on COVID-19 Report
  - Minister of Health Report and Recommendations
  - News & Social Media



# Summary of Management Activity – March 2020

March 10	Meeting with CAO requesting Emergency Plan Activation
March 11	Meeting at Bentley reviewing Emergency Response Plan March 12 Bentley Agency meeting request out to stakeholders for meeting on March 16 (FCSS, Fire Dept., Public Works)
March 13	Engaging with CAO, Wolf Creek Public School, Bentley Arena, AEMA
March 14/15	Monitoring social media, review POC reports, prepare agenda for Bentley Agency Meeting, monitor and review central Alberta activity regarding school closures
March 16	Monitor POC communications, Bentley Agency Meeting, attended Clive “tabletop” exercise for LREMP, calls with Bentley Fire Chief, FCSS and Bentley Care Centre
March 17	Lacombe County Meeting with Fire Chief and Enforcement, POC conference call
March 18	Bentley Office half day for DEM work – agency report, prep with CAO for staff meeting March 19 Bentley Agency Meeting (FCSS, Fire Dept., CAO, DEM, RCMP, Wolf Creek School, Bentley Care Centre, Westview Apartments, Ag Society), Situation Report to POC
March 20 to 23	DEM work from home and Bentley Office, follow up emails, create new Situation report Template as per direction from POC, preparation for LREMP meeting ICS 213 PPE, request for PPE
March 24	LREMP Conference Call – 10 municipalities, Bentley Town Council preparation, meet with FCSS Barb Carson regarding community services activity, discuss with CAO proposed office access changes
March 25	Playground Closures strategy, POC conference call, seniors protection strategy, LREMP updates
March 26	Bentley office orientation re new procedures for social distancing, policy finalized re office access
March 27	Alberta Justice conference call – discuss SOLE (State of Local Emergency – Municipal Liability)
March 28 to 31	Monitor social media and POC correspondence/activity, situation report sent to POC, POC meeting, message board ordered, vulnerable registry from created, reviewed and distributed to senior’s home in Bentley

**Summary of DEM hrs. for March: 58 hrs. Town of Bentley, 31 hrs. LREMP Coordinator**





# Summary of Management Activity - April

- April 1 – 7 Bentley agency meeting prep and meeting, sign masters sign delivered and set up, LREMP conference call, POC conference call, Bentley situation report to POC
- April 8 – 14 LREMP meeting/Emergency Management Website, local business conference call with CAO, POC conference call, LREMP conference call
- April 15 -21 Bentley Agency Meeting and prep, LREMP conference call X 2, POC conference call,
- April 22 – 30 Town of Bentley Council Meeting, LREMP conference call, LREMP advisory meeting, Bentley situation report to POC

**Summary of DEM hrs. for April: 33 hrs. Town of Bentley, 55 hrs. LREMP coordinator**



# Summary of Management Activity – May

- May 1 – 7      LREMP conference call & follow up, POC conference call, DEM support to town office, Bentley agency meeting
- May 8 – 14      DEM support to town office as required
- May 15 -21      LREMP conference call & follow up, POC conference call, DEM support to town office as required
- May 22 – 30      DEM support to town office as required

**Summary of DEM hrs. for May: 33 hrs. Town of Bentley, 22 hrs. LREMP coordinator**



# Summary of Management Activity – June 2020

June 1 – 7 Seniors Week activities

June 8 – 14 LREMP / DEM conference calls

June 15 -30 LREMP / DEM conference calls, DEM support to town office as required

June 30 ECC at Seniors Drop In officially deactivated

**Summary of DEM hrs. for May: 21 hrs. Town of Bentley, 15 hrs. LREMP coordinator**



# Summary of Management Activity – July/20 to April/21

- Ongoing meetings CAO and DEM re Bentley Covid Response
  - LREMP meetings attended by DEM
  - Bentley Arena Opening meetings
  - Monitor Provincial and Federal Covid Response Activity
  - DEM attended Council meeting in Sept 2020 to review activity to date and update
  - Emergency Social Services Plan Development by DEM
  - Drive Through Christmas planning and volunteered
  - Monitor community protests
  - Variants and review of worse case scenario and strategies
- 
- After April 2021 DEM and CAO continue to develop operational guidelines and standards in alignment with COVID-19 changes including Arena Protocols like 1/3 capacity or eventual transition to REP program

**Summary of DEM hrs. : 100 hrs. Town of Bentley, 324 hrs. LREMP coordinator**



# Recovery & Preparedness

- DEM continues to support the Town and CAO with response and recovery from home and at Town Office
- DEM continued involvement with LREMP and coordinated regional planning
- Bentley Emergency Management Advisory Meetings with DEM, CAO and Mayor and Council to continue to seek input on Emergency Management
- Additional training for Mayor and Council and ICS for all staff (at least ICS 100)
- Draft plans are being considered at the advice of AEMA and the Minister of Health
  - Town of Bentley DEM continues to assist the LREMP Committee to explore ongoing plans for additional waves from COVID event
- **Recovery assisted through proactive marketing of the community and collaboration with user groups**
  - feedback from the business needs survey
  - social media marketing
  - gateway signage
  - on the spot app
  - support local business advertising
  - Business Link webinars and resources
  - update town website
  - business coaching program
  - arena maintenance and aesthetic improvements
  - MOST Grant for covid expenses
  - partnerships with Wolf Creek Public School – Bentley Hockey Academy
- Bentley IDA and Vaccination Program



# Ongoing Concerns and Challenges

- Balancing public activity with community safety
  - events, gathering, fireworks etc.
- Vaccination Supply and # of people vaccinated
- Differing opinions on vaccination or not
- Variants and Effectiveness of Vaccinations
  - (B.1.1.7 Variant – United Kingdom)
  - (B.1.351 Variant – South Africa)
  - (P.1 Variant – Brazil)
- REP Program or 1/3 Capacity Restrictions at major facilities like Arena
- Feedback from the Community – concerns & complaints

COVID-19 INFORMATION

# HELP PREVENT THE SPREAD

Prevention starts with awareness.  
Be informed on how you can  
protect yourself and others from  
novel coronavirus:

- Self-isolate if you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

Concerns about your health?  
Call Health Link 811.

[alberta.ca/covid19](https://alberta.ca/covid19)

Alberta





**Agenda Date:** November 9, 2021

**Agenda Item:** New Business: Office Closure – Staff Holiday / Christmas Break

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## **REQUEST FOR DECISION**

THAT the Town Office be closed from December 24<sup>th</sup> to January 2<sup>nd</sup> to facilitate a Christmas break for staff to spend time with their families; AND

THAT Essential services such as garbage pickup or emergencies will be delivered as needed; AND

THAT Mayor and Council decide if staff are required to take their own vacation or banked time for the office closure that does not fall on the stat days or if they are provided a bonus equal to the time off at an additional unbudgeted cost.

## **SUMMARY & BACKGROUND**

The holiday season is fast approaching and last year the town closed the town office and allowed the staff to take a 1-week holiday between Christmas and new years to spend time with family.

Typically, the office is extremely quiet during this time of year, other than the odd rate payer coming into the office to pay a bill prior to the year end to avoid any penalty charges levied on their account after December 31, 2021.

Administration has approved allowing staff additional time off between December 24<sup>th</sup>, 2021, to January 2<sup>nd</sup>, 2021, inclusive and that the town office will be reopened on January 3<sup>rd</sup>, 2022.

No penalties will be applied on payments received before 8:00am January 3<sup>rd</sup>, 2022, if they are dated December 31, 2021.

Payments must be received in the drop box at the Town of Bentley Office when staff return to the office on January 3<sup>rd</sup>, 2022. This does not include electronic payments with a processing date after December 31, 2021. Any payments received after the office opens at 8:00am January 3<sup>rd</sup>, 2021, will be processed as received on January 3<sup>rd</sup>, 2022, and be subject to any applicable penalties.

It should be noted that this year the office would be closed for the following stats due to Christmas Day, Boxing Day and New Year's Day falling on a weekend regardless of if any additional closure is granted.:

- December 24<sup>th</sup>, 2021, Christmas Day Stat
- December 27<sup>th</sup>, 2021, Boxing Day Stat
- January 31<sup>st</sup>, 2021, New Year's Day Stat



Administration is requesting that Mayor and Council decide if the approved additional time off is to be provided for at an additional cost as a bonus, or if staff are required to take their own vacation time or banked time at no additional cost to the town.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

- a) Granting the additional time off to staff and not requiring them to take personal vacation or banked time would result in an additional cost of \$5,283.09 of unbudgeted cost.
- b) Granting the additional time off to staff and requiring them to take personal vacation time or banked time, would not result in any additional cost to the town.

## **ALTERNATIVES FOR CONSIDERATION**

- That Mayor and Council allow staff the additional three days off December 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, other than essential services such as garbage pickup and emergency response at a gross cost of \$5,283.09 as a bonus.
- That Mayor and Council allow staff the additional three days off December 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, however requiring staff to utilize any unused vacation or banked time at no cost to the town.

## **ATTACHMENTS**

None

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Marc Fortais, CAO



**Town of Bentley**  
**October 2021**  
**Mayor Greg Rathjen**

- October 12<sup>th</sup>, we had our regular Council  
Delegation for Minor Hockey
- October 13, we had a committee of the whole to discuss our development with Parkland  
Planning director Craig Teal and New Beginnings development
- October 26 Council Elect met for the Swearing in and the Assignment of a Deputy Mayor and  
where all
  - 20 or so of our committees were assigned to both a Council Representative and  
an alternative rep. Our Emergency Management Director and Deputy Director
  - WE set up our Auditor, times and dates of meetings, Our MGA and the Development  
Appeal process, we established our Tax assessor
- October 26 Our new Council me for their first full council meeting
- October 27 Municipal 101 Seminar prepared and presented by CAO Marc. Council Orientation  
Binders
- October 28 Public Works Tour with New Town Council, Public Works Yard Equipment and  
Facilities,
- Water Works tour of wells and the process, The lagoons and presentation and Q & A of all the  
areas by Our Public Works Daren and Cole



**Town of Bentley**  
**October 2021**  
**Councillor Brenda Valiquette**

- I became a new counselor on the 20th of October 2021 wow! who new,
- Oct. 26, we had a reg. council meeting, swearing in of all new councillors
- then a special meeting. Wow so much to learn and take in, plus I was voted in as deputy mayor for 3 months, as we are all going to take a 3 month turn as deputy mayor, this is exciting on top of everything else we are learning, what an exciting time for us as new council.
- wed.oct.28 we went on a town tour, to see the water works area and Darren and Cole explained how things worked, the ponds, and 50th St. Area and what has been going on there, plus the town shop, where the equipment is stored and looked after. I believe we need a new shop for the town. just my opinion.as well we saw the subdivision, it was very informative, and I hope we get to solve some of these challenges



**Town of Bentley**  
**October 2021**  
**Pam Hansen**

- 10/26/21: Attended Organizational Meeting (as per meeting minutes)
- 10/26/21: Attended Council Meeting (as per meeting minutes)
- 10/27/21: Muni 101 presentation by Marc Fortais
  - \*Role of Council
  - \*Town of Bentley Organizational Chart
  - \* Budget information
  - \*Economic Development information
  - \*Strategic planning information

Great presentation to get council up to speed on what is happening in Bentley

- 10/28/21: Public works Tour
  - Arena
  - New beginnings Subdivision
  - Water treatment plant
  - Wastewater lagoons
  - Public works facility



## **Town of Bentley**

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

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

### **Report to Council – October, 2021**

- October 12      Regular Council meeting
- October 13      Special in-camera meeting

It has been a pleasure to serve on town council the past two years making my total time on council fourteen years. I want to thank Marc and the staff for all their help over the years and I wish the new members of council a successful term.

Joan Dickau



**Town of Bentley  
October 2021  
Cora Knutson**

- October 12<sup>th</sup>, Reg Council Meeting
- October 13<sup>th</sup> Special Council Meeting “New Beginnings”
- October 13<sup>th</sup> Santa Days Zoom Meeting
- October 14<sup>th</sup> Parkland Regional Library Committee Meeting
  - Advise Parkland Regional Library to set up in person meetings with Municipal Councillors and County Councillors to communicate the value of libraries.
  - Libraries are an essential service to our communities
  - We should be advertising what we have to offer to our communities as it seems many people do not know what we have to offer
  - The Rimbey Library has stated helping farmers complete their livestock registration papers.