



**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:

Term	Councillor
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 4th Tuesday of July and the 2nd Tuesday of August; AND

THAT winter recess occur on the 4th 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 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



Mayor Greg Rathjen



Marc Fortais