



Agenda
Organizational Meeting of the Council of the Town of Bentley
to be held Tuesday, October 26, 2021, 5:30pm - before the Regular Meeting in the
Bentley Municipal Office

1. Oath of Office for Each New Member of Council

- Prior to taking part in the Organizational Meeting or the Regular Meeting of Council you must swear or declare the following oath:
- “I (*state your name*) do solemnly declare that I will diligently, faithfully, and to the best of my ability, fulfill the duties of the office of (*Mayor or Council depending on what you have been elected to*) for the Town of Bentley.

2. Call to Order

3. Amendments and Acceptance of Agenda

4. Code of Conduct for Elected Officials (Bylaw 1972018) (Attachment #1)

5. Procedures Bylaw (127/2008) (Attachment #2)

6. Elected Officials Attendance at AUMA Convention Policy 43-2013 (Attachment #3)

- Which 3 Council Members will attend this year's conference?

7. Council Remuneration Policy

- 40-2011 (Attachment #4a)
- 40-2021 (Attachment #4b)

8. Nominations and election of Deputy Mayor

9. Dates, Times, Location, and frequency of Regular Meetings

- Currently set to the 2nd and 4th Tuesday of each month to start at 6:45pm
- Summer Recess is the 4th Tuesday of July and the 2nd Tuesday of August
- Winter Recess is the 4th Tuesday of December
- See Attached Calendar for 2021 (**Attachment #5**)

10. Signing Authorities

The mayor, or in his absence, the Deputy Mayor, together with the Chief Administrative Officer, or in her absence, the Administrative Assistant.

11. Appointments to the following Boards, Committees and Commission:

A. Public Works Committee

- The committee meets quarterly and provides an overview of key activities of the operations of Public Works.
- **Meetings are typically held late morning or early afternoon**
- The intent is for Council to receive an update through their designated representative that provides a summary of operations for the quarter. Council representative should report back to Mayor and Council any significant and key items.
- *NOTE: any major expenditures – capital purchases etc., would be approved through the regular council meeting agenda – either through the budget process, and if outside of the budget process via separate request at a regular meeting and documented in the minutes of the Regular Council Meetings.*

2 Council Representatives	<u>Previously</u> Councillor Talsma Deputy Mayor Dickau
Chief Administrative Officer	Marc Fortais
Public Works Foreman	Darren Jensen

B. Bentley District Fire Department Liaison

- Attends the annual Fire Department Meeting and any other meetings as required with the Bentley District Fire Department
- **Meetings typically takes place in the evening**
- The Bentley Fire Department is comprised of 22 committed volunteers
- The Department provides emergency response from fighting fires, medical emergency response and motor vehicle accidents to the residents of Bentley as well as within 1000 sq km area between Gull Lake and Sylvan Lake within Lacombe County
- They receive more than 90 emergency calls per year

1 Member of Council	<u>Previously</u> Councillor Talsma
1 Alternate	Mayor Rathjen

C. Lacombe Regional Emergency Management Advisory Committee

- The advisory committee meets twice per year, dates determined by the committee (typically is an information sharing meeting)
- **Meetings usually takes place in the evening**
- Is a Regional Committee comprised of a councillor or designate from each of the partnering municipalities that are a party to the Lacombe Regional Emergency Management Partnership Agreement? The Lacombe Regional Emergency Management Advisory Committee are the Directors of Emergency Management (DEM) or the designate from each of the partnering municipalities of LREMP

- Members include City of Lacombe, Lacombe County, Town of Bentley, Blackfalds, Town of Eckville, Village of Alix, Village of Clive, Summer Village of Birchcliff, Summer Village of Sunbreaker Cove, Summer Village of Gull Lake
- | | |
|----------------------------|---------------------|
| | <u>Previously</u> |
| 1 Council Representative | Mayor Rathjen |
| 1 Alternate Representative | Deputy Mayor Dickau |

D. Lacombe Regional Fire Services Advisory Committee

- Annual Meeting
 - **Meetings are typically, in Evening**
 - Intent is to provide an annual overview of activities concerning regional fire protection, includes appointment of chair, review of previous minutes, year in review, training review, audit review and round table.
 - Mutual Aid discussions, Budget Discussions, Policy Manual
 - Majority of information is presented by the Lacombe County Fire Chief
 - Membership includes City of Lacombe, Village of Clive, Lacombe County, Town of Blackfalds, Village of Alix, Town of Bentley, Town of Eckville
- | | |
|----------------------------|-------------------|
| | <u>Previously</u> |
| 1 Council Representative | Councillor Talsma |
| 1 Alternate Representative | Mayor Rathjen |

E. Lacombe Regional Waste Services Commission

- Meetings are typically once every two months (6 per year)
 - **Meetings take place in the afternoons**
 - Made up of membership from municipalities within the boundaries of Lacombe County and includes City of Lacombe, Lacombe County, Eckville, Town of Bentley, Village of Clive, and Village of Alix
 - LRWSC owns and operates five solid waste management facilities within Lacombe County Boundaries. Transfer Sites are at or near: Eckville, Bentley, Alix/Mirror, Spruceville and a transfer site and class 3 landfill at Prentiss
 - Currently transport 10,000 Metric Tons of Municipal Solid Waste to the class 2 landfill at West Dried Meat Lake
 - They hold a license to landfill 10,000 Metric Tons of dry rubble annually at the prentice site but strive to reduce landfill volumes each year
- | | |
|----------------------------|---------------------|
| | <u>Previously</u> |
| 1 Council Representative | Councillor Maki |
| 1 Alternate Representative | Deputy Mayor Dickau |

F. Lacombe Foundation

- Meetings are typically once every two months (6 per year)
- **Meetings typically take place in the afternoon**
- Is a public management body, under the Province of Alberta with a mandate to provide affordable housing for seniors and low-income families in Lacombe County.
- Provides safe and affordable housing to seniors and families in Lacombe County. Holding the believe that everyone needs a home. Lacombe Foundation strives to provide housing to those who need it most.
- Lacombe Foundation partnered with the Bethany Group to assume functions for the Foundation while reporting to the Board of Directors
- Responsible for Seniors Subsidized housing in Bentley – Oxford Court (6 suites)

- Also provide Community Housing in Lacombe, affordable housing in Lacombe and Blackfalds, Rent Assistance programs in the Lacombe Area

	<u>Previously</u>
1 Council Representative	Councillor Knutson
1 Alternate Representative	Deputy Mayor Dickau

G. Bentley Municipal Library Board

- The Bentley Municipal Library is governed by trustees appointed by the town of Bentley. The Library Board meets once every two months with a break over the summer.
- ***Meetings take place in the evening***
- Bylaw 123/2008 and amendment Bylaw 222/2020 (amendment set the minimum number of meetings to be in alignment with the libraries act) and extended the term of office of chair for more than two consecutive terms (Joan was on the Board prior to joining Council)
- The intent of the board is to connect the community to a world of imagination and discovery, promoting a love of reading, lifelong learning, and creative pursuits in a friendly and welcoming space
- Each library board in Alberta is required to file with the province a plan of service outlining service priorities, goals, and objectives (the last one was completed for 2017 to 2021)
- It is recommended that the Council Representative that serves on the Bentley Municipal Library Board also serves on the Parkland Regional Library Board for consistency and alignment between the two organizations

	<u>Previously</u>
1 Council Representative	Councillor Knutson
1 Alternate Representative	Deputy Mayor Dickau

H. Parkland Regional Library Board

- Meetings are every 2 months
- ***Meetings are usually morning but sometimes afternoon in the daytime***
- Governed by a board appointed by the 64 member municipalities that meet four times per year
- There is also an Executive Committee is comprised of 10 board members and meets every 2 months to address ongoing business.
- The Vision of the Parkland Regional Library System is a leader in assisting its member libraries to achieve excellence in service
- Mission is expanding opportunities for discovery, growth, and imagination for all Central Albertans

	<u>Previously</u>
1 Council Representative	Councillor Knutson
1 Alternate Representative	Councillor Talsma

I. Central Alberta Economic Partnership (CAEP)

- 2 annual meetings and 2 engagement sessions for a member
- ***Meetings typically take place in the daytime – late afternoon – AGM would be evening***
- CAEP is one of 9 Regional Economic Development Alliances across Alberta that work with members and stakeholders to advance regional economic prosperity. This collaborative approach enables investment and growth opportunities in

Central Alberta that communities may not otherwise be able to achieve on their own.

- Strategy includes – collaboration to focus on growing sustainable regional development, sharing knowledge to advance economic development tools, capacity building by creating training opportunities and identifying trends, representing regional interests through reflective collaboration and exemplifying opportunities, successes, and desired outcomes
- For a board member includes 5 additional meetings
- If you are on the executive committee additional work and requirements there

	<u>Previously</u>
1 Council Representative	Councillor Maki
1 Alternate Representative	Councillor Knutson
1 Business Representative	Merry Kuchle (Merry’s Mercantile)

J. Parkland Community Planning Services (PCPS)

- Meetings are every 2 months
- ***Meetings take place in the mornings***
- PCPS is a not-for-profit organization that provides a variety of planning consultation services to municipalities, both member and non-member and private sector clients. Specializes in municipal land use policy planning, site assessment, design, and subdivision services.
- Municipal members include Town of Bentley, Innisfail, Olds, Penhold, Ponoka, Alix, Big Valley, Clive, Gull Lake, Rochon Sands, Gadsby, Summer Village of Parkland Beach, Clearwater County, County of Stettler
- PCPS also manages the Regional Subdivision and Development Appeal Board administration – which is a quasi-judicial board established under the MGA by participating municipalities. (24 partnering municipalities)
- Town of Bentley has a contract with PCPS for additional planning expertise as required.
- Currently assisting the Town with ASP Bentley Southeast, New Beginnings Re-Design, Land Use Bylaw Consolidation, other specific planning questions as required.
- Municipalities that are members in PCPS are provided planning assistance and support at a reduced rate. (Contract negotiated to March 31, 2023)

	<u>Previously</u>
1 Council Representative	Councillor Knutson
1 Alternate Representative	Mayor Rathjen

K. Parkland Airshed Management Zone Committee (PAMZ)

- Approximately 2 meetings per year
- ***Meetings typically take place in the afternoon***
- PAMZ was established in 1997 and is a non-profit group who is responsible to identify air quality concerns within the zone and to implement management strategies to address those concerns.
- Dedicated to improving air quality that you and I breathe
- Bentley joined in relation to Kingdom Farms and the issued that arose from that Farm.

	<u>Previously</u>
1 Council Representative	Mayor Rathjen
1 Alternate Representative	Councillor Talsma

L. Red Deer River Watershed Alliance (RDRWA)

- Approximately 2-6 per year
- ***Meetings are typically in afternoon***
- Created in 2005 as a non-profit society
- Serves as the designated Watershed Planning and Advisory Council for the Red Deer River watershed, under the Government of Alberta Water for Life Strategy
- Act as a collaborative forum for stakeholders from across sectors to work together in support of healthy waters, landscapes, and communities

1 Council Representative
1 Alternate Representative

Previously
Councillor Maki
Mayor Rathjen

M. Sylvan Lake & Area Urgent Care Community Advisory Committee

- Meetings as required
- ***Meetings are usually during the day but sometimes evening***
- 21 members on the board mostly Sylvan Lake but also Eckville and Bentley
- Focuses on the provision of urgent care at the Sylvan Lake Community Health Care Centre
- Fundraising for equipment replacements etc.
- Lobby's levels of government to support Urgent Care Needs of the population growth of Sylvan Lake and outlying areas

1 Council Representative
1 Alternate

Previously
Councillor Knutson
None

N. Municipal Planning Commission (MPC)

All members of Council

- Meetings are held as required and scheduled the same night as Council meetings
- The MPC is referred decisions regarding discretionary or non-permitted uses in accordance with the Land Use Bylaw, or variances to the requirements of the bylaw. It can also be referred other controversial planning decisions

O. Director and Deputy Director of Emergency Management

- Assigned positions
- As per Bylaw 147/2011 Emergency Management Plan approved and issued under authority of the Emergency Management Act and the Local Authority Emergency Management Regulation of 2018. Required to Designate a Director of Emergency Management and a Deputy Director
- This cannot be a member of council as council is the advisory committee and is typically a member of staff or a contracted position. Julian is contracted, I am staff.
- Legislation requires that we have an emergency management plan, it is reviewed, proper training in emergency management is maintained and we exercise the plan

Director
Deputy Director

Previously
Julian Veuger
Marc Fortais

P. Bentley School Parent Advisory Council

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- **Meetings are in the evening**
- School councils are collective associations of parents, teachers, secondary students, principals and staff and community representatives who work together to effectively support and enhance student learning. They provide one means for members of the school community to provide advice and consult with the principal to advise the board or the charter board.

	<u>Previously</u>
1 Council Representative	Deputy Mayor Dickau

Q. Bentley Emergency Management Advisory Committee

- Meetings are to occur twice per year to be determined by Director of Emergency Management (Typically spring and fall)
- **Meetings are in evening in alignment with council meetings**
- Establishment of the Bentley Emergency Management Advisory Committee is required as per Bylaw 147/2011
- This is supported by active participation in the Lacombe Regional Emergency Management Partnership as outlined above
- On January 1, 2020, the new Emergency Management Act Regulation 203/2018 came into force. The new regulation required the Town of Bentley and other municipal authorities to meet the new requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans (part of this will require an update to Bylaw 147/2011) AEMA has allowed more time for municipalities and towns to update their bylaws because of the response to COVID-19.
- The Committee reviews work and provides feedback and guidance regarding activity of the Municipal Emergency Management Agency

	<u>Previously</u>
All members of Council	
Director	Julian Veuger
Deputy Director	Marc Fortais

R. Town of Bentley/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee

- *Meetings as required when we progress to various stages of the project*
- **Meetings are typically during the day, but can work with CAO of County if evening works better to see if they can accommodate**
- *ICF Framework and Master Agreement was adopted in October 2019*
- *The committee provides a mechanism to work collaboratively regarding joint development that occurs at the border between the Town of Bentley and Lacombe County*
- *Currently we are working on an Area Structure Plan for the lands to the Southeast along the hwy 12 corridor*
- *The committee will meet at we progress through the analysis, including servicing studies, structure plan, transportation plan, cost sharing and revenue agreements and the potential adjustment of municipal boundaries.*
- *Will include public engagement*
- *Meetings as required when we progress to various stages of the project*
- *Terms of reference will be provided to participant*

Previously

2 Council Representatives

Deputy Mayor Dickau
Councillor Talsma

S. Appointment of Auditor for the 2021 Fiscal Year End

Recommendation:		RSM Chartered Accountants
2020 Audit	\$21,500.00	RSM Alberta
2019 Audit	\$20,616.75	RSM Alberta
2018 Audit	\$21,262.50	RSM Alberta

- Assigned Work
 - Grant Stange has overseen the audit of the Town of Bentley for the past 20 years (The audit has not been tendered in the last 20 years)
 - Technically RSM has only been the auditor for the past 3 years as the predecessor firm conducted the audit.
 - To ensure that they are independent they have regularly rotated staff and managers on the audit
 - All staff are in good standing with CPA Alberta
 - The firm brings value to the Town by being familiar with the Town's processes, accounting policies and they also offer additional services in areas of management expertise, economic and information technology consulting
- NOTE: the past few years have brought unique challenges to the accounting industry. The industry is experiencing an industry shortage and increased labour costs for hiring qualified and experience professionals. There are challenges to continue to hire adequate staff since the start of the pandemic. Wage costs have increased more than 15% for the past 2 years and RSM has continued to hold their fees for the Town of Bentley to roughly the same each year. It is anticipated that the fees will be higher for the 2021 year due to the continuation of cost increase for the firm. Anticipated at \$25,000 for 2021

T. Appointment of Assessor the 2021 Taxation Year

Recommendation		Kevin Bohiken Wild Rose Assessment Services
2020	\$15,970.56	Wild Rose Assessment
2019	\$15,970.56	Wild Rose Assessment
2018	\$15,970.56	Wild Rose Assessment

- Contract is from April 1, 2020, to March 31, 2025, contract amount frozen until 2025
- Wildrose Assessment is out of Red Deer and is local with local knowledge of Bentley
- Many other Assessment organizations are out of Edmonton or Calgary
- It is a specialty service therefore has not been tendered for many years (I found contracts going back to 1996) so more than 25 years they have been doing our assessments

12. Adjournment



Town of Bentley
By-law No. 197/2018

A By-law of the Town of Bentley, to establish a code of conduct for members of Council.

WHEREAS, pursuant to Section 146.1(1) of the Municipal Government Act, a Council must, by by-law, establish a code of conduct governing the conduct of Councillors;

AND WHEREAS, pursuant to Section 146.1(3) of the Municipal Government Act, a Council, may, by by-law, establish a code of conduct governing the conduct of members of Council Committees and other bodies established by the Council, who are not Councillors;

AND WHEREAS, pursuant to Section 153 of the Municipal Government Act, Councillors have a duty to adhere to the code of conduct established by the Council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the Town of Bentley;

AND WHEREAS, the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors;

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

1. Title:

1.1 This By-law may be referred to as the **“Council Code of Conduct By-law”**.

2. Definitions:

2.1 In this By-law, words have the meanings set out in the Municipal Government Act, except that;

- a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26 and associated regulations, as amended;
- b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- c) “Chief Administrative Officer” means the chief administrative officer of the Town of Bentley, or his/her delegate;


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- d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c-25, any associated regulations and any amendments of successor legislation;
- e) "Investigator" means Council or the individual or body established by Council, to investigate and report on complaints;
- f) "Member" means a member of Council and includes a Councillor or the Mayor and includes members of Council Committees or other bodies established by Council who are not Councillors or the Mayor.
- g) "Municipality" means the municipal corporation of the Town of Bentley

3. Purpose and Application

- 3.1 The purpose of this By-law is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

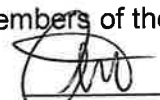
4. Representing the Municipality

- 4.1 Members shall:

- a) Act honestly and, in good faith, serve the welfare and interests of the Municipality, as a whole;
- b) Perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c) Conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council, and
- d) Arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4 No Member shall make a statement when they know that statement is false.
- 5.5 No Member shall make a statement with the intent to mislead Council or members of the public.



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6. Respecting the Decision-Making Process


- 6.1 Decision making authority lies with Council, and not with any individual Member. Council may only act by by-law or resolution, passed at a Council meeting held in public, at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with, in a confidential manner, in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and By-laws

- 7.1 Members shall uphold the laws established by the Parliament of Canada and the Legislature of Alberta and the by-laws, policies and procedures adopted by Council.
- 7.2 Members shall respect the Municipality as an institution, its by-laws, policies and procedures and shall encourage public respect for the Municipality, its by-laws, policies and procedures.
- 7.3 A Member must not encourage disobedience of any by-law, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interaction with Council Members, Staff, the Public and Others

- 8.1 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions and an intention to work together for the common good and in furtherance of the public interest.
- 8.2 Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3 No Member shall use indecent, abusive or insulting words or expressions towards another Member, any employee of the Municipality or any member of the public.
- 8.4 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.


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8.5 Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

8.6 Members must not:

- a) Involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer;
- b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties, or
- c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

9.1 Members must keep in confidence matters discussed in private at a Council or Council Committee meeting until the matter is discussed at a meeting held in public.

9.2 In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:

- a) Disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so.
- b) Access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Members duties and is not otherwise prohibited by Council, and only in accordance with applicable Council by-laws or policies;
- c) Use confidential information for personal benefit or for the benefit of any other individual or organization.

9.3 Confidential information includes information in the possession of or received, in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality and is generally considered to be of a confidential nature, including but not limited to information concerning:

- a) The security of the property of the Municipality;
- b) A proposed or pending acquisition or disposition of land or other property;
- c) A tender that has or will be issued but has not been awarded;
- d) Contract negotiations;


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- e) Employment and labour relations
- f) Draft documents and legal instruments, including reports, policies, by-laws and resolutions, that have not been a subject matter of deliberations in a meeting open to the public;
- g) Law enforcement matters;
- h) Litigation or potential litigation, including matters before administrative tribunals, and
- i) Advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 8 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3 Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

- 11.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2 No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee of Council or any other body established by Council.
- 11.3 Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4 Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

- 12.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:


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- a) Municipal property, equipment, services, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- b) Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

- 13.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Members attendance at additional training sessions and/or learning workshops or opportunities throughout the Council term, as authorized by Council, are encouraged but remain at the discretion of the Member.

14. Remuneration and Expenses

- 14.1 Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal by-laws, policies and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1 Members shall not accept gifts, hospitality or other benefits that would, to reasonable member of the public appear to be in gratitude for influence, to induce influence or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2 Members shall comply with all municipal by-laws, policies and procedures regarding the acceptance of gifts and hospitality.
- 15.3 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have a significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

16. Election Campaigns

- 16.1 No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17. Informal Complaint Process

- 17.1 Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this By-law may address the prohibited conduct by:



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- a) advising the Member that the conduct violates this By-law and encouraging the Member to stop,
- b) requesting the Mayor assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of or is implicated in a complaint, the person or Member may request the assistance of the Deputy Mayor.

17.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this By-law. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint process outlined below.

18. Formal Complaint Process

18.1 Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this By-law, may file a formal complaint in accordance with the following procedure:

- a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- b) All complaints shall be addressed to the Investigator;
- c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this By-law, including a detailed description of the facts, as they are known, giving rise to the allegation;
- d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this By-law, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- e) Upon receipt of a complaint under this By-law, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision.
- f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is subject to the complaint, the results of the Investigator's investigation;



Initial

- h) A Member, who is the subject of an investigation, shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is Imposed.
- i) A Member, who is the subject of an investigation, is entitled to be represented by legal counsel, at the Member's sole expense.

19. Compliance and Enforcement

- 19.1 Members shall uphold the letter and spirit and intent of this By-law.
- 19.2 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this By-law.
- 19.3 No Member shall:
 - a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b) Obstruct Council, or any other person, in carrying out the objectives or requirements of this By-law;
- 19.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this By-law may include:
 - a) a letter of reprimand addressed to the Member;
 - b) requesting the Member to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the Members response;
 - d) suspension or removal of the appointment of a Member as the Deputy Mayor or acting Chief Elected Official under section 152 of the Act;
 - e) suspension or removal of the Chief Elected Official's presiding duties under section 154 of the Act;
 - f) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
 - g) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at Council meetings;
 - h) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.


Initial

20. Rescind

20.1 This By-law rescinds Policy 49/2014 Roles & Responsibilities & Code of Conduct for Members of Bentley Town Council.

21. Review

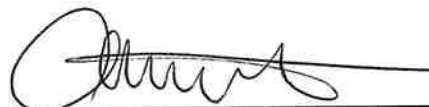
21.1 This By-law shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended and at any time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

Read a First time this 10th day of April, 2018

Read a Second time this 10th day of April, 2018

Read a Third Time this 24th day of April, 2018

SIGNED AND PASSED this 25th day of April, 2018



Mayor Greg Rathjen



Chief Administrative Officer Elizabeth Smart

Being a By-law of the Town of Bentley, in the Province of Alberta, to regulate the proceedings and transactions of business by the Council of the Town of Bentley.

WHEREAS, it is necessary to establish rules and procedures for the conduct of business in Council meetings, to control and maintain order in Council and to provide for the dealing of petitions, delegations and submissions to Council.

NOW THEREFORE, the Council of the Town of Bentley, in the Province of Alberta, duly assembled and pursuant to the authorities conferred upon it by the Municipal Government Act, RSA 2000, Chapter M-26 and amendments thereto, enacts as follows:

1. This By-law shall be cited as the **"Procedural By-law"**
2. In this By-law, the following **interpretations** shall apply;
 - a) "MGA" shall mean the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto
 - b) "Committee of the Whole" means a meeting of the members of Council without the presence of the public and any representative of the press or other media
 - c) "Council" means the Council of the Town of Bentley
 - d) "Chair" means the Mayor, Deputy Mayor or other person presiding as Chairperson at any meeting of Council or a Committee thereof
 - e) "Public Hearing" is a meeting of Council held in accordance with Section 230 of the MGA
 - f) "CAO" shall mean the Chief Administrative Officer
 - g) "Agenda" shall mean the list of items and order of business of any meeting of Council as prepared by the CAO
 - h) "Point of Information" is a request to the Mayor or presiding member, or through the Chair to another member of Council or Town Staff, for information relevant to the business or item being discussed.
 - i) "Quorum" is a majority of members of Council in attendance at a meeting and eligible to vote
 - j) All other interpretations shall be the same as set out in the MGA

3. This Procedural By-law shall apply to all meetings of Council and, subject to the provisions of Section 203 of the MGA, all Boards, Committees and Authorities established by Council, unless Council has granted permission, by a simple majority decision, to establish their own procedures.

4. Annual Organizational Meeting

- a) The Annual Organizational meeting of the Council shall be held in accordance with Section 192 of the MGA
- b) In the event of a General Election, all elected members of Council shall take the official Oath of Office prior to Council carrying out any powers, duties or functions.
- c) The Deputy Mayor shall, upon appointment at the Annual Organizational Meeting, take the official Oath of Office for Deputy Mayor
- d) The following business shall be conducted at the Annual Organizational Meeting;
 - i) Appointment of Deputy Mayor
 - ii) Date, time and location of regular meetings
 - iii) Appointment of Signing Authorities
 - iv) Appointments to Boards, Committees and Commission as previously established by Council
 - v) Appointment of Auditor and Assessor
 - vi) Appointment of Director and Deputy Director of Disaster Services
 - vii) Any other similar business as is required by the MGA or as determined by Council

5. Regular and Special Meetings

- a) Regular meetings of Council shall be held on the dates, time and location as established by resolution of Council at the Annual Organizational Meeting. Council may, from time to time, by resolution passed at a duly constituted meeting, change a regular meeting date and/or time.
- b) Special meetings shall be called and held in accordance with Section 194 of the MGA.



- c) In the event a member of Council arrives late to a meeting or departs prior to the completion of the meeting, the CAO (or as designated by the CAO) shall record the time of arrival and departure.
- d) If a quorum is not present within fifteen (15) minutes after the time fixed for the Regular or Special meeting, the CAO (or as designated by the CAO) shall record the names of the members present and the Council shall stand adjourned until the next Regular or Special meeting.
- e) In the event the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the time fixed for the Regular or Special meeting and a quorum is present, the CAO shall call the meeting to order and a Chairperson shall be appointed by the Councillors present and shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
- f) Unless otherwise required by this By-law, the MGA or any other enactment, a simple majority vote of those members present shall be sufficient to pass a resolution or pass first, second or third reading of a By-law.
- g) The length of time for a Regular or Special meeting shall not extend past three (3) hours from the time of commencement unless a motion has been passed by simple majority to extend the meeting. Said extensions may be in half hour increments, however, no meeting shall be longer than four (4) hours.
- h) Notice of Regular meetings shall be published on the calendar of the Neighborhood Notes, published monthly and on the Town of Bentley Website.
- i) Notice of Special meetings shall be given by posting a notice on the bulletin board at the Town Office and on the Town of Bentley Website.

6. Meeting Conduct Sections 193 to 200 inclusive of the MGA

- a) The Mayor or the member presiding over the meeting
 - i) shall maintain order and preserve decorum of the meeting
 - ii) shall decide points of order without debate or comment other than to state the rule governing
 - iii) shall determine which member has the right to speak



- iv) shall ascertain all members who wish to speak on a motion have spoken and all members are ready to vote by asking "Are you ready for the question?" and shall thereafter call for the vote
 - v) shall rule when a motion is out of order
 - vi) shall expel members of the public who are exhibiting improper conduct and may direct that such person or persons be removed by a peace officer
- b) Members of the public who attend a Council meeting shall
- i) remain quiet and seated
 - ii) shall not address Council unless they are on the Agenda as a delegation.
 - iii) Notwithstanding 6. b) iii, if Council believes a member of the public can provide information relative to the item being deliberated by Council, Council may, by unanimous vote, ask the member of the public to provide said information.
- c) When a member of Council or a member of the public as a delegate to Council is addressing the Chair, every other member attending the meeting shall
- i) remain quiet and seated
 - ii) not interrupt the speaker
 - iii) not carry on a private conversation
- d) When a member of the public as a delegate to Council is addressing Council, the delegate shall
- i) not reflect on any vote of Council except when asking to rescind the vote and when doing so shall not reflect on the motives of the members of Council who voted for the motion or the mover of the motion
 - ii) not shout or raise their voice or use profane, vulgar or offensive language, and



- ii) assume personal responsibility for any statement they quote to Council or shall give the source of the information. Unfounded information or hearsay will be disregarded by Council
- e) No member of Council or the public as a delegate to Council shall
 - i) speak disrespectfully to any person
 - ii) use offensive words in or against the Council or any member thereof or any official or employee of the Town
 - iii) resist this By-law or disobey the decision of the Chair or the Council on any question of privilege or point of order or upon the interpretation of this By-law
- f) When a person is called to order by the Mayor or other presiding officer, such person shall immediately cease speaking and shall not speak further unless and until recognized by the Chair.
- g) The following motions are not debatable by Council;
 - i. Adjournment
 - ii. Take a recess
 - iii. Question of privilege
 - iv. Point of order
 - v. Limit debate on the matter before Council
 - vi. Division of a question
 - vii. Defer the matter to another meeting

7. Voting

- a) voting shall be governed by Section 182 to 186 of the MGA
- b) a recording of who voted in favour or against a motion shall only be entered into the minutes when a member of Council asks for a recorded vote prior to the vote being held

8. Agendas

- a) Prior to each regular meeting, the CAO (or as designated by the CAO) shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at such meeting.

- b) To enable the CAO to prepare the Agenda, all documents and notice of delegations intended, shall be submitted to the CAO not later than five (5) working days before the date on which the meeting is scheduled
- c) The CAO shall have prepared and make available to each member of Council a copy of the Agenda and all supporting materials not later than 4:00 p.m., no less than three (3) working days before the date on which the meeting is scheduled
- d) In the event the deadlines as set out in Clause 7 c) are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
- e) Prior to the Motion to adopt the agenda, Council may add or delete an item. Said motion should be to adopt the agenda as amended.
- f) The normal order of business for regular meeting will be as follows:
 - 1. Call to Order
 - 2. Amendments & Acceptance of Agenda
 - 3. Adoption of Previous Minutes
 - 4. Financial
 - 5. Delegation Times
 - 6. Unfinished Business
 - 7. By-laws & Policies
 - 8. New Business
 - 9. General Correspondence
 - 10. CAO & Council Reports
 - 11. Other Business
 - 12. Council Question Period
 - 13. Committee of the Whole (if required)
 - 14. Adjournment

Notwithstanding the above, the order of business may be modified or amended to address specific agenda item. The Agenda shall be deemed to be acceptable by Council when the motion to adopt the agenda is passed.



9. Delegations

- a) A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of the Council or who wish to have any matter considered by the Council, shall address a letter to the Council, in care of the CAO, outlining the subject to be raised.
- b) The letter shall be typewritten or legibly written, signed by the correct name of the writer, delivered or mailed to the Office of the CAO, so that it arrives at least at 1:00 p.m. in the afternoon at least five (5) working days before the date scheduled for the meeting at which it is to be presented.
- c) The letter shall contain the full mailing address and telephone number of the writer and if he or she wishes to appear before Council, it shall be so stated in the letter.
- d) Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or presiding officer.
- e) Notwithstanding 8 d), where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter, the Mayor or other presiding officer may limit the length of time granted to the delegation.

10. Petitions Sections 219 to 226 of the MGA

- a) Before considering a petition, Council must first receive a report from the CAO of the sufficiency of the petition.

11. Public Hearings Section 230 of the MGA

- a) Procedure and Agenda for a Public Hearing shall be as follows;
 - i) Call to order by Chairperson,
 - ii) Introduction of members of the Hearing Board



- iii) The CAO, or designate, shall introduce the resolution or by-law and shall briefly state the intended purpose.
 - iv) Oral or written submissions in favor of the purpose of the Public Hearing are heard. The presiding Officer shall request those who wish to make presentations to identify themselves.
 - v) Oral or written submissions against the purpose of the Public Hearing are heard. Members may ask questions on the submissions.
 - vi) Verbal presentations shall be limited to five (5) minutes.
 - vii) Council may move into a Committee of the Whole to deliberate but no decision may be made
 - viii) Following public presentations, the Chair shall close the Public Hearing
 - ix) If no one is present to speak to a proposed by-law which requires a Public Hearing, Council may hear an introduction to the matter from the CAO, ask relevant questions and then must vote to close the Public Hearing.
 - x) After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the regular Council meeting following the Public Hearing and may
 - pass the By-law or Resolution or
 - make any necessary amendments to the By-law or Resolution and pass it without further advertisement or hearing
- b) Cross examinations, debating or questions from the public is not allowed.
- c) Minutes of the Public Hearing will be filed with the Minutes of the Council meetings.
- d) When a Public Hearing on a proposed By-law or resolution is held, a member of Council must abstain from voting on the By-law or resolution if the member was absent from the Public Hearing

12. Resolution (Motions) in Council

- a) Motions before Council do not need a seconder.
- b) The Mayor or CAO (or as designated by the CAO) shall read the motion aloud if it has not appeared in the Agenda package
- c) Unless required by this By-law, the M.G.A. or any other enactment, all motions shall be considered defeated or approved by a simple majority being one more than half of the Councillors in attendance, who constitute a quorum.
- d) A motion with an equal number of votes for and against shall be considered defeated
- e) Motions may be withdrawn prior to debate or decision with the permission of Council
- f) When a motion has been made and is being considered by Council, no other motion may be made and voted on except;
 - i) A motion to refer the main question to some other person or group for consideration or advise
 - ii) A motion to amend the main question
 - iii) A motion to defer the main question to another time
- g) After the question has been called, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or presiding officer as to whether the question has been called shall be final.
- h) A member may move to adjourn a meeting at any time, except when;
 - i) another member is in possession of the floor
 - ii) a call for a decision has been made
 - iii) the members are voting
 - iv) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place

- i) A motion to rescind a motion of Council may be made at any time after the meeting at which the motion was passed by the following;
 - i) any member of Council may make the motion to rescind
 - ii) notice of the rescinding motion shall be on the agenda, and
 - v) the rescinding motion may be passed by a simple majority

- j) Unless otherwise specifically provided for in this By-law or the M.G.A., the following motions are debatable by Council;
 - i) a motion arising out of any matter on the agenda
 - ii) a motion concerning any matter deferred from a previous meeting to the meeting at which it is discussed
 - iii) a motion for the adoption of, rejection of, referral back, or further consideration of a report given to Council or a motion arising out of any matter dealt with in the report to Council
 - iv) a motion for the second and third reading of a By-law
 - v) a motion for amendment to any By-law currently before Council or to any matter arising directly out of any By-law currently before Council
 - vi) such other motions necessary for conducting the business of Council and the observance of it's priorities

- k) Members shall remain in their places when a vote is called for and must vote in accordance with Sections 182 to 186 inclusive of the M.G.A.

13. By-laws

- a) By-laws shall be presented and passed in accordance with Sections 187 to 191 inclusive of the M.G.A.



14. Pecuniary Interest (Conflict of Interest)

- a) Members of Council who have a reasonable belief that they have a pecuniary interest, as defined in the M.G.A., in any matter before Council or any Committee, Board or Commission, in which they have been appointed as a representative of Council, shall declare the general nature of the pecuniary interest prior to any discussion of the matter and abstain from discussion and voting on the matter.
- b) Depending on the nature of the Pecuniary Interest, the member of Council may be required to remove themselves from the room until the matter is concluded.
- c) The minutes shall indicate the declaration of disclosure, the time at which the member of Council left the room and the time the member of Council returned

15. Committee of the Whole

- a) Pursuant to Section 197 of the M.G.A., Council and Council Committees and Boards may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act
- b) No resolution or by-law may be passed at a Committee of the Whole meeting, except a resolution to revert to a meeting held in public

16. Correspondence

- a) The content of any communication intended for Council shall be legible, coherent, respectful and signed and must include the name, address and phone number of the correspondent and must set out the purpose of the communication and clearly outline what, if anything, is being requested of Council
- b) Notwithstanding 16.a) if it is determined that a communication intended for Council can be responded to by Town Administration, said communication, shall be dealt with by Administration
- c) The CAO shall not place any communication on the Agenda when he/she considers that the matter contained in the communication is impertinent, improper or libelous, in which case the CAO shall advise the originator of the communication that it is not being sent forward Council.

- d) Any communication received by Council may be referred to a Committee of Council or may be referred to the Mayor and CAO for a report

17. Committee of Council

- a) All standing and special committees shall be appointed by Council.
- b) General rules of the committee shall be;
 - i) to report to Council on duties imposed or recommend actions or directions by Council that are outside the parameters or discretion of the committees to decide
 - ii) to observe the rules prescribed by Town By-laws, including these rules of conduct and procedure.

18. Other

- a) If a matter of procedure arises not specifically covered in this By-law, the matter will be decided by reference to the M.G.A., common sense and a simple majority vote of Council
- b) If a matter cannot be decided as set out in 18. a), then such matter shall be determined in accordance with "*Robert's Rules of Order – Newly Revised*"

19. By-law 55/00 is hereby rescinded.

Read a first time this 12th day of August, 2008

Read a second time this 12th day of August, 2008

Read a third and final time this 12th day of August, 2008



Mayor



Chief Administrative Officer



TOWN OF BENTLEY

Policy No. 43 / 2013

Policy Title: Elected Officials Attendance at Annual AUMA Convention

Date Adopted: February 12, 2013

Purpose: Town Council recognizes the importance and value of Elected Officials attending the annual Alberta Urban Municipalities Association Convention. It is a function that serves to assist members of Council in being knowledgeable about matters and issues affecting the municipality, on a local, regional and provincial level, which helps members of Council better serve the interests of the citizens of Bentley.

The costs of registration and hotel/travel to attend the Alberta Urban Municipalities Association Convention have increased over the past few years and Town Council wishes to limit this annual expense by limiting the number of Council members who will be authorized to attend the AUMA Convention each year.

Policy Statement: Annually, a maximum of three (3) members of Town Council will be authorized to attend the Alberta Urban Municipalities Association Convention.

Council members selected to attend said Convention shall be determined annually, by resolution, at a Council meeting.



Mayor



Chief Administrative Officer



TOWN OF BENTLEY

POLICY NO. 40/2011

POLICY TITLE: Council Remuneration & Expenses

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

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

REPLACES: Policy 24, 2007

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

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

POLICY:

1. Monthly Council Remuneration

Mayor \$540.51 per month

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

Initial

amended. Oct 12, 2021

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

Councillors

\$141.27 per month

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

2. Meeting Rates – Mayor and Council

- | | | |
|----|--|-----------------------|
| A. | Regular Council Meetings | \$ 108.11 per meeting |
| | Budget Meetings | \$ 108.11 per meeting |
| B. | Special Council Meetings: | |
| | • Under 2 hours | \$ 61.44 |
| | • Half day | \$ 108.11 |
| | • Per day (maximum) | \$ 202.70 |
| C. | Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held <u>within the Town</u> – Same rate as Special Council meetings | |
| D. | Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held <u>outside the Town</u> – Same rate as Special Council meetings except that travel time is included in time durations. | |



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

3. Expenses

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

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

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

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

CRA
Rate

- D. Meals – shall be reimbursed for actual expenses subject to a maximum of **\$66.75** per 24 hour period – receipts will be required

The guideline for individual meals shall be:

Breakfast	\$16.70
Luncheon	\$16.70
Dinner	<u>\$33.36</u>
	\$66.75

Gratuities are included in the above

- E. Other Expenses:

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

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

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts


initial

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

Signed, as most recently amended, this 20th day of March, 2019



Mayor



Chief Administrative Officer



TOWN OF BENTLEY

POLICY NO. 40/2021
POLICY TITLE: Council Remuneration & Expenses
DATE ADOPTED: October 12, 2021
DATE EFFECTIVE: January 1, 2022

REPLACES: Policy 40/2011

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

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

1. Monthly Council Remuneration

Mayor \$556.84 per month

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

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

Deputy Mayor \$250.00 per month

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

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

Councillors \$146.57 per month

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

2. Meeting Rates – Mayor and Council

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

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

3. Expenses

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

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

- B. Same activities as above, but staying at a friend or relative's residence - \$41.00 per night**
- C. Mileage – will be paid at the rate established by Canada Revenue Agency for reimbursement of mileage.
For example, 2021 CRA Rates are: 59 cents per km – first 5000km and 53 cents per km after that.**
- D. Meals – shall be reimbursed for actual expenses (receipts to be submitted) subject to a maximum per meal and daily rate as defined by the Canada Revenue Agency (with no receipt).**

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

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

Gratuities are included in the above

4. Technology/Communication Allowance

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



A. Other Expenses

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

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts

5. Remuneration from Outside Boards and/or Committees

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

6. Reporting

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

7. Payment Procedures

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


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

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

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

7. This Policy replaces Policy 40/2011

Signed, this 12th day of October 2021



Mayor

Chief Administrative Officer

2021

Regular Council Meeting Schedule

January '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
S	M	T	W	T	F	S
					1	2
				3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '21						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
S	M	T	W	T	F	S
					1	2
				3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND

- Statutory Holiday
- Regular Council Meeting
- Recess Periods