



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday March 14, 2023**  
**6:45pm Regular Meeting**

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**1. Call to Order**

**2. Indigenous Acknowledgement**

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

**3. Amendments & Acceptance of Agenda**

**4. Adoption of Previous Minutes:**

**a) Regular Meeting of Council February 28, 2023**

**5. Financial:**

**a) Prepaid Cheque Listing – Cheques No. 20230144 to 20230178**

**b) Council Remuneration Listing – February 2023**

**6. New Business**

**a) Proclamation Volunteer Week April 16 to April 22, 2023**

**b) Transfer from Reserves December 31, 2022, Year End**

**c) Policy 43-2023 Elected Officials Annual Attendance at Conferences and/or Training Allowance**

**d) Rescinding outdated and no longer relevant policies**

**e) Fortis \$2,500 Community Naturalization and Tree Planting Grant and 52<sup>nd</sup> Street Corridor Improvement**

## **7. Correspondence**

- a) Council Highlights Lacombe County Feb 23, 2023**
- b) Canada Day (Call for Committee Representatives and Volunteers)**
- c) Letter from Minister Schulz (Funding for Libraries)**

## **8. Other Business**

- a) Mayor and Council (2 representative requested) attendance at Emergency Management – Winter Storm – Exercise Debrief – March 21, 2023, 11:00am to 3:00pm (Lacombe Memorial Centre – 5214 50<sup>th</sup> Ave Lacombe AB)**

- The debrief is the final part of the field exercise which occurred Nov 5, 2022
- It is a collective gathering of all participants and players to review the exercise and hear different perspectives.

## **9. Council Reports**

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

## **10. Adjournment**



## Minutes of the Regular of the Council of the Town of Bentley

February 28, 2023

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**Date and Place** Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, February 28, 2023, at 6:45 p.m., in the Bentley Municipal Office

**In Attendance** Mayor Greg Rathjen  
Deputy Mayor Grimsdale  
Councillor Hansen  
Councillor Valiquette  
CAO, Marc Fortais

**Councillor Eastman (Absent)**

**Call to Order** Mayor Rathjen called the regular meeting to order at 6:45pm,

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

**Read by Mayor Rathjen**

### Agenda

**Motion 62/2023** Moved by Deputy Mayor Grimsdale, “THAT the agenda of the February 28, 2023, regular meeting of mayor and council be accepted.”

**Carried**

### Previous Minutes

**Motion 63/2023** Moved by Deputy Councillor Valiquette, “THAT the minutes of the February 14, 2023, Regular Meeting of Council be accepted.”

**Carried**

## Financial

### a) Prepaid Cheque Listing – Cheques No. 20230097 to 20230143

**Motion 64/2023** Moved by Deputy Mayor Grimsdale, “THAT Cheques No. 20230097 to 20230143 be received for information.”

**Carried**

## New Business

### a) 2022 Year End Water and Wastewater Reports

**Motion 65/2023** Moved by Councillor Valiquette, “THAT the annual water & wastewater reports for the year ending December 31, 2022, be received, approved, and accepted by Town Council as information.

**Carried**

### b) 2023 Annual Review – Employee Salary Grid and Council Remuneration & Expense

**Motion 66/2023** Moved by Deputy Mayor Grimsdale, “THAT pursuant to Policy 07/04, Mayor and Council approve a cost-of-living increase of 6.50% to the salary grid to take effect March 1, 2023.” AND

Pursuant to Policy 40/2021, Mayor and Council approve a cost-of-living increase of 6.50% to the Council remuneration and expense rates, to take effect March 1, 2023.”

**Carried**

## Correspondence

### a) Council Highlights Lacombe County Feb 9, 2023

### b) January 2023 Crime Statistics

- **Municipal January 2023 Detachment at a glance**
- **Provincial January 2023 Detachment at a glance**

### c) Bentley Community Hall – Consideration of Funding Stair Repair

**Motion 67/2023** Moved by Deputy Mayor Grimsdale, “THAT Correspondence items a) and c) be accepted as information.”

**Carried**

## Other Business

### a) **CAO Update Bentley Southeast Area Structure Plan and Next Steps**

CAO Marc Fortais provided an update that the IDP/ICP committee with the Council had discussed the boundaries of the Area Structure Plan, after receiving feedback through the Public engagement. The plan is currently being revised to take that feedback into consideration and focus on the Northerly portion of the ASP on the North Side of Highway 12. It is anticipated once the plan has been revised, it will be presented to the committee and future public engagement will be planned. The deadline for completion of activity related to the ASP is December 31, 2023, but extensions can also be requested if necessary.

**No motion was made.**

## Council Reports

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

**Motion 68/2023** Moved by Councillor Valiquette, "THAT the Council Reports for January 2023 be accepted as information."

**Carried**

## Adjournment

**Motion 69/2023** Moved by Councillor Hansen, "THAT the February 28, 2023, Regular Meeting of Council be adjourned at 7:30pm."

**Carried**

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**Mayor Greg Rathjen**

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**CAO Marc Fortais**



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230144	2023-02-28	CARSON, BARBARA J				
20230145	2023-02-28	JENSEN, DARREN J				
20230146	2023-02-28	MEREDITH, SANDRA L				
20230147	2023-02-28	GIBSON, COLE C				
20230148	2023-02-28	DENNEHY, NATHAN				
20230149	2023-02-28	GREAVES, LORYANNE				
20230150	2023-02-28	FORTAIS, MARC C				
20230151	2023-02-28	KIKSTRA, ROBERT B				
20230152	2023-02-28	LOOV, CHRISTOPHER D				
20230153	2023-03-01	ADVANCED FIRE & SAFETY SYSTEMS	17313	PAYMENT ANNUAL FIRE EXTINGUISHER IN	470.84	470.84
20230154	2023-03-01	CANOE PROCUREMENT GROUP OF CANADA, D	AB154689	PAYMENT OFFICE SUPPLIES	1,043.62	1,043.62
20230155	2023-03-01	FORTAIS, MARC	21022023 21022023 22022023	PAYMENT CEREMONIAL TOBACCO FOR INI COTTON CLOTH FOR CEREMON MONKEY TOP MEETING WITH IN	65.63 20.99 131.17	217.79
20230156	2023-03-01	GREAVES, LORYANNE	21022023	PAYMENT BOTTLED WATER FOR OFFICES	39.25	39.25
20230157	2023-03-01	GREGG DISTRIBUTORS LP	059-523668 059-523669 059-524423	PAYMENT ROADS & STREET - REPAIR KIT I PW SHOP SUPPLIES, TIRE INFL/ GARBAGE, PW SHOP GENERAL	292.59 187.15 247.93	727.67
20230158	2023-03-01	HOLDEN, KARI	28022023 28022023 28022023 28Feb2023	PAYMENT FEBRUARY JANITORIAL FOR BEI BASEMENT JANITORIAL FOR FEI SENIOR'S DROP IN JANITORIAL I OFFICE JANITORIAL FOR FEBRU	225.00 30.00 90.00 135.00	480.00
20230159	2023-03-01	INNOV8, DIGITAL SOLUTIONS INC.	IN395982	PAYMENT FEBRUARY OFFICE PHOTOCOPI	973.19	973.19
20230160	2023-03-01	KEY AGVENTURES INC.	IR70689A	PAYMENT PARKS & REC TIRE AND WHEEL	316.05	316.05
20230161	2023-03-01	KIKSTRA, ROB	16022023 23022023	PAYMENT ROB'S PPE ROB'S PPE	157.46 103.89	261.35
20230162	2023-03-01	MCLAREN, CAROLYN	168	PAYMENT FEBRUARY STAY AND PLAY FAM	300.00	300.00
20230163	2023-03-01	PUMPS & PRESSURE INC.	SVC010020969	PAYMENT HYDROLIC MOTOR FOR BOBCAT	1,420.18	1,420.18
20230164	2023-03-01	RECEIVER GENERAL	28022023 FEB28,2023	PAYMENT REGULAR EMPLOYMENT INSUR REDUCED EMPLOYMENT INSUR	292.70 19,572.21	19,864.91
20230165	2023-03-01	RIMBEY EXPRESS	2673	PAYMENT FEBRUARY WATER SAMPLES &	110.00	110.00
20230166	2023-03-01	RSM ALBERTA LLP	6916177	PAYMENT FIRST PROGRESS INVOICE AUD	9,450.00	9,450.00
20230167	2023-03-01	SHAW CABLE	21022023	PAYMENT FCSS INTERNET	124.95	124.95
20230168	2023-03-01	TAXSERVICE		PAYMENT		3,921.75



# TOWN OF BENTLEY

## Cheque Listing For Council

<b>Cheque #</b>	<b>Cheque Date</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Description</b>	<b>Invoice Amount</b>	<b>Cheque Amount</b>
20230168	2023-03-01	TAXERVICE	02282023	TAXERVICE BILL FOR FEBRUAR'	3,921.75	3,921.75
20230169	2023-03-01	WILD ROSE ASSESSMENT SERVICES	8918	PAYMENT PROGRESS PAYMENT FOR MAR	1,330.88	1,330.88
20230170	2023-03-01	TOWN OF PENHOLD	#100	PAYMENT MAYOR & REEVE GROUP 2023 M	150.00	150.00
20230171	2023-03-07	BENTLEY ESSO	28022023	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	2,469.70	2,469.70
20230172	2023-03-07	CHAPMAN RIEBEEK LLP	2303106 2303107	PAYMENT GENERAL MATTERS BYLAW PROSECUTIONS (GENEF	3,752.38 140.20	3,892.58
20230173	2023-03-07	SHAW CABLE	23022023	PAYMENT P.W. SHOP INTERNET	73.50	73.50
20230174	2023-03-07	STANTEC CONSULTING LTD.	1784822	PAYMENT NEW BEGINNINGS FEASIBILITY :	546.02	546.02
20230175	2023-03-07	THE DROP COFFEE & TEA	0223	PAYMENT COFFEE & COOKIES FOR PUBLI	210.00	210.00
20230176	2023-03-07	TRANSALTA ENERGY MARKETING	23-1293744 23-1294329 23-1294430	PAYMENT NATURAL GAS ADJUSTMENTS F STREET LIGHTING ELECTRICITY ELECTRICITY BILL FOR FEBRUA	357.92 6,370.40 10,497.21	17,225.53
20230177	2023-03-07	WASTE CONNECTIONS OF CANADA INC.	7425-00002506	PAYMENT COMMERCIAL WASTE PICKUP	1,107.35	1,107.35
20230178	2023-03-07	WASTE MANAGEMENT	1155384-0613-9	PAYMENT RECYCLING FOR FEBRUARY 20:	7,361.06	7,361.06

**Total 91,456.67**

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



# TOWN OF BENTLEY

## Cheque Register

2023-Mar-9  
11:05:35AM

Pay Period M202302 Batch # 15516

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230179	2023-03-15			17 RATHJEN,ARTHUR	769.48
20230180	2023-03-15			84 VALIQUETTE,BRENDA	431.14
20230181	2023-03-15			85 HANSEN,PAMELA	530.94
20230182	2023-03-15			86 GRIMSDALE,DALE	584.67
20230183	2023-03-15			87 EASTMAN,LENORE	314.74
<b>Totals</b>					<b>2,630.97</b>

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





**Agenda Date:** March 14, 2023

**Agenda Item:** New Business: Volunteer Week Proclamation: April 16 – 22, 2023

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## **SUMMARY AND BACKGROUND**

National Volunteer Week for 2023 will be recognized April 16 - 22. This is a time to recognize and celebrate Canada's 12.7 million volunteers who give their time to help others, contributing close to 2 billion volunteer hours per year. From coast to coast, Canada's volunteers work tirelessly to spur progress in their community, city and country. They give their time in support of causes and programs they believe in and ask for nothing in return.

The Town of Bentley and the people that call Bentley home are no exception and many dedicated and talented residents, graciously share their skills and abilities through volunteering. Some are attached to organizations, while others are general "helpers" who help "just because." They are citizens that help their neighbors, pick up garbage off the street, volunteer at school etc. Behind each and every person that volunteers there is a network of family members or a business that supports their staff to encourage volunteerism.

Volunteers form part of the backbone of a community and in Bentley volunteers mean so much too so many people, therefore Mayor and Council make this proclamation to formally recognize and declare April 16 - 22, 2023, National Volunteer Week in Bentley.

## **RATIONALE FOR REQUEST**

- Recognize the significant time, effort and dedication of all those that support volunteerism within the Town of Bentley.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

None

## **RECOMMENDATION**

THAT Mayor and Council approve the attached declaration to recognize April 16 – 22, 2023 as National Volunteer Week.

## **ATTACHMENTS**

1) Volunteer Week Mayoral Proclamation April 16- 22

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Marc Fortais, CAO



Mayoral Proclamation

WHEREAS, 12.7 million Canadian volunteers give their time to help others, contributing close to 2 billion volunteer hours per year; and

WHEREAS, volunteers in Bentley mentor our children, feed our hungry, comfort our lonely, belong to organizations which provide opportunities for engagement and are invaluable to the social economic structure of Bentley; and

WHEREAS, Bentley's volunteers are young, old, families, workers, retirees, men and women of all ages and backgrounds; and

WHEREAS, the collective result of the work done by volunteers is that Bentley is a more desirable place to live; and

NOW, THEREFORE, I, Greg Rathjen of the Town of Bentley, do hereby proclaim April 16 to 22, 2023 as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

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Greg Rathjen, Mayor

# Volunteering Weaves Us Together



**NATIONAL  
VOLUNTEER WEEK**

APRIL 16 - 22, 2023

#NVW2023 #WEAVINGUSTOGETHER



**Agenda Date: March 14, 2023**

**Agenda Item: New Business:  
Transfers from Reserve for the 2022 Year End to Fund additional planned expenditures in 2022.**

### **SUMMARY AND BACKGROUND**

Administration, through the approval of Mayor and Council, undertook additional work in 2022, which was approved through the budget process and quarterly reporting to Mayor and Council as well as through various council motions.

It was discussed at the time that administration would wait until year end to determine if there was sufficient surpluses to fund this additional expenditure, or if there were not operational surpluses, a reserve transfer would be required to fund them based on the fact that they were additional approved expenditures.

The Town auditor RSM continues to finalize the annual financial statements and annual required financial reporting, which is almost completed. Administration has recommended that the following transfers from reserve be made to offset the additional expenditures which occurred and were approved by Mayor and Council as follows:

1.) Oxford School Demolition	\$75,000	Uncommitted Reserve
2.) Unanticipated Actuator Failure	\$ 8,768	Water Supply/Distribution Reserve
3.) Asset Management	\$15,000	Water Supply/Distribution Reserve

The Oxford School Demolition was approved on September 27, 2022, through motion 185/2022. Town administration competitively sought out quotes from 3 separate firms and awarded the work to the lowest bid. An official motion for a reserve transfer for this unbudgeted expenditure in 2022 effective December 31, 2022, is required.

The actuator is a valve that sends water from Reservoir 1 to Reservoir 2 and then to the Clearwell in the water system. The actuator is a critical piece of equipment, and the town experienced a critical failure of the valve. The valve needed to be replaced immediately as a result of its failure and this was an unbudgeted expenditure in 2022. A reserve transfer of \$8,768 to move the funds from reserves effective December 31, 2022, is required.

The Asset Management Phase 1 – Water Distribution and Treatment System application for grant funding through the Federation of Canadian Municipalities of \$50,000 was initially approved by Mayor and Council on July 30, 2020, with an additional commitment that \$15,000 would be funded by the Town of Bentley. The Town was successful in receiving the FCM Grant and the project start date was

anticipated to begin June 1, 2021, with final workshops completed in early 2022. The \$15,000 that was originally budgeted in 2021 formed part of the surplus that was transferred to reserves at year end. The project was formally completed in 2022 and therefore we require a reserve transfer in 2022 to offset the \$15,000 expenditure incurred over and above the grant amount of \$50,000.

Administration is recommending that reserve transfers to fund the unbudgeted council approved expenditures due to the fact that there are no operational surpluses at the 2022 year end. This is due to rising costs including fuel, natural gas as well a general inflationary pressure on all goods and services for example recycling costs increased by \$23,000 mainly due to fuel surcharges and environmental fees. In addition, there were revenue shortfalls including \$50,000 less in arena rentals due to PHL not renting the facility as they normally do, \$17,000 less water and sewage collection revenue based on actual utilization of those services.

**RATIONALE FOR RECOMMENDATION**

- Expenditures were authorized and approved by Mayor and Council in the 2022 year.
- Quarterly reporting was provided throughout 2022 that outlined the additional costs.
- There are no additional operational surpluses at the end of 2022 based on rising costs, inflation, and revenue shortfalls.
- An official motion is required by Mayor and Council to make the transfers from reserves as of December 31, 2022. This is a housekeeping item to ensure that the reserve transfers are properly reflected in the 2022 yearend financial statements.

**RECOMMENDATION**

THAT Mayor and Council authorize administration to make reserve transfers as of December 31, 2022, for the following amounts:

4.) Oxford School Demolition	\$75,000	Uncommitted Reserve
5.) Unanticipated Actuator Failure	\$ 8,768	Water Supply/Distribution Reserve
6.) Asset Management	\$15,000	Water Supply/Distribution Reserve

**ATTACHMENTS**

- 1) 2022 Reserve Reconciliation

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Marc Fortais, CAO

**TOWN OF BENTLEY**

RESERVE LISTING AS AT DECEMBER 31, 2022

OPERATING RESERVES			2020 Actual				2021 Actual				2022 Actual							
GL Account	Reserve Type	Reserve Name	Beginning Balance	Additions	Deletions	Required Changes per RSM	Closing Bal Dec 31/21	Beginning Balance	Additions	Deletions	RSM Deferred ACP Grant	Closing Bal Dec 31/21	Beginning Balance	Additions	Deletions	Marc Adjusted As per Janelle	RSM Adjustments	Closing Bal Dec 31/2022
4-97-00-710-00	Operating	Operating Contingency	\$ 48,199	\$ -	\$ -		\$ 48,199	\$ 48,199.00				\$ 48,199.00	\$ 48,199.00					\$ 48,199.00
4-72-09-711-00 4-72-02-766-00	Operating	Playground Equip Replacement/Upgrades Parks Equip Reserve Ending Balance Recreation and Parks	\$ 37,985 \$ -	\$ 10,000	\$ -		\$ 47,985 \$ 47,985	\$ 47,985.00				\$ 47,985.00	\$ 47,985.00					\$ 47,985.00
4-23-00-715-00	Operating	Fire Department Bank Account	\$ 28,056	\$ 7,472	\$ -	\$ (7,144)	\$ 28,384	\$ 28,383.50	-\$ 243.50			\$ 28,140.00	\$ 28,140.00			RSM to adjust		\$ 28,140.00
4-51-00-710-00	Operating	Community Services Reserve 2014 2015 2016 Donations 2017 Parent Link General Reserve Transfer Ending Bal Community Services Reserve	\$ 4,745 \$ 5,543 \$ 12,694 \$ 6,224 \$ - \$ 2,000	\$ - \$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ - \$ -		\$ 4,745 \$ 5,543 \$ 12,694 \$ 6,224 \$ - \$ 2,000 \$ 31,205	\$ 31,205.43				\$ 31,205.43	\$ 31,205.43					\$ 31,205.43
4-12-00-762-00	Operating	Administration Reserve J/E YE reconcile acct balance Canada Day GIS System cost share Servus Credit Union Canada Day Donation Municipal Planning unspent ACP GRANT Ending Balance Admin Reserve	\$ 2,530 \$ (679) \$ 429 \$ 5,000 \$ (500)	\$ - \$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ - \$ -		\$ 2,530 \$ (679) \$ 429 \$ 5,000 \$ (500) \$ 6,780	\$ 6,779.83				\$ 6,779.83	\$ 6,779.83					\$ 6,779.83
4-12-00-274-00	Deferred	Prepaid/Licences/Permits Other (actually deferred account) Planning ACP Grant Remaining MSI Funds unspent at year end Gas Tax Grant 2022 unutilized in 2022 to be carried to 2023 Gas Tax Grant not utilized in 2022 for new beginnings (work to be completed in 2023 Jan)								deferred deferred	\$ 98,100.00 \$ 29,103.00	\$ 127,203.00	\$ 127,203.00			-\$ 98,100.00 -\$ 29,103.00	RSM to enter RSM to enter	\$ - \$ 31,013.00 \$ 101,255.75
4-72-09-710-00	Operating	Bike Path	\$ 4,085	\$ -	\$ (871)		\$ 3,214	\$ 3,214.00				\$ 3,214.00	\$ 3,214.00					\$ 3,214.00
4-12-00-760-00	Operating	Centennial (2015) Reserve Entrance Signs Community/Church Sign Donation - COP Canada Day Donation Coding Error Ending Balance Centennila Reserve	\$ - \$ 666 \$ 100 \$ 500	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -		\$ - \$ 666 \$ 100 \$ 500 \$ 1,266	\$ 1,266.20				\$ 1,266.20	\$ 1,266.20					\$ 1,266.20
<b>Operating Reserve Totals (Balance to Financial Statement)</b>								<b>\$ 167,032.96</b>				<b>\$ 293,992.46</b>						<b>\$ 330,071.21</b>





**Agenda Date:**           **March 14, 2023**

**Agenda Item:**       **New Business:**       **Policy 43-2023 Elected Officials Annual Attendance at Conferences and/or Training Allowance**

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### **ADMINISTRATIVE RECOMMENDATION**

THAT Mayor and Council approve Policy #43-2023 Elected Officials Annual Attendance at Conferences and/or Training Allowance; AND

THAT Policy 43/2013 (and all amendments thereto) be rescinded and replaced by Policy 43/2023

### **SUMMARY & BACKGROUND**

Policy 43/2013 (Attachment #1) established the guidelines for Elected Officials attendance at the annual AUMA Conference. The policy provided the framework for consideration of reimbursing costs associated to registration, hotel and travel to attend the Alberta Urban Municipalities Association Convention. It also provided a policy statement that a maximum of three (3) members of Town Council will be authorized to attend the convention annually.

In 2022 Mayor and Council determined that all members of council would attend the annual conference. It was felt that it provided great networking and educational opportunities for members of council. Subsequently through the budget process, it was discussed if all members of council should attend the same conference, or if members of council should be eligible to attend alternate training programs. An example was provided regarding training opportunities through the elected officials training program.

Administration has created a new policy 43-2023 Elected Officials Annual Attendance at Conferences and/or Training Allowance (Attachment #2) to be reflective of Mayor and Council's wish that a general training allowance will be provided to all members of council.

The intent of the policy is to provide some flexibility to members of council to seek out training and/or attendance at annual conferences that they believe will be beneficial in their roles as elected officials. All members of council agreed and felt that each member of council may benefit from different forms of training and by creating this allowance. It also allows for experience and education to be broader than simply just attending the annual AM conference as it is called today.

The intent of the new policy is to create parameters around the administration of this allowance and to ensure that there is an approval process and a maximum amount set for each elected official.

Annually each member of council will be eligible to utilize up to a maximum amount of \$1,500 for training purposes or attendance at a conference of their choosing.

When a member of council wishes to request attendance at a training or conference opportunity, that member shall submit a formal request in writing to Mayor and Council for review and consideration of approval at a Regular Meeting of Council and to be included as an item on the public agenda.

A majority vote of Mayor and Council will be required to authorize the requested training. Also a request for attendance at a training or conference opportunity will not be denied unless the majority of Mayor and Council deems the request to be unreasonable and unrelated to the role as a public official.

Each member of Council may submit more than one request and each request will be considered independently of any other request. In addition the total expenditure for each member of council per annum will not exceed the maximum limit of this policy of \$1,500 per member, per annum.

Administration will track amounts spent for each member of Council and will ensure that when requests are made, that a report is provided with the amount spent to date to ensure that the maximum allowable amount is not exceeded.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

- \$1,500 per member of council X 5 members = \$7,500 per annum (This amount was budgeted in the 2023 budget year in anticipation of the policy change and approval)
- Amounts considered and approved by council are subject to annual budgetary constraints and will be reviewed each year along with the overall budgetary approval in December.

## **ALTERNATIVES FOR CONSIDERATION**

- Do not approve policy 43-2023 Elected Officials Annual Attendance at Conferences and/or Training Allowance
- Direct administration to undertake further analysis and bring back further revisions to Policy 43-2023

## **ATTACHMENTS**

1. Policy 43/2013 Elected Officials Attendance at Annual AUMA Convention
2. Policy 43-2023 Elected Officials Annual Attendance at Conferences and/or Training Allowance

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Marc Fortais, CAO





## TOWN OF BENTLEY

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### 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



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## Policy No. 43-2023

**Policy Title:** Elected Officials Annual Attendance at Conferences and/or Training Allowance

**Date Adopted:** March 14, 2023

Date Reviewed:

**Purpose:** Town Council recognizes the importance and value of Elected Officials attendance at conferences and/or receiving additional training as deemed necessary and as approved annually by Mayor and Council.

The role of Mayor and Council is important and constantly evolving. Annual training and/or attendance at conferences should be undertaken to ensure that members of Council stay up to date on current local government issues.

Through ongoing training opportunities and/or attendance at conferences, Mayor and Council are able to build important connections through networking and ensure that they are current on matters and issues affecting the municipality, on a local, regional, and provincial level. This also helps members of Council better serve the interests of the citizens of Bentley.

Costs for training and/or attendance at conferences can be significant and therefore it is the intention of this policy to provide an allowance and set a maximum for members of Council to use for educational and training purposes annually.

### Policy

**Statement:** Annually, each member of council, including all councilors and the mayor will be eligible to utilize an allowance of up to a maximum amount of \$1,500 for training purposes or attendance at a conference of their choosing.

**Administration**

When a member of council wishes to request attendance at a training or conference opportunity, that member shall submit a formal request in writing to Mayor and Council for review and consideration of approval at a Regular Meeting of Council and to be included as an item on the public agenda.

A majority vote of Mayor and Council will be required to authorize the requested training.

A request for attendance at a training or conference opportunity will not be denied unless the majority of Mayor and Council deems the request to be unreasonable and unrelated to the role as a public official.

Each Member of Council may submit more than one request, and each request will be considered independently of any other request. In addition the total expenditure for each member of council per annum will not exceed the maximum limit of this policy of \$1,500 per member.

The CAO will track amounts spent for each member of Council and will ensure that when requests are made, that a report is provided with amounts spent to date to ensure that the maximum allowable amount is not exceeded.

**Rescinded**

This policy hereby rescinds and replaces policy 43-2013 Elected Officials Attendance at Annual AUMA Convention

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**Agenda Date:**           **March 14, 2023**

**Agenda Item:**       **New Business:**       **Rescinding outdated and no longer relevant policies**

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## **ADMINISTRATIVE RECOMMENDATION**

THAT Mayor and Council rescind the following Policies:

- **Policy 27-98 Municipal Elected Officials Tax Exemption Canada Income Tax Act**
- **Policy 10-00 Boulevard Tree Planting**
- **Policy 02-04 Meals on Wheels**
- **Policy 03-04 Home Help Program**
- **Policy 06-04 Community Services Advisory Committee**
- **Policy 01-05 Community Economic Development Committee**
- **Policy 10-05 Community Services Rainbow Program**
- **Policy 31-2009 Community Events Electronic Sign**
- **Policy 41-2011 Bentley District Fire Department Half Ton Vehicle Expenses**

## **SUMMARY & BACKGROUND**

Administration has conducted a review of policies as part of the Website project. All relevant policies have been digitized and will be categorized and placed on the new town website along with all active bylaws. This will provide a more transparent way for residents, potential developers, or investors in the community to understand the existing legislation that the Town of Bentley has.

As a part of that process administration discovered policies that were outdated and had not been relevant for quite some time.

A brief overview of each policy is summarized below, and each policy is also attached to this document for review of Mayor and Council:

### **Policy 27-98 Municipal Elected Officials Tax Exemption Canada Income Tax Act (Attachment #1)**

- The policy was established to provide for a portion of the municipal elected officials expense allowance to be included from the computation of taxable income.
- Effective January 1, 2019, Bill C-44 came into effect, eliminating the one-third exemption for elected officials in Canada (the bill was officially passed in March 2017 and was not effective until January 1, 2019)

### Policy 10-00 Boulevard Tree Planting (**Attachment #2**)

- This policy was approved in August of 2000 and allowed for each lot owner/developer in a residential subdivision to be allowed to plant (2) trees in the boulevard abutting that lot.
- No trees should be planted in any town owned boulevard without written authorization from the Town of Bentley
- Tree planting should not occur, on an ad hoc basis and typically there should be a planting plan or landscape plan that takes into consideration the potential impacts of the planting of those trees to not only underground infrastructure, but above ground infrastructure as well.
- There is also an additional cost associated to any tree maintenance including, trimming, pruning, and watering.
- Tree planting should be determined through a landscape plan with expertise and input from Public Works.

### Policy 02-04 Meals on Wheels (**Attachment #3**)

- This policy was approved, in May of 2004 and was intended to provide for enhanced nutrition to homebound, aging, ill and disabled persons
- FCSS had a partnership with Bentley Care Centre and David Thompson Health Region (DTHR) will provide Meals on Wheels service.
- The town had coordinated volunteers for delivery of the meals and where volunteers were not available, FCSS delivered the meals.
- The program ceased some time ago, before I came to the Town of Bentley, my understanding is that meals were made at the care centre, was quite widely used some time ago. The costs was upwards of \$12.00 per meal and they received less people requiring the meals over time. They were the only centre left in Alberta that was doing meals on wheels from a long-term care perspective. They went 4 months without supplying one meal to a resident and therefore they cut the program.
- We have had less than 3 inquiries in the last 3 years, it was fully user paid, we organized the volunteers and subsidized containers. There is no funding through FCSS for this.

### Policy 03-04 Home Help Program (**Attachment #4**)

- This policy was approved In May 2004 and further amended in Oct 2007 and Jan 2008. It was intended to provided guidelines and criteria for subsidized home help services to those needing assistance in the home, due to mental, physical or crisis circumstances
- Home help is defined as light housekeeping such as vacuuming, floor washing, dusting, cleaning bathrooms, washing inside windows, laundry, ironing, and occasional cleaning of stoves and fridges
- The program was covered through FCSS previously and aligned with the Provincial Senior's Special Needs Assistance Program
- Never enough interest in the program to keep a staff as it was so sporadically used
- Users pay program.
- The Special Needs Assistance Program through the province offers subsidy to seniors currently
- For us to join the FCSS program out of Lacombe it would cost upwards of \$1,000 per year for one person as we would be required to subsidize the program
- We are currently on a grant application with them for Aging, Health and Community – if we are successful Home Help will come Back to the community and this policy can be revisited

#### Policy 06-04 Community Services Advisory Committee (**Attachment #5**)

- This policy was approved, in June 2004 and provided for the establishment of a committee of diverse community members, rural and or urban to enable holistic program response to community needs
- Committee included representative form the Care Centre, The Town Council, and a minimum of three citizens to a maximum of five.
- Meetings were to be open to the community and to encourage the community to voice their opinions and concerns regarding service delivery of Community Services Programs
- Committee members were also expected to commit to volunteering with Community Services functions as requested.
- This Committee has not been struck or operated for many years, mayor and council should consider if they wish to re-instate this committee or if the policy should be rescinded.
- When the committee was established, there were members, ideas were brought to the table, but were not implemented due to significant costs for programs and services.

#### Policy 01-05 Community Economic Development Committee (**Attachment #6**)

- The policy was established in January of 2005 and established the structure for a Community Economic Development Committee to pursue a process of developing and maintaining a suitable economic, social and political environment in which balanced growth may be realized thereby increasing the wealth of the community.
- Organizations such as Central Alberta Economic Partnership (CAEP) have been created to focus on regional economic development.
- There is no record of Economic Development Committee Meetings in the digital files for the Town of Bentley
- The Committee membership was to include 8 to 10 community citizens and the policy is lacking clear terms of reference for a committee structure.
- If it is the desire of Mayor and Council to create a local Economic Development Committee there will be a time requirement to recruit, facilitate and organize and host meetings, this should be considered within the prioritization of goals and objectives and the policy would need to be revised, or the policy should be rescinded.

#### Policy 10-05 Community Services Rainbow Program (**Attachment #7**)

- The policy was established, in April of 2005 and established guidelines and structure for the Rainbows Program. Rainbows is an international bereavement support program designed to support families experiencing significant loss or painful transition. It was designed to be effective for helping children cope with life-altering loss or crisis such as family separation, death, divorce or foster care placement.
- This has not been operated for years and the Bentley School has not opted to utilize the program. Within Bentley School they have their own programs to assist youth with similar challenges
- The program only operated for two years and has since not been active.
- Was felt hat our community was too small and there was not enough confidentiality for program participants.

## Policy 31-2009 Community Events Electronic Sign (**Attachment #8**)

- The policy was established, in June of 2009 to ensure guidelines for the use of the Community Events Electronic Sign. It outlines who was available to utilize it and the booking procedure for placing information.
- The sign has not worked since before I became CAO of the town.
- In 2019 the previous CAO obtained a quote to replace the sign and it was in excess of \$27,000
- A CIP Grant was received in 2006 to acquire the sign in the amount of \$15,000.
- Donations were also provided by Girl Guides, Bentley Shell, Community Van Society, Bentley Playschool, Larry Bergen Enterprises, Bentley Drop In Centre, Bentley BPOE, Bentley Royal Purple, Bentley & District Ag Society, Blindman Valley 4-H Beef Club, Shaw Communications for a total of \$10,606.49
- The sign has been discussed with previous council as well as the existing council through the budget process and with the current technology for dissemination of information through the Web, Facebook, Instagram etc., it has been felt that the \$27,000 investment and staff time to manage the sign is not justified. A new sign has not been purchased as a result.
- It is the intention of administration to take down the old sign this year and replace with a Spruce Tree that can be decorated for festive seasons.
- This policy is no longer relevant and should be rescinded.

## Policy 41-2011 Bentley District Fire Department Half Ton Vehicle Expenses (**Attachment #9**)

- The policy was established in August of 2011 and was intended to provide payment parameters for expense reimbursement related to the operation of the Bentley District Fire Department 2005 Chevrolet ½ ton truck.
- This policy should have been repealed in September of 2019, when the Town of Bentley and Lacombe County executed a Fire Services Agreement, the Fire Services Agreement, provides further clarity to the expenditure breakdown and recovery rates between the Town of Bentley and Lacombe County.
- Any operating costs of the Town shall be shared 25% Town of Bentley and 75% County
- The policy is no longer relevant based on the Fire Services Agreement and needs to be repealed.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

- None

## **ALTERNATIVES FOR CONSIDERATION**

- Mayor and Council can repeal any of the above-mentioned policies or not. If they are not repealed, the program related policies would need to be revisited to determine how the programs could be developed and delivered and a new policy would need to be created anyway. Increased program delivery also means increased costs as there are currently not any funding models in place to support them through the FCSS program model. For the committee's they would have to be re-established, residents recruited, and the intent determined through a new term of reference. They would also require time dedication to facilitation and chairing the committees, tracking through minute taking and meeting time. This

can be accomplished but would have to be prioritized through the goals and objectives that have already been established for Town Administration.

## **ATTACHMENTS**

- 1.) Policy 27-98 Municipal Elected Officials Tax Exemption Canada Income Tax Act
- 2.) Policy 10-00 Boulevard Tree Planting
- 3.) Policy 02-04 Meals on Wheels
- 4.) Policy 03-04 Home Help Program
- 5.) Policy 06-04 Community Services Advisory Committee
- 6.) Policy 01-05 Community Economic Development Committee
- 7.) Policy 10-05 Community Services Rainbow Program
- 8.) Policy 31-2009 Community Events Electronic Sign
- 9.) Policy 41-2011 Bentley District Fire Department Half Ton Vehicle Expenses

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Marc Fortais, CAO



**POLICY NO. 27/98**

**POLICY TITLE:** Municipal Elected Officials Tax Exemption  
Canada Income Tax Act

**DATE ADOPTED:** October 13, 1998

**PURPOSE:** To provide for a portion of a municipal elected officials' expense allowance to be excluded from the computation of taxable income.

**POLICY STATEMENT:**

In accordance with Revenue Canada provisions for Municipal Officials, one-third (1/3) of the total allowances and honoraria paid to municipal officials shall be deemed to be in lieu of expenses. The remaining two-thirds (2/3) is income from elected or appointed office, and is therefore subject to income taxation and considered earnings.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**POLICY NO. 10/00**

**POLICY TITLE:** **BOULEVARD TREE PLANTING**

**DATE ADOPTED:** **August 8, 2000**

**PURPOSE:** To control and regulate the orderly, aesthetic and least invasive development and reforestation of trees within the Village of Bentley.

**POLICY:** That each lot owner/developer in a residential subdivision be allowed to plant two (2) trees in the boulevard abutting that lot.

That the distance between trees be a minimum of 16 to 18 feet.

That the type of tree be approved at pleasure of Council.

That the cost of the trees shall be paid from the Capital Reserve - Tree Donations as long as it has a credit balance.

That approvals for expenditures from the Capital Reserve - Tree Donations shall not exceed \$750.00 in any one budget year and this includes Village replacement trees and private lot owner requests.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

## **POLICY NO. 02/04**

**POLICY TITLE:** Meals on Wheels

**DATE ADOPTED:** May 11, 2004

**POLICY PURPOSE:** To provide a circumstance for enhanced nutrition to homebound, aging, ill and disabled persons.

### **BACKGROUND:**

They're called the "Golden Years", but for some people, these years are tarnished by illness, loneliness, diminished capacity, and a loss of independence. For those who are ill, recovering from surgery or suffering from a disability, the same concerns often apply. Not all individuals have a support system from which to draw to alleviate some of the above concerns.

Meals On Wheels provides improved nutrition and may enable an individual to remain in his or her own home, rather than in an institution. The program also provides minimum social contact to a person who may otherwise be homebound and isolated.

### **1.01 Program Operation:**

- 1.1 FCSS in partnership with the Bentley Care Centre and David Thompson Health Region (DTHR) will provide Meals on Wheels service.
- 1.2 Meals are available Monday through Friday, with the exception of stat holidays.
- 1.3 Delivery is available on Monday, Wednesday and Friday. Family is to be responsible for Tuesdays and Thursdays.
- 1.4 FCSS will coordinate volunteers for delivery of meals. Where volunteers are not available FCSS will deliver the meal – Monday, Wednesday and Friday. Tuesdays and Thursdays are dependent on volunteer availability.
- 1.5 Service is available within Town limits

## **2.0 Administration:**

### **2.1 FCSS**

- 2.1.1** FCSS will complete an intake form upon request for service. Copy to be forwarded to DTHR Nutrition Services and Care Centre kitchen staff.
- 2.1.2** FCSS will supply necessary containers to the Care Centre
- 2.1.3** FCSS will submit a letter of invoice to each client on the last delivery date of the month.

### **2.2 DTHR**

- 2.2.1** Cost per meal is to be determined by DTHR, amount to be review yearly.
- 2.2.2** Limit on number of clients who may access service to be determined by DTHR.
- 2.2.3** David Thompson will invoice FCSS monthly for meals and payment will be forwarded at that time.

### **2.3 Financial Considerations:**

- 2.3.1** No subsidy rates are available for this program.

## **3.0 Program Entrance Criteria**

- 3.1** To be eligible for Meals on Wheels, you must be having difficulty preparing or obtaining meals for yourself because of age related problems, physical or mental disability, illness or lack of a support system. Persons of all ages, races, religions, sex, ethnicity or handicap are eligible to apply.
- 3.2** Service providers, individuals, family members or the potential client may request service.

**4.0 Volunteers**

- 4.1 FCSS will be responsible for training of volunteers.
- 4.2 Volunteers will be required to sign an Oath of Confidentiality to ensure conditions of FOIP are addressed for both FCSS and DTHR.
- 4.3 Volunteers will be asked to commit to delivery of meals Monday, Wednesdays and Fridays.

**5.0 Attachments forming part of this agreement are:**

- 5.1 Client Intake Form
- 5.2 Invoice

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Chief Administrative Officer

Copy to: Kitchen Staff/Care Centre  
Kathy Gilchrist fax#843-2506



### Meals On Wheels Intake Form

**NAME:**

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**ADDRESS:**

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**PHONE NUMBER:**

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**FAMILY CONTACT:**

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**PHONE NUMBER:**

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**BILLING INFORMATION:**

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**SPECIAL DIET CONCERNS:**

-allergies, likes, dislikes

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**MEAL REQUEST DAYS:**

Monday Tuesday Wednesday Thursday Friday

**START DATE:**

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**STOP DATE:**

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**ADDITIONAL INFORMATION:**

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**Intake Date:** \_\_\_\_\_

\_\_\_\_\_  
Family & Community Services

## POLICY No. 03/04

POLICY TITLE: Home Help Program

DATE ADOPTED: May 11, 2004

DATE REVISED 1<sup>st</sup> Revision: October 26, 2007

2<sup>nd</sup> Revision: January 8, 2008 (high-lighted in yellow)

POLICY PURPOSE: To provide guidelines and criteria for subsidized home help services to those need assistance in the home due to mental, physical or crisis circumstances.

BACKGROUND: Elderly, convalescent, disabled individuals are able to live independently, preventing or delaying institutionalization, when given the appropriate supports.  
Families in crisis are able to maintain the family unit in a cohesive state if supports are available.  
Home Help services may enable individuals and families to remain in the community and their home settings for longer periods of time and provide an avenue for social interaction for those who may be confined to their surroundings, thus enhancing their "quality of life".

### DEFINITION OF HOME HELP:

"Home Help" is defined as light housekeeping such as vacuuming, floor washing, dusting, cleaning bathrooms, washing inside windows, laundry, ironing, and occasional cleaning of stoves and fridges.

#### 1. Program Operation: FCSS will endeavor to provide:

- 1.1 A high quality of service to those who need assistance in the home in order to maintain the family unity in a cohesive state during a time of crisis;
- 1.2 A high quality of service to the elderly, convalescent or disabled, whom without assistance would be unable to maintain themselves at home;
- 1.3 A service that will assist the client to maintain health, ambulation and/or social environment within the home setting;
- 1.4 Clients may access the services for a minimum of two (2) hours to a maximum of four (4) hours per month at the subsidized rate. Additional hours will be charged at the full hourly rate.

## 2. Program Entrance Criteria

2.1 Any individual or family demonstrating need of help as a result of crisis, age or health, requiring assistance to carry out the household cleaning tasks in order to help maintain a self-sufficient lifestyle in a clean and health environment.

2.2 Doctor's validation that service is requested.

## 3. Financial Obligations User/Town of Bentley FCSS

3.1 Financial Guidelines for access will align with the Seniors Special Needs Assistance Program, effective on July 1<sup>st</sup> of each year for the period of one year.

3.2 Seniors who qualify for the Special Needs Assistance Provincial Program and are eligible for their Housekeep/Yard Maintenance portion of the program must access this service which provides for full payment for services rendered, or pay the full amount for services rendered independently.

3.3 Individuals under 65, meeting the requirements to access the program both physically and financially may be subsidized by the Town of Bentley FCSS for 35% of the current hourly rate for service.

## 4. Payment/Invoice Structure

4.1 Clients will be invoiced on a monthly basis. Payment to be made to the Town of Bentley.

4.2 Workers will be required to submit timesheets as agreed upon with payroll staff.

4.3 It is the responsibility of the Town to secure payment from clients.

## 5. Attachments forming part of this policy:


5.1 Home Help Client Application

5.2 Home Help Worker Application

5.3 Home Help Worker Job Description

5.4 Home Help Client/Worker Time Sheet

Revisions (highlighted in yellow) approved by Motion of Council this 8<sup>th</sup> day of January, 2008

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



**POLICY NO. 03/04**

**POLICY TITLE:** Home Help Program

**DATE ADOPTED:** May 11, 2004

**DATE REVISED:** October 26, 2006

**POLICY PURPOSE:** To provide guidelines and criteria for subsidized home help services to those who need assistance in the home due to mental, physical or crisis situation.

**BACKGROUND:**

Elderly, convalescent, disabled individuals are able to live independently, preventing or delaying institutionalization, when given appropriate supports.

Families in crisis are able to maintain the family unit in a cohesive state if supports are available.

Home Help Services may enable individuals and families to remain in communities and their home settings for longer periods of time and provide an avenue for social interaction for those who may be confined to their surroundings, thus enhancing their pre-service "quality of life".

**DEFINITIONS OF HOME HELP:**

**"Home Help"** is defined as light housecleaning such as vacuuming, floor washing, dusting, cleaning bathrooms, cleaning inside windows, laundry, ironing and occasional cleaning of stoves and fridges.

**1.0 Program Operation**

FCSS in Bentley will endeavor to provide:

- 1.1 A high quality of service to those who need assistance in the home in order to maintain the family unit in a cohesive state during a time of crisis;
- 1.2 A high quality of service to the elderly, convalescent or disabled that without assistance would be unable to maintain themselves at home;
- 1.3 A service that will assist the client to maintain health, ambulation and/or social environment within the home setting;
- 1.4 Clients may receive the services of a Home Help worker four (4) hours per month, or forty eight (48) hours per year;
- 1.5 A minimum of four (4) hours will be charged monthly; Policy 03/04

**2.0 Program Entrance Criteria**

- 2.1 An individual or family demonstrating need of help as a result of crisis, age or health requiring assistance to carry out the household cleaning tasks in order to help maintain a self-sufficient style in a clean and healthy environment.
- 2.2 Applications for Home Help services will be considered by the program coordinator or assigned Town staff, having regard to the to the applicant's circumstance. If the applicant is under 65 years of age a written referral may be requested by a service provider, at the Coordinator's discretion.
- 2.3 Approved applications will be required to enter into a Home Help Service Agreement with the Town of Bentley.

**3.0 Subsidy Program**


- 3.1 Town of Bentley FCSS may subsidize 45% of the home help workers' hourly wage.


**4.0 Payment/Invoice Structure**

- 4.1 Clients will be invoiced for their share of the workers' wage on a monthly basis.
- 4.2 Workers will be required to submit time sheets at the end of each month.
- 4.3 Workers will be paid by the Town for the entire amount of service rendered by clients.
- 4.4 It is the responsibility of the Town to secure payment from clients.

**5.0 Attachments forming part of this policy are:**

- 5.1 Home Help Client Application
- 5.2 Home Help Worker Application
- 5.3 Home Help Worker Job Description
- 5.4 Home Help Client/Worker Time Sheet

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



POSITION TITLE: Home Help Worker

REPORTS TO: Home Help Coordinator – FCSS

POSITION SUMMARY: Provides homemaking services to registered clients as required. Maximum of 4 hours per month per client.

**DUTIES/RESPONSIBILITIES:**

1. Upon contact from the coordinator – confirms dates for the provision of homemaking services with the Client and schedules times to perform the housekeeping services required.
2. Carries out all duties to the Client in an efficient and courteous manner.
3. Respects the Client's confidentiality and privacy.
4. Submits Client authorized time sheets to the Town Office on a monthly basis.
5. Monitor's Clients health and condition, reporting any significant concerns to the Home Help Coordinator.

Specific duties with each Client will vary based on need. Basic services could include any or all of the following:

- Vacuuming
- Dusting
- Washing cupboards, windows, floors
- Cleaning sinks, bathtubs, toilets

\*The Home Help Worker, Client and Home Help Coordinator must agree upon special tasks.

**Town of Bentley  
Home Help Service  
Client Application Form**

The Home Help Program is a service offered through Community Services. The program provides for light housekeeping assistance 4 hours per month at a subsidized rate. This rate will be 55% of the current hourly fee for service. Current hourly rate is \$\_\_\_\_ therefore the current monthly commitment is \$\_\_\_\_. (*Funding may be available through the Special Needs Assistance Program for seniors – Doctors note required*)

The Town of Bentley will invoice for a minimum of 4 hours per month, therefore clients are encouraged to utilize this time. Hours cannot be carried forward or “banked”.

**Additional service time can be arranged – full hourly fee will be charged.**

I understand the terms of service and wish to apply to receive the Home Help service.

Date: \_\_\_\_\_

Client: \_\_\_\_\_

Family Surname: \_\_\_\_\_

Husband's Name: \_\_\_\_\_

Wife's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Age: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Referred by: \_\_\_\_\_

Please explain your request for service. For example: surgery, elderly

\_\_\_\_\_  
\_\_\_\_\_

Other services currently received in the home if any? Public Health, Home Care

\_\_\_\_\_

Doctor \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of close friend or relative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Services requested: \_\_\_\_\_

Staff Comments: \_\_\_\_\_

Approved Disapproved

Date: \_\_\_\_\_

HOME HELP WORKER  
APPLICATION FORM

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PAST WORK HISTORY: (starting with your most recent employment)

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Position: \_\_\_\_\_  
Brief Description of Duties: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Position: \_\_\_\_\_  
Brief Description of Duties: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Position: \_\_\_\_\_  
Brief Description of Duties: \_\_\_\_\_

REFERENCES:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

DAYS AVAILABLE FOR ASSIGNMENT: \_\_\_\_\_

I have read the job description provided and understand the position requirements.

\_\_\_\_\_  
Signature

# Home Help Service Report

Name of Client \_\_\_\_\_

Date of Service	Number of Hours	Duties Performed	Client Signature

TOTAL NUMBER OF HOURS \_\_\_\_\_

Payment (please check one of the following)

Check	<input type="checkbox"/>	_____
Cash	<input type="checkbox"/>	_____
Invoice	<input type="checkbox"/>	_____

Date: \_\_\_\_\_

Worker Signature \_\_\_\_\_

4 hours of cleaning per month is available to approved clients at a subsidized rate if they are not eligible for any other subsidy or benefit programs.

Individuals who will be receiving monies from the Special Needs Assistance Program (SNAP) will be charged the full hourly rate. Some services provided through the Home Help Policy may not be covered by SNAP.

Examples of the basic house keeping duties they will cover are: dusting, vacuuming and cleaning of bathrooms

Examples of non-covered duties are: washing of walls, cleaning of fridge/stove

Subsidy through the Home Help program for these items may be considered on an individual basis.

The subsidy rate is as follows:

Client 55%	\$7.28 per hour
Subsidy 45%	\$5.95 per hour

to a maximum of 4 hours per month

Hours in addition to the allotted 4 per month will be charged at the full hourly rate of \$13.23

## **POLICY NO. 06/04**

**POLICY TITLE: Community Services Advisory Committee  
Terms of Reference**

**DATE ADOPTED: June 22, 2004**

### **BACKGROUND:**

Community Services encompasses the Family & Community Support Program in its entirety and the Neighborhood Place Program.

Committees are often the working force and the heart of an organization. Effective organizations are often directly related to effected committees. As such, it is imperative individuals volunteering to hold a position on the Community Services Advisory Committee are committed to the functions of the office and able to provide skills and time to enhance the overall performance of both programs.

The Advisory Committee is to be a combination of diverse community members, rural and/or urban, to enable holistic program response to community needs.

Potential members are to submit correspondence indicating their desire to become a member of the Community Services Committee, expanding on their interests, skills and commitment level.

It is the belief of Community Services that each and every individual has valuable input, regardless of age, race, social status or life circumstance. We encourage teens to the maturist of individuals to take an interest in the community, have a voice and take the chance that you may be a part of making a difference in someone's quality of life.

### **COMMITTEE STRUCTURE:**

1. Committee to include a representative from The Care Centre and Town Council. Committee shall also include a minimum of three citizens to a maximum of five. (Meetings are open and community is to be encouraged to come and use their voice.)
2. The Committee shall appoint a Chair, Co-Chair, and Recorder.
3. Term of commitment – two years from commencement.
4. Meetings will take place on an as need basis, but at least every two months.
5. Meetings to be held on the second Tuesday of the month, bi-monthly, at 1:00 PM at Community Services, unless otherwise arranged.

## MEETINGS:

1. Agenda to be set by the Chair in conjunction with the Coordinator.
2. Chair/Co-Chair to oversee meetings.
3. Recorder will take accurate minutes
4. Minimum of three Committee members must be present for a decision making process.
5. Meetings are to follow parliamentary procedure.
6. Meetings are open and the community is encouraged to attend and share
7. Minutes to be left a Community Services for transcribing and available for pickup Tuesday of the following week.

## COMMITTEE RESPONSIBILITIES:

1. Attend Committee meetings bi-monthly.
2. Commit to volunteering with Community Services functions as requested. (This does not imply each member of the Committee must attend every function, however, a presence from the Board is vital to promote community relations.)
3. Work with the coordinator to create a budget to be presented for final approval by Town Council.
4. Work with the coordinator to ensure the programs align with the funding contracts.
5. Volunteer skills and expertise to enhance the overall program.
6. Provide assistance program planning.
7. Attend learning opportunities, regional or provincial meetings based on availability of time (once again, a presence is vital to public relations).
8. Advocate on behalf of Community Services, should the need arise, to Council or other parties.
9. The Committee is directly accountable to the citizens of Bentley. Upon acceptance Committee Members assume a position of public trust. It is the responsibility of each Committee Member to conduct his/her affairs in a manner that will not impair the trust of the community.
10. Upon acceptance to the Committee, each member must take an oath of confidentiality, adhere to FOIP, and be attentive to the guidelines of the Children's Authority when attending to matters of the Community Service Office.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



**Policy No. 01/05**

**Policy Title:** Bentley Community Economic Development Committee

**Date Adopted:** January 11, 2005

**Policy Purpose:** To establish a Community Economic Development Committee for the Bentley & District Community to pursue a process of developing and maintaining a suitable economic, social and political environment in which balanced growth may be realized thereby increasing the wealth of the Community

Community economic development is an important function for the Town of Bentley;

- To become a vital, growing Community
- To improve the fiscal capacity of the Town
- To increase and strengthen business and industry in the Community
- To strive for a balance of commercial, industrial and residential assessment
- To contribute to the health and well-being of the Community and its residents

**Policy Statement:** Council of the Town of Bentley hereby establishes a Community Economic Development Committee. Membership on the Committee will be appointed Council and will comprise of 8 to 10 community citizens who have an interest in the future growth and development of the Community.

The Committee's mandate and terms of reference will be developed by the Committee and formally adopted (by By-law) by Council.



Mayor



Chief Administrative Officer

## **POLICY NO. 10/05**

**Policy Title:**       **Community Services - Rainbow Program**

**Date Adopted:**   **April 26<sup>th</sup>, 2005**

**Policy Purpose:** To establish guidelines and program structure for the Rainbows Program

**Background:**       Community expressed the desire to have increased supports for youth managing grief due to death, divorce, loss or traumatic situations.

Community Services was invited to be an off-site extension of the Lacombe Rainbows initiative.

Rainbows is an international, not-for-profit organization that fosters emotional healing among children grieving a loss from a life-altering crisis. Rainbows offers a structured environment to share feelings, offer acceptance, support each other and learn. This, with follow up and continuing education is the venue for children to begin the healing process.

Rainbows is not counseling. It is educational steps towards healing through participation with others experiencing like situations.

### **Policy Statement:**

1.     Community Services will:
  - 1.1    Be a sub-site of the Lacombe Rainbows program for a start up period of one year, and then complete secondary training to become an independent site.
  - 1.2    Coordinate space to conduct group sessions.
  - 1.3    Facilitate said sessions, with the intention of engaging and training volunteers to do the same.

- 1.4 Coordinate training seminars to teach new volunteer facilitators to conduct future sessions.
  - 1.5 Run the fourteen-week consecutive program, to be held during school lunch break once per week (day to be determined when schedule confirmed).
2. Administration
    - 2.1 Community Services will follow all policies and procedures for the Rainbows Program as set out in the International Handbook.
    - 2.2 Community Services will fund and/or provide all games, resource materials and journals to group participants as is necessary for each session.
    - 2.3 Community Services staff will facilitate and administer the program, tracking hours to be recorded as program operational costs under the Youth section of the Provincial FCSS reporting requirement.
3. Program Entrance Criteria
    - 3.1 To be eligible for the program a child must have experienced loss or trauma in their lives.
    - 3.2 Children may be referred by: parents, guardians, counselors, or teachers.
4. Volunteers
    - 4.1 FCSS will be responsible for training volunteers.
    - 4.2 Volunteers must obtain a criminal record check, child welfare screening and sign an oath of confidentiality.
    - 4.3 Volunteers must commit to entire fourteen week program.

5. Attachments Forming Part of this Agreement are:

5.1 Agreement with Rainbows, Lacombe

5.2 Participant Registration Form.



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Mayor



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Chief Administrative Officer

## Policy NO. 31/2009

**Policy Title:** Community Events Electronic Sign

**Date Adopted:** June 9, 2009

**Policy Purpose:** To establish guidelines and procedures for the use of the Community Events Electronic Sign.

**Policy Statement:**

1. The Community Events Electronic Sign will be available for all non-profit community groups, including sports groups, to use to promote and advertise their functions and/or events. It is not intended for use by commercial, political or profit based businesses or groups. No personal or religious messages will be permitted.
2. The electronic sign should be booked seven (7) days in advance, on a first come, first serve basis. Requests may be made by phone, fax, email or attendance in the Municipal Office.
3. The Town reserves the right to modify, edit and/or remove messages.
4. The Town will not be responsible for any sign malfunctions beyond its control, such a power interruptions, technical and/or program malfunctions.



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Chief Administrative Officer

**Policy No. 41/2011**

**POLICY TITLE:** Bentley District Fire Department 1/2 ton Vehicle Expenses

**DATE ADOPTED:** August 9, 2011

**POLICY PURPOSE:** To establish guidelines for the Town of Bentley payment of expenses related to the operation of the Bentley District Fire Department 2005 Chevrolet ½ ton truck, commonly referred to as "Bentley half ton 2-0" utility vehicle.

**POLICY STATEMENT:** The Town will pay 100% of gasoline expenses in which the truck is used in response to a fire or other emergency situation within the Town's corporate limits.

The Town will cost share, on a 50/50 basis, with Lacombe County, the gasoline expenses incurred for the following;

1. transportation of firefighters to training events held outside of the Town of Bentley
2. transportation of the Fire Chief or other members of the Fire Department to attend the Lacombe Regional Fire Services meetings, the annual Fire Chief's Conference and other fire service related conferences or workshops or regional fire services meetings

  
\_\_\_\_\_  
Mayor

  
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Chief Administrative Officer



**Agenda Date:** March 14, 2023

**Agenda Item:** New Business: Fortis \$2,500 Community Naturalization and Tree Planting Grant 52<sup>nd</sup> Street Corridor Improvement

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## **SUMMARY AND BACKGROUND**

Administration, in consultation with our Parks Supervisor has approached NexSource Power Inc and Nutrien Ag Solutions, to ensure that there is support for us to plant 30 Swedish Aspen along the NexSource fence line on the east side of the 52<sup>nd</sup> Street Corridor as shown on **(Attachment #1)**. There have been no objections to this proposal and there was enthusiasm and there may also be financial contributions to assist with the planting, however this has yet to be approved corporately.

In addition, each year, Fortis Alberta offers communities in their service area the opportunity to win one of their \$2,500 community naturalization and tree planting grants. The Town of Bentley was successful in 2021 in receiving the grant, which helped to purchase shrubs and trees for the Gateway Signage located at 52<sup>nd</sup> Street and 48<sup>th</sup> Ave. This project is a continuation of our gateway beautification goals and objectives, and all trees can be planted on Town of Bentley property in the road right of way. The Town of Bentley Parks Supervisor has submitted the application for the Fortis Tree Grant to help fund the project.

The anticipated cost for this project will be roughly \$9,000 and any sponsors willing to contribute \$2,000 or more to the project will be given the opportunity to erect signage in the area acknowledging their contribution. The Town will also recognize sponsors on the Town webpage.

Administration is requesting that Mayor and Council support the project and commit to funding up to a maximum amount of 50% of the cost of the project, subject to success in raising the other 50% of funding through either donations or a combination of donations and success with the Fortis Grant.

## **RATIONALE FOR REQUEST**

- Corridor beautification will result in a more attractive entrance to the community, this creates greater appeal for tourists to turn and support the local business community.
- The Town appreciates businesses such as Nutrien Ag Solutions and NexSource Power, however the entrance to the community is very industrialized and continued beautification, helps to create a more welcoming environment.
- Swedish Aspen will not grow out in the roadway and are also fairly tolerant to salt. The roots will not impact the fence line, nor will it impact drainage in the ditch as there is sufficient space to plant and they are not invasive.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

Grants and Donations	\$4,500 (target)
Town of Bentley Commitment	<u>\$4,500</u> (maximum)
Total Project Cost	\$9,000

## **RECOMMENDATION**

THAT Mayor and Council authorize administration to fund the corridor improvements through the planting of 30 Swedish aspen along the fence line on the east side of the 52<sup>nd</sup> street corridor; AND

THAT a maximum of \$4,000 be approved to be funded first from any operational surpluses at year end; AND

THAT if there are no operational surpluses, that the amount be drawn from the Tree Donations Reserve Fund

## **ATTACHMENTS**

- 1) Map of Tree Planting along 52<sup>nd</sup> Street

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Marc Fortais, CAO





## 52<sup>nd</sup> Street Swedish Aspen Planting

The Town of Bentley is planning to plant 30 Swedish Aspen along the NexSource fence line on the east side of 52<sup>nd</sup> Street. We believe this will enhance the natural appearance of our community in a location that receives high traffic volume. The total expected cost for this project will be roughly \$8,000. Any sponsors willing to contribute \$2,000 or more to this project will be given the opportunity to erect signage in the area acknowledging their contribution. The town will also recognize sponsors on the town webpage and on the town's social media pages.





# 52<sup>nd</sup> Street Swedish Aspen Planting





WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 23, 2023

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### **YEAR-ROUND FIRE PERMITTING**

The County Manager was directed to draft a bylaw amendment to the Lacombe County Fire Bylaw No. 1337/21, to provide for the implementation of year-round fire permitting. The proposed bylaw amendment will be presented for consideration of first reading at a future Council meeting.

### **2023 PAVING TENDERS**

The County Manager was authorized to award the 2023 paving tender to Central City Asphalt for the amount of \$4,598,219.63. Additional funding of \$260,019.63 will come from the Main Road Reserve, MSI Capital Grant, the Canada Community Building Fund, or a combination thereof.

### **OPERATIONS DEPARTMENT POLICY REVIEW**

The following Operations Department policies were approved as amended:

- OP (3) Residential Community Gates
- OP (4) Gravel program
- OP (5) Pavement Management
- OP (9) Public Works for Community Organizations
- OP (12) Texas Gates
- OP (20) Bridge Material Sales

### **COMMITTEE OF THE WHOLE MEETING NOTES**

The following recommendations from the Committee of the Whole meeting held on February 7, 2023 received the approval of Council:

- *The presentation on FOIP was received for information.*
- *The presentation and discussion on Lacombe County's financial reserves was received for information.*
- *The presentation on the overview of offsite levies be received for information.*
- *That the County Manager was directed to prepare a report on a year-round fire permitting program; and further, that this report be presented for Council's consideration at a future meeting.*
- *The presentation on the minimum dwelling size requirements in Residential Districts was received for information.*
- *The discussion on Truth and Reconciliation be received for information; and further, that Council attends the workshop on in September 2023 regarding Truth and Reconciliation.*
- *That following the February 9, 2023, Council meeting lunches will no longer be catered on the first Council meeting of the month.*

### **QUEEN ELIZABETH II PLATINUM JUBILEE MEDALS**

The presentation of the Queen Elizabeth II Platinum Jubilee medals will take place at the April 27, 2023 Council meeting commencing at 10:00 a.m.



WHERE PEOPLE ARE THE KEY

## RC(9) FUNDING APPLICATIONS

Council approved the following 2023 RC(9) funding applications:

Lacombe County RC(9) Grant Program			
2023			
Community	Applicant	Event	Recommended Amount
Alix	Alix Public Library	July 1st Canada Day	\$ 500.00
Bentley	Bentley & District Ag Society	Bentley Fair and Rodeo	\$ 1,151.00
Bentley	Bentley Canada Day Committee	July 1st Canada Day	
Blackfalds	Town of Blackfalds	Blackfalds Day	\$ 8,728.00
Clive	Village of Clive	Clive Funfest	\$ 1,151.00
Eckville	Town of Eckville	Eckville Canada Day	\$ 1,151.00
Lacombe	City of Lacombe Arts Endowment Fund	Art in the Park	
Lacombe	Lacombe Days Association	Lacombe Days	\$ 10,000.00
Lacombe	Lacombe Regional Tourism	Canada Day Celebrations	
Lacombe	Echo Lacombe	Light up the Night	
Lacombe County	Mirror & District Community Develop Assoc.	May Day Event	
Lacombe County	Mirror Recreation Society	Community Dinner	\$ 750.00
Lacombe County	Mirror Recreation Society	Easter/Spring Celebration	\$ 750.00
Lacombe County	Mirror Recreation Society	Children's Halloween Party & Haunted House	\$ 750.00
Lacombe County	Mirror Recreation Society	Christmas Celebration (Santa	\$ 750.00
Lacombe County	Mirror Association for Ball Diamonds, Campgro	New Years and May Day Event	\$ 1,200.00
Lacombe County	Tees Agricultural Society	Spring Chilli Cook-off and Bingo	\$ 475.00
Lacombe County	Tees Agricultural Society	Christmas Concert and Carol Festival	\$ 400.00
Lacombe County	Birch Bay Community Association	Family Day, July 1st fireworks, Beach Day BBQ	\$ 1,196.00
Lacombe County	Wilson Beach Estates	Christmas Parade	
SV of Birchcliff	SV of Birchcliff	Summer Celebration	\$ 576.00
SV of Gull Lake	Gull Lake Community League	Family Day, Canada Day , Christmas Pot Luck	\$ 576.00
SV of Sunbreaker Cove	SV of Sunbreaker Cove	Sunbreaker Cove Regatta	\$ 576.00
SV of Half Moon Bay	SV of Half Moon Bay	July 1st Canada Day	\$ 576.00
			\$ 31,256.00

**Next Regular Council Meeting is  
Thursday, March 9, 2023 - 9:00 a.m.**

**Next Committee of the Whole Meeting is  
April 4, 2023 – 9:00 a.m.**

**Lacombe County Administration Building**

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



Does Bentley want a  
Canada Day Event?

*To Have An Event Volunteers  
Are Needed For A Committee  
To Plan And Host The Event*

**IS THIS THE VOLUNTEER OPPORTUNITY YOU  
HAVE BEEN LOOKING FOR?**



Contact Barb 403.748.2160



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110940

March 1, 2023

Dear Public Library Board Members:

Budget 2023 includes good news for Alberta's libraries. The Government of Alberta is increasing funding for library operating grants by \$3 million in 2023. As a result, \$33.55 million will go to 228 library boards in Alberta to support you in providing great service and meeting growing! community needs.

I heard from many of you in recent months about the importance of increasing library funding, and I am pleased to say that your voices were heard. In Budget 2023, we have increased funding, updated the population figures used calculate grants to 2019 (the same figures used for other ministry grants), and simplified the funding formula to one base grant (\$9,000) and one per capita rate (\$5.60) for municipal boards. For regional system boards, per capita rates have been increased to \$4.75 for the operating grant and to \$5.60 for Library Services funding. We have also provided top-up funding where necessary, to ensure that all library boards are eligible for a minimum five per cent increase in their annual grant. For details on what each board is eligible to receive, please visit [www.albertalibraries.ca](http://www.albertalibraries.ca).

Budget 2023 also continues our commitment to fund provincial public library network supports, including our management of SuperNet connectivity, e-content, accessible resources for people with print-disabilities, and interlibrary loan services. All of these services enable equitable library service across the province.

I am proud to be the Minister responsible for public library service. I know from stories you have shared with me, and from visiting my local library, how important libraries are to Albertans. Budget 2023 will allow public libraries to continue to offer job-seeking and language-learning services; to welcome and support newcomers to Canada; to connect people to the internet and community supports; to promote Alberta-published books and magazines; to offer opportunities for reconciliation and Indigenous learnings; and to set up children for success in literacy.

Thank you for your commitment to ensuring Alberta's public libraries remain a vital community hub. If you have questions about your projected grant or the application process, please contact the Public Library Services Branch in Municipal Affairs at [libgrants@gov.ab.ca](mailto:libgrants@gov.ab.ca).

Sincerely,

Rebecca Schulz  
Minister



Greg Rathjen

REPORT FOR February 2023

- Feb 1 Interview with Auditor RSM
- Feb 14 Regular Council Meeting
- Feb 15 Medicine Lodge Ski Hill Masterplan – adjacent landowners meeting
- Feb 21 Online meeting with community Mayor’s update and recommendations on Federal realignment
- Feb 22 Medicine Lodge Ski Hill meeting with Grand Chief Leonard Standingontheroad of Treaty 6 Nations
- Feb 22 Regional Mayor’s Meeting in Innisfail. Dr. Kym Jim discussed the future of Red Deer AHS
- Feb 22 Attended last part of Medicine Lodge Ski Hill Masterplan Open House. (Over 80 people attended)
- Feb 27 Received 90 day report of the AHS Administrator



**Dale Grimsdale**

**REPORT FOR February 2023**

- Feb 14 - Regular council meeting
- Feb 22 - LRWA Board meeting: Audit strategy session, cheque listing and approvals Skid steer replacement, strategic plan update, Managers report and complete facility update.
- Feb 22- Medicine Ski Hill public meeting
- Feb 28 -Regular Council meeting





**Pam Hansen**

**REPORT FOR February 2023**

- Feb 14 Regular Council Meeting
  
- Feb 28 Regular Council Meeting
  
- Attended two events regarding the Medicine Lodge Ski Hill Master Plan
  - February 15, 2023
    - specifically for adjacent landowners in the surrounding area and it was well attended with lots of great dialog.
  
  - February 22, 2023
    - public meeting, open to all members of the public, it was also well attended with many ideas and suggestions shared.
  
- Final meeting was the Parkland Regional Library Meeting
  - New trustee orientation for new members
  
  - Also discussed population discrepancies between funding numbers and actual census numbers, no action was taken on this item at this time.



**Lenore Eastman**

**REPORT FOR February 2023**

- February 14 - Regular Council Meeting
- February 22 – Medicine Lodge Ski Hill Master Plan Open House
- February 28 – Regular Council Meeting



**Brenda Valiquette**

**REPORT FOR February 2023**

- Feb 14 Regular Council Meeting
- Feb 28 Regular Council meeting