



AGENDA

Bentley Town Council Regular Meeting Tuesday June 13, 2023 6:45pm Regular Meeting

Note: MPC Meeting to be held at 6:00pm Tuesday June 13, 2023, in advance of Council Meeting – see separate agenda posted on town website – www.townofbentley.ca

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 May 23, 2023

5. Financial:

a) Prepaid Cheque Listing – Cheques No. 20230385 to 20230427

6. New Business

a) Bylaw 243/2023 – Assessment Review Board Bylaw

b) Capital Project Concrete Program

7. Correspondence

a) Lacombe County Council Highlights May 23, 2023

8. Other Business

9. Council Reports

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

10. Adjournment



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

May 23, 2023

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, May 23, 2023, at 6:45 p.m., in the Bentley Municipal Office

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

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 137/2023 Moved by Deputy Mayor Hansen, “THAT the agenda of the May 23, 2023, regular meeting of mayor and council be accepted.”

Carried

Previous Minutes

Motion 138/2023 Moved by Councillor Valiquette, “THAT the minutes of the May 9, 2023, Regular Meeting of Council be accepted.”

Carried

Financial

a) Prepaid Cheque Listing – Cheques No. 20230335 to 20230384

Motion 139/2023 Moved by Councillor Grimsdale, “THAT Cheques No. 20230335 to 20230384 be received for information.”

Carried

New Business

a) 1st Quarter Financial Update – Budget Presentation

CAO Marc Fortais presented the 1st quarter financial update including projections to the end of the year based on actuals up to and including April 30, 2023.

Motion 140/2023 Moved by Councillor Eastman, “THAT the 1st quarter financial update – budget presentation as presented by CAO Marc Fortais be accepted as information.”

Carried

Break

Motion 141/2023 Moved by Councillor Valiquette, “THAT Mayor and Council take a short recess at 7:57pm for 5 minutes.”

Carried

Mayor Rathjen called the meeting back in session at 8:03pm

New Business (Cont'd)

b) Bylaw 241/2023 – 2023 Mil Rate Bylaw – A Bylaw to establish the tax rates for the 2023 calendar year.

Motion 142/2023 Moved by Councillor Grimsdale, “THAT Bylaw 241/2023 be given first reading this 23rd day of May 2023.”

Carried

Motion 143/2023 Moved by Deputy Mayor Hansen, “THAT Bylaw 241/2023 be given second reading this 23rd day of May 2023.”

Carried

Motion 144/2023 Moved by Councillor Eastman, “THAT Bylaw 241/2023 be considered for third and final reading this 23rd day of May 2023.”

Carried Unanimously

Motion 145/2023 Moved by Councillor Valiquette, “THAT Bylaw 241/2023 be given a third and final reading this 23rd day of May 2023.”

Carried Unanimously

c) Bylaw 242/2023 – Supplementary Assessment and Taxation of Manufactured Homes for the 2023 calendar year

Motion 146/2023 Moved by Councillor Valiquette, “THAT Bylaw 242/2023 be given the first reading this 23rd day of May 2023.”

Carried

Motion 147/2023 Moved by Councillor Grimsdale, “THAT Bylaw 242/2023 be given second reading this 23rd day of May 2023.”

Carried

Motion 148/2023 Moved by Deputy Mayor Hansen, “THAT Bylaw 242/2023 be considered for third and final reading this 23rd day of May 2023.”

Carried Unanimously

Motion 149/2023 Moved by Councillor Eastman, “THAT Bylaw 242/2023 be given third and final reading this 23rd day of May 2023.”

Carried

Unfinished Business

a) Bentley Southeast Area Structure Plan Update

CAO Marc Fortais provided information in relation to the upcoming public engagement on June 29, 2023. This engagement will provide an opportunity for the public to review the 2nd draft of the Area Structure Plan for Bentley Southeast commercial and industrial lands. The new draft takes into consideration the feedback received from the first round of public engagement. The project is a collaboration between Lacombe County and the Town of Bentley. Additional information about the project and the current draft of the plan is available on the town website at:

<https://townofbentley.ca/business-development/building-development/bentley-lacombe-joint-development-initiative/>

Motion 150/2023 Moved by Councillor Grimsdale, “THAT the update provided, regarding the Bentley Southeast Area Structure Plan update be accepted as information.

b) Subdivision Renaming – Results of Survey

Motion 151/2023 Moved by Deputy Mayor Hansen, “THAT Mayor and Council direct administration to accept the survey results regarding the renaming of the New Beginnings Subdivision to Sunset Heights; AND THAT from this point forward the subdivision will be referred to as Sunset Heights.”

Carried

c) Bentley Minor Soccer Letter – Field Development

Motion 152/2023 Moved by Councillor Grimsdale, “THAT the CAO be directed to obtain a quote from PCPS regarding incorporation of recreation amenities in the Summersault Area Structure Plan; AND

THAT the CAO connect with minor soccer regarding the process once the quote is obtained.

Carried

Correspondence

a) Lacombe County Council Highlights May 11, 2023

b) Bentley Public Library (Return on Investment 2022)

Councillor Hansen provided a summary and update of the return on investment for the Bentley Public Library.

c) Canada Post Update – Bentley Postal Outlet

Motion 153/2023 Moved by Councillor Valiquette, “THAT correspondence items a) to c) be received for information.”

Carried

Break

Motion 154/2023 Moved by Councillor Grimsdale, “THAT mayor and Council take a short recess at 8:58 for 5 minutes.”

Carried

Mayor Rathjen called the meeting back in session at 9:03pm

Other Business

a) In-Camera regarding confidential preliminary draft park designs, which will be shared at public engagement once finalized in early June for Oxford Park. In accordance with the freedom of information and privacy act, Division 2 – Exceptions to Disclosure, Advice from officials 24(1) “The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal:

(a) Advice, proposals, recommendations or analysis or policy options developed by or for a public body or a member of executive council;
AND

(g) information including the proposed plans, policies, or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision. “

Motion 155/2023 Moved by Councillor Grimsdale, “THAT the Regular Meeting of Mayor and Council, be closed to the public at 9:04pm for a discussion regarding confidential preliminary draft park designs, pursuant to 24(1) of the Freedom of Information and Protection of Privacy Act.”

Carried

Motion 156/2023 Moved by Councillor Valiquette, “THAT the Regular Meeting of Mayor and Council, be resumed in public at 9:59pm.”

Carried

Adjournment

The meeting was adjourned by Mayor Rathjen at 7:59 pm

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230385	2023-05-23	MAGNUM FIREWORKS LTD.	17052023	PAYMENT BENTLEY DAYS FIREWORK DEP	4,500.00	4,500.00
20230386	2023-05-23	MY TECH ONSITE	INV 2250	PAYMENT ANTIVIRUS FOR SERVER AND W	1,749.00	1,749.00
20230387	2023-05-23	TRANSALTA ENERGY MARKETING	23-1305884 23-1306293 23-1306375	PAYMENT ADJUSTMENTS FROM TRANSITI STREET LIGHTING ELECTRICITY ELECTRICITY BILL FOR APRIL 20	328.41 6,031.47 11,863.75	18,223.63
20230388	2023-05-31	940918 ALBERTA LIMITED	102302	PAYMENT FILL FOR CAMPGROUND FOR HI	22.55	22.55
20230389	2023-05-31	ECO TREE LTD	10835	PAYMENT REMOVE AND TRIM TREES MAY	5,512.50	5,512.50
20230390	2023-05-31	HOLDEN, KARI	31052023 357938	PAYMENT JANITORIAL FOR MAY FIRE DEPARTMENT MAY JANITO	240.00 195.00	435.00
20230391	2023-05-31	JACKSON, BRIAN	31052023	PAYMENT CAMPGROUND CARETAKER PAY	1,128.82	1,128.82
20230392	2023-05-31	MCLAREN, CAROLYN	173	PAYMENT FAMILY PROGRAM - PARENTING	300.00	300.00
20230393	2023-05-31	PETTY CASH	26MAY2023	PAYMENT PETTY CASH REIMBURSEMENT	63.85	63.85
20230394	2023-05-31	SHAW CABLE	12062023	PAYMENT OFFICE INTERNET	215.25	215.25
20230396	2023-05-31	PATTI BRAUER	31052023	PAYMENT ENTERTAINMENT FOR SENIOR'S	300.00	300.00
20230397	2023-06-06	ALBERTA PARKING LOT SERVICES INC.	25134	PAYMENT ROADWAY SWEEPING	5,985.00	5,985.00
20230398	2023-06-06	ASSOCIATED ENGINEERING ALBERTA LTD	3001229	PAYMENT PROFESSIONAL SERVICES	4,388.58	4,388.58
20230399	2023-06-06	CANOE PROCUREMENT GROUP OF CANADA, D	AB167399 AB167425	PAYMENT OFFICE STATIONARY PARKS & REC COMPUTER WEB	341.46 41.76	383.22
20230400	2023-06-06	DMD ROCK PRODUCTS LTD.	8800	PAYMENT ROADS & STREETS CRUSHED G	783.89	783.89
20230401	2023-06-06	EMPRINGHAM DISPOSAL CORP.	47449	PAYMENT RECYCLING	2,207.11	2,207.11
20230402	2023-06-06	GREGG DISTRIBUTORS LP	059-549406	PAYMENT GARBAGE & PW SHOP SUPPLIE	233.59	233.59
20230403	2023-06-06	INNOV8, DIGITAL SOLUTIONS INC.	IN405240 IN414332	PAYMENT OFFICE PHOTOCOPIER AND MA FCSS PHOTOCOPIER	1,226.96 7.48	1,234.44
20230404	2023-06-06	KEY AGVENTURES INC.	IR76114	PAYMENT ZERO TURN MOWER REBUILD	101.50	101.50
20230405	2023-06-06	LACOMBE COUNTY	IVC00043555	PAYMENT COST SHARE FIRE DEPT TRAINI	2,229.88	2,229.88
20230406	2023-06-06	LEAVITT MACHINERY CANADA INC.	INVC-395952	PAYMENT GENIE LIFT EQUIPMENT MAINT	278.66	278.66
20230407	2023-06-06	MAGNUM HYDROVAC	494	PAYMENT POWER REPAIR IN PARK	756.00	756.00
20230408	2023-06-06	MY TECH ONSITE	INV 2252	PAYMENT 30 HOURS TIME BLOCK PREPAI	2,677.50	2,677.50



TOWN OF BENTLEY

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230409	2023-06-06	RATHJEN, GREG		PAYMENT		108.56
			APRIL 30, 2023	MILEAGE REIMBURSEMENT	108.56	
20230410	2023-06-06	RECEIVER GENERAL		PAYMENT		22,566.23
			31052023	REGULAR EI	1,245.83	
			31052023.	REDUCED EI	21,320.40	
20230411	2023-06-06	WILD ROSE ASSESSMENT SERVICES		PAYMENT		1,330.88
			9016	PROGRESS PAYMENT FOR JUNE	1,330.88	
20230412	2023-06-06	WOLF CREEK BUILDING SUPPLIES		PAYMENT		225.62
			545615	PARKS & REC PLANT HANGERS	30.32	
			545625	CAMPGROUND PICNIC TABLES	195.30	
20230413	2023-06-06	PRAIRIEMOBILE COMMUNICATIONS		PAYMENT		115.50
			RDALBOE1453	EMERGENCY MANAGEMENT RA	115.50	
20230414	2023-06-06	ALBERTA PARKING LOT SERVICES INC.		PAYMENT		15,750.00
			25206	CRACK SEAL ON ROADS & WALI	15,750.00	
20230415	2023-06-06	AQUATECH DIVING & MARINE SERVICES		PAYMENT		7,245.00
			23057	WATER TREATMENT PLANT- CLE	7,245.00	
20230416	2023-06-06	BLACK PRESS GROUP LTD.		PAYMENT		349.49
			34428193	RIMBEY REVIEW TOURISM AD	349.49	
20230417	2023-06-06	CARSON, BARB		PAYMENT		56.62
			JUNE2,2023	REIMBURSEMENT MILEAGE & SI	56.62	
20230418	2023-06-06	GO SERVICES INC.		PAYMENT		630.00
			15165041	PORTA POTTY'S	630.00	
20230419	2023-06-06	GREGG DISTRIBUTORS LP		PAYMENT		22.95
			059-551427	PARKS & REC SUPPLIES	22.95	
20230420	2023-06-06	KEY AGVENTURES INC.		PAYMENT		29.68
			IR76114A	ZERO TURN REBUILD	29.68	
20230421	2023-06-06	LACOMBE COUNTY		PAYMENT		7,920.60
			IVC00043575	DUST CONTROL - CALCIUM CHL	7,920.60	
20230422	2023-06-06	PITNEYWORKS		PAYMENT		1,080.00
			04062023	POSTAGE	1,080.00	
20230423	2023-06-06	RIMBEY EXPRESS		PAYMENT		137.50
			2831	WATER SAMPLES & RETURNS	137.50	
20230424	2023-06-06	SHAW CABLE		PAYMENT		386.37
			21052023	FCSS INTERNET	237.43	
			23052023	PW SHOP INTERNET	148.94	
20230425	2023-06-06	TELUS COMMUNICATIONS INC.		PAYMENT		924.15
			04062023	ARENA WIFI	90.30	
			04062023.	INTERAC LINE	37.55	
			JUN42023	TELUS BILL FOR JUNE 2023	796.30	
20230426	2023-06-06	WASTE CONNECTIONS OF CANADA INC.		PAYMENT		1,317.55
			7425-00002532	COMMERCIAL WASTE PICK UP	1,317.55	
20230427	2023-06-06	FIRST CHOICE LOCATORS		PAYMENT		157.50
			FCL-056-23.	PARKS & REC LOCATE	157.50	

Total 114,064.17

*** End of Report ***



Agenda Date: June 13, 2023

Agenda Item: **New Business:**
Municipal Accountability Program Audit

Bylaw 243/2023 – Assessment Review Board Bylaw

LEGISLATIVE REQUIREMENT/AUTHORITY

WHEREAS Section 454 of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended (hereinafter referred to as the “Act”) requires a Council to establish a local assessment review board and a composite assessment review board;

AND WHEREAS Section 455 of the Municipal Government Act permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities.

AND WHEREAS Section 54 of the Act allows a municipality to provide any service or thing that it provides in all or part of a municipality in another municipal authority with the agreement of the other municipality;

AND WHEREAS Lacombe County and its partner municipality The Town of Bentley jointly wish to establish an assessment review board and panels to exercise the functions of a Local Assessment Review board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provision of the Municipal Government Act in respect of assessment complaints made by their respective taxpayers of each municipality.

NOW THEREFORE the Council of the Town of Bentley, in the Province of Alberta, duly assembled, hereby enacts the following:

SUMMARY AND BACKGROUND

On June 28, 2022, at the Regular Meeting of Council, the findings from the Municipal Accountability Program Audit were presented to Mayor and Council.

Subsequently on August 29, 2022, the Town of Bentley submitted an action plan in response to the report that outlined a plan to address the legislative gaps that were identified in the report.

Town of Bentley administration has completed all of the required corrections to rectify the findings of the Municipal Accountability Audit. This bylaw revision is the final outstanding item that needs to be rectified for the Municipal Accountability Audit.

Therefore, administration has prepared Bylaw 243/2023 (**Attachment #1**) It should be noted that passing this bylaw will also repeal and replace Bylaw 143/2010 (**Attachment #2**), the former Assessment Review Board Bylaw that was identified as having issues through the MAP audit.

BUDGET AND FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

THAT Mayor and Council give three readings to Bylaw No. 243-2023 being a bylaw to establish a local assessment review board and a composite assessment review board in addition to authorizing the Town of Bentley Administration to jointly establish an assessment review board and panels with Lacombe County to have jurisdiction in the Town of Bentley in respect of assessment complaints made by local taxpayers.

ATTACHMENTS

- 1) Bylaw 243/2023 a bylaw to establish a joint assessment review board with the County of Bentley and establish the Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB).
- 2) Bylaw 143/2010 Assessment Review Board Bylaw and Agreement with Lacombe County

Marc Fortais, CAO



BYLAW NO. 243/2023

Being a bylaw of the Town of Bentley, Alberta to establish a joint Assessment Review Board with the County of Lacombe.

WHEREAS Section 454 of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended (hereinafter referred to as the “Act”) requires a Council to establish a local assessment review board and a composite assessment review board;

AND WHEREAS Section 455 of the Municipal Government Act, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

AND WHEREAS Section 54 of the Act allows a municipality to provide any service or thing that it provides in all or part of a municipality in another municipal authority with the agreement of the other municipality;

AND WHEREAS Lacombe County and its partner municipality The Town of Bentley jointly wish to establish an assessment review board and panels to exercise the functions of a Local Assessment Review board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provision of the Municipal Government Act in respect of assessment complaints made by their respective taxpayers of each municipality.

NOW THEREFORE the Council of the Town of Bentley, in the Province of Alberta, duly assembled, hereby enacts the following:

1. **TITLE**

1.1 This Bylaw shall be known as the “Regional Assessment Review Board Bylaw”.

2. **DEFINITIONS**

2.1 In this Bylaw:

- (a) “Assessor” means the appointed Assessor for the Town of Bentley.
- (b) “Board” means the Assessment Review Board whether convened as the Local Assessment Review Board, One Member Local Assessment Review Board, Composite Assessment Review Board or the One Member Composite Assessment Review Board.
- (c) “CARB” means the Town of Bentley Composite Assessment Review Board
- (d) “Citizens-at-large” means a person who is not an appointed or elected official of the Town of Bentley or Lacombe County.

- (e) "Clerk" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards for the Town of Bentley's local assessment review board and/or the composite assessment review board.
- (f) "Complaint" means a complaint under Part 11 or 12 of the Act.
- (g) "Complainant" means a person who has filed an assessment complaint in accordance with Section 460 of the Act.
- (h) "Council" means the Council of the Town of Bentley.
- (i) "Electronic Meeting" means a meeting as defined in section 199 of the act.
- (j) "LARB" means the Town of Bentley Local Assessment Review Board
- (k) "Member" means a member of the Assessment Review Board whether convened as the Local Assessment Review Board, One Member Local Assessment Review Board, Composite Assessment Review Board, or the One Member Composite Assessment Review Board.
- (l) "Regulation" means the Matters Relating to Assessment Complaints Regulation

3. JOINT ASSESSMENT REVIEW BOARD SERVICES

- 3.1 The Town of Bentley hereby establishes the Local Assessment review Board (LARB).
- 3.2 The Town of Bentley hereby establishes the Composite Assessment Review Board (CARB).
- 3.3 The Town of Bentley hereby establishes a joint assessment review board with Lacombe County to have jurisdiction in the Town of Bentley.
- 3.4 The Town of Bentley is hereby authorized to enter into an agreement with Lacombe County for the provision of Assessment Review Board services.
- 3.5 The Town of Bentley shall:
 - (a) Appoint its own LARB and CARB clerk; and
 - (b) Accept appointments by county council resolution, members identified by the County to the local LARB and CARB

4. BOARD MEMBERSHIP

- 4.1 The LARB consists of 5 citizens at large, appointed by Lacombe County, who hear and decide matters in accordance with the Regulation.
- 4.2 The CARB consists of 5 citizens at large, appointed by Lacombe County, who hear and decide matters in accordance with the Regulation.

5. REMUNERATION

- 5.3 The honorarium and expenses of the members shall be established by resolution of Lacombe County Council. The Town of Bentley Mayor and Council will consider these costs and the rates of compensation annually through the budget process.

6. TERM OF APPOINTMENT

- 6.1 Unless otherwise stated, all members are appointed for a two-year term by Lacombe County Council and may be reappointed upon the expiry of a term.
- 6.2 If a vacancy on the LARB or CARB occurs at any time, Lacombe County Council may appoint a new member to fill the vacancy for the remainder of the term.
- 6.3 Lacombe County Council may, by resolution, remove a member of the LARB or CARB at any time by providing written notice to the clerk.
- 6.4 A member may resign from the Board at any time on written notice to the board chairperson.

7. BOARD CHAIRPERSON

- 5.1 The Chairpersons of the LARB and CARB:
- (a) Lacombe County Council shall designate one of the members appointed to the LARB as the chair of the LARB and must prescribe the chair's term of office.
 - (b) The LARB chair may delegate to any other appointed LARB member any of the powers, duties, and functions of the chair.
 - (c) Lacombe County Council shall designate one of the members appointed to the CARB as the chair of the CARB and shall prescribe the chair's term of office.
 - (d) The CARB chair may delegate to any appointed CARB member any of the powers, duties, or functions of the chair.

8. CLERK

- 6.1 Appointment of the Clerk of LARB and CARB:
- (a) The Chief Administrative Officer for the Town of Bentley shall appoint a clerk for the CARB and LARB, through either a contract with the Town of Bentley or through the delegation of the role to a staff member.
- 6.2 In addition to the duties prescribed in the Act the clerk will:
- 6.4.1 Provide administration support to the members and the chairperson, as required; and
 - 6.4.2 Provide any notices on behalf of LARB and CARB

9. PANELS

- 7.1 The LARB Chairperson shall appoint a LARB panel consisting of three members who will hear and decide matters in accordance with the Regulation.
- 7.2 The LARB Chairperson may appoint a one-member LARB panel to hear and decide matters in accordance with the regulation.
- 7.3 The CARB Chairperson shall appoint a CARB panel consisting of three members who will hear and decide matters in accordance with the Regulation, as follows:
 - (a) Two Citizens-at-large; and
 - (b) One provincially appointed member who serves as the Chairperson.
- 7.4 The CARB Chairperson may appoint a one-member CARB panel to hear and decide matters in accordance with the Regulation.

8 PRESIDING OFFICER

- 8.1 In a three-member LARB panel, the members must choose a Presiding Officer from among themselves.
- 8.2 In a one-member LARB panel, that member is the Presiding Officer.
- 8.3 The provincial members is the Presiding Officer of every CARB panel.
- 8.4 The Presiding Officer:
 - (a) Makes the introductory and closing comments;
 - (b) Presides over and be responsible for the conduct of the meetings;
 - (c) Delivers any procedural rulings after listening to the parties' submissions or objections regarding improper questioning;
 - (d) May limit a submission if it is determined to be repetitious or in any manner inappropriate;
 - (e) Shall vote on matters submitted to the Panel unless otherwise disqualified, and;
 - (f) Signs orders, decisions, and documents issued by the Panel.

9 QUOROMS AND MEETINGS

- 9.1 Two members of the LARB panel shall constitute a quorum except when sitting as a one-member panel.
- 9.2 The provincial member plus one other member shall constitute a quorum for the CARB panel except when sitting as a one-member panel.

- 9.3 A member of LARB or CARB panel, who for any reason, is unable to attend the entire hearing of an appeal, shall not participate in the deliberations or decision of the panel.
- 9.4 All members must vote on all matters before a convening panel unless a conflict of interest or pecuniary interest is declared.
- 9.5 The majority vote of those members present, and voting constitutes a decision of the convening panel.
- 9.6 The Chair of the CARB and LARB is authorized to make procedural rules for:
 - (a) Those matters that are not governed by the Act or the Regulation; and
 - (b) The conduct of its meetings, its hearings, and its business, that is consistent with the Act, the Regulation; and this bylaw, including but not limited to conducting hearings and meetings via electronic means.
- 9.7 Meetings will be held at such time and place as determined by the Clerk.

10 CONFLICT OF INTEREST

- 10.1 Where a member of the convening panel believes he or she has a conflict of interest in respect of a matter before the panel, the Member may absent himself or herself from panel proceedings while that matter is being discussed, provided that prior to leaving the meeting the Member:
 - (a) Declares that he or she has a conflict of interest; and
 - (b) Describes, in general terms, the nature of the conflict.
- 10.2 The Clerk shall cause a record to be made in the meeting minutes of the member's absence and the reason for the absence.
- 10.3 For the purpose of this provision, a member has a conflict of interest in respect of a matter before the convening panel when he or she is of the opinion that:
 - (a) He or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the matter; or
 - (b) Substantial doubt to the ethical integrity of the members would be raised in the minds of a reasonable observer if that member were to participate in the consideration of that matter.

11 PECUNIARY INTEREST

- 11.1 The pecuniary interest provisions of the Act apply to all Members of the Board while attending meetings of the Board.
- 11.2 A Member who fails to declare a pecuniary interest in a matter before the Board or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the respective LARB and/or CARB.

12 CODE OF ETHICS

12.1 All members of the LARB and CARB shall adhere to a Code of Ethics as outlined in Schedule "A", attached hereto, and forming part of this bylaw.

13 DUTIES AND PURPOSE

13.1 The LARB and CARB has the authority to hear and decide on Complaints filed with respect to matters on a tax and assessment notice issued by the Assessor, in accordance with the provisions of the Act.

14 GENERAL AUTHORITY

14.1 No members has authority to:

- (a) pledge the credit or course of action of the Town of Bentley or enter into any agreement on behalf of the LARB, CARB, or the Town of Bentley;
- (b) authorize any expenditure to be charged against the Town of Bentley without prior approval of Council; or
- (c) act administratively except as delegated by the Town of Bentley Chief Administrative Officer.

15 COMPLAINT FEES

15.1 Fees payable by persons wishing to make a Complaint or to be involved as a party or intervener in a hearing before the LARB or CARB and for obtaining copies of the LARB and CARB's decisions and documents shall be determined by Council in accordance with the Act.

16 GENERAL

16.1 This bylaw shall take effect on the day of final passing thereof.

16.2 This Bylaw hereby repeals Bylaw 143/2010. A Bylaw to establish a joint assessment review board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provision of the Municipal Government Act in respect of assessment complaints made within the Town of Bentley.

Read a First Time in Council this _____ day of _____, 2023.

Read a Second Time in Council this _____ day of _____, 2023.

Read a Third Time in Council this _____ day of _____, 2023.

TOWN OF BENTLEY

Mayor

Chief Administrative Officer

BYLAW NO. 143/2010

A BYLAW OF THE TOWN OF BENTLEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH ASSESSMENT REVIEW BOARDS AND TO ENTER INTO AN AGREEMENT WITH LACOMBE COUNTY FOR THE PROVISION OF ASSESSMENT REVIEW BOARD SERVICES.

WHEREAS Section 454 of the *Municipal Government Act, RSA 2000, Chapter M-26*, as amended (hereinafter referred to as the "Act") allows a Council to establish one or more local assessment review boards and one or more composite assessment review boards;

AND WHEREAS Section 456 of the Act, allows municipalities to establish joint assessment review boards to have jurisdiction in their municipalities; and

AND WHEREAS Section 54 of the Act allows a municipality to provide any service or thing that it provides in all or part of a municipality in another municipal authority with the agreement of the other municipality;

NOW THEREFORE the Council of the Town of Bentley, in the Province of Alberta, duly assembled, hereby enacts the following:

1. TITLE

1.1 This Bylaw shall be known as the "Assessment Review Board Bylaw".

2. DEFINITIONS

2.1 In this Bylaw:

- (a) "Assessor" means the appointed Assessor for the Town of Bentley.
- (b) "Board" means the Assessment Review Board whether convened as the Local Assessment Review Board, One Member Local Assessment Review Board, Composite Assessment Review Board or the One Member Composite Assessment Review Board.
- (c) "CARB" means the Town of Bentley Composite Assessment Review Board established in accordance with the *Matters Relating to Assessment Complaints* Regulation.
- (d) "Citizens-at-large" means residents of Lacombe County who are not elected officials of Lacombe County.
- (e) "Clerk" means the designated officer appointed by Council to carry out the duties and functions the Assessment Review Board clerk.
- (f) "Complaint" means a complaint under Part 11 or 12 of the Act.
- (g) "Complainant" means a person who has filed an assessment complaint in accordance with Section 460 of the Act.

- (h) "Council" means the Council of the Town of Bentley.
- (i) "LARB" means the Town of Bentley Local Assessment Review Board established in accordance with the *Matters Relating to Assessment Complaints Regulation*.
- (j) "Member" means a member of the Assessment Review Board whether convened as the Local Assessment Review Board, One Member Local Assessment Review Board, Composite Assessment Review Board or the One Member Composite Assessment Review Board.
- (k) "Regulation" means the Matters Relating to Assessment Complaints Regulation.
- (l) "Town/Village" means the Town of Bentley

3. JOINT ASSESSMENT REVIEW BOARD SERVICES

- 3.1 The Town of Bentley hereby establishes a joint assessment review board with Lacombe County to have jurisdiction in the Town of Bentley.
- 3.2 The Town of Bentley is hereby authorized to enter into an agreement with Lacombe County for the provision of Assessment Review Board services.

4. MEMBERSHIP

- 4.1 The LARB consists of three Members who hear and decide matters in accordance with the Regulation, as follows:
 - (a) Lacombe County Local Assessment Review Board which consists of three Citizens-at-large.
- 4.2 One Member of the LARB may convene as a one Member Board to hear and decide matters in accordance with the Regulation.
- 4.3 The CARB consists of three Members who hear and decide matters in accordance with the Regulation, as follows:
 - (a) Lacombe County Composite Assessment Review Board which consists of two Citizens-at-large; and one provincially appointed member who serves as the Chairperson.
- 4.4 The Chairperson of the CARB may convene as a one Member Board to hear and decide matters in accordance with the Regulation.

5. CHAIRPERSON

5.1 The Chairpersons of the LARB and CARB:

- (a) Shall preside over and be responsible for the conduct of the meetings,
- (b) *May limit a submission if it is determined to be repetitious or in any manner inappropriate;*
- (c) Shall vote on matters submitted to the Board unless otherwise disqualified;
and
- (d) Shall sign orders, decisions and documents issued by the Board.

6. VICE CHAIRPERSON

- 6.1 In the absence of the Chairperson, the Vice Chairperson shall preside at the meetings of the LARB.
- 6.2 In the absence of the Chairperson and the Vice Chairperson, one of the other Members of the LARB shall be selected by the Members to preside.
- 6.3 In the absence of the Chairperson, the Vice Chairperson shall sign orders, decisions and any other documents issued by the Board.
- 6.4 In the absence of the Chairperson and the Vice Chairperson, the other Member of the LARB selected by the Members to preside, shall sign orders, decisions and any other documents issued by the Board.

7. QUORUM AND MEETINGS

- 7.1 Two Members of the LARB shall constitute a quorum except when sitting as a one Member Board.
- 7.2 The provincial member plus one Member shall constitute a quorum for the CARB except when sitting as a one Member Board.
- 7.3 A Member of the Board who is for any reason, unable to attend the entire hearing of an appeal, shall not participate in the deliberations or decision of the Board.
- 7.4 All Members must vote on all matters before the Board unless a conflict of interest or pecuniary interest is declared.

- 7.5 The majority vote of those Members present and voting constitutes a decision of the Board.
- 7.6 The Board is authorized to make procedure rules for:
- (a) Those matters that are not governed by the Act or the Regulation; and
 - (b) The conduct of its meetings, its hearings, and its business that is consistent with the Act, the Regulation and this bylaw.
- 7.7 Meetings will be held at such time and place as determined by the Clerk, in consultation with Lacombe County.

8. CONFLICT OF INTEREST

- 8.1 Where a Member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the Member may absent himself or herself from Board proceedings while that matter is being discussed, provided that prior to leaving the meeting the Member:
- (a) Declares that he or she has a conflict of interest; and
 - (b) Describes, in general terms, the nature of the conflict.
- 8.2 The Clerk shall cause a record to be made in the meeting minutes of the Member's absence and the reasons for the absence.
- 8.3 For the purpose of this provision a Member has a conflict of interest in respect of a matter before the Board when he or she is of the opinion that:
- (a) He or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the matter; or
 - (b) Substantial doubt to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that matter.

9. PECUNIARY INTEREST

- 9.1 The pecuniary interest provisions of the Act apply to all Members of the Board while attending meetings of the Board.
- 9.2 A Board Member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a Member of the Board.



10. DUTIES AND PURPOSE

10.1 The Board has the authority to hear and decide on Complaints filed with respect to matters on a tax and assessment notice issued by the Assessor, in accordance with the provisions of the Act.

11. GENERAL AUTHORITY

11.1 No Board Member has authority to:

- (a) Pledge the credit or course of action of the Town of Bentley or enter into any agreement on behalf of the Board or the Town of Bentley;
- (b) Authorize any expenditure to be charged against the Town of Bentley without prior approval of Council; or
- (c) Act administratively except as delegated by the Town of Bentley Chief Administrative Officer.

12. COMPLAINT FEES

12.1 Fees payable by persons wishing to make a Complaint or to be involved as a party or intervener in a hearing before the Board and for obtaining copies of the Board's decisions and documents may be set by resolution of Council.

13. EFFECTIVE DATE

13.1 This bylaw shall take effect on the day of final passing thereof.

Received first and second readings, and by unanimous consent of the Councillors present, a third reading and finally passed this 9th day of March, 2010.



Mayor



Chief Administrative Officer



Agenda Date: June 13, 2023

Agenda Item: **New Business:**
Town of Bentley Concrete Program – Phase III 2023

ADMINISTRATIVE RECOMMENDATIONS

THAT Mayor and Council authorize the CAO Marc Fortais to award additional concrete work to OLDS Concrete for the 2023 Town of Bentley Concrete Program. The work will include ongoing sidewalk work throughout the Town of Bentley and will complete the 3rd phase of replacement.

AND THAT Mayor and Council authorize funding in the amount of \$199,753.00 be utilized from either the Canada Community Building Fund or MSI and an additional \$3,000 from operations for a total amount of \$202,753 to be used to fund the 2023 Phase III of the concrete program for the Town of Bentley.

SUMMARY & BACKGROUND

For the past two years the Town of Bentley has been working with OLDS Concrete and Stantec to address safety, drainage and aging infrastructure issues related to sidewalks, curbs, and gutter. The plan was designed through public works identifying high risk areas that needed to be addressed. This in turn was vetted through our contract engineer Stantec to help prioritize areas. The first two phases have been completed with a total cost of concrete work to date of approximately \$422,000 between 2021 and 2022 construction seasons.

Town administration continues to wait for a decision by the Federal Government regarding our grant application to the Canada Green and Inclusive Buildings program for funding to undertake work to replace the Arena Slab and the Ice Plant at the Arena. To date we have not received any update regarding the status of our application, other than it has been received. This application was submitted in July of 2022. Even if we are successful with the grant, we will not have enough time in the current year to complete the work without causing major interruption to the winter ice season.

On May 23, 2023, administration presented the 2023 Q1 Budget report, with a recommendation to fund the 3rd phase of the concrete program, due to the fact that the Arena project was not yet moving forward. At that time, we had not received the detailed costing back from old's concrete and Stantec. We only had an estimated budgetary amount. We have now received the estimate and detailed pricing, and it is significantly less than what we had anticipated. This is mainly due to OLDS concrete holding pricing down as a result of the continued business from the original tender award in 2021.

The concrete work needs to be completed, whether it is done this year, next or the year after. Administration is recommending that we proceed forward to undertake the remaining work this year.

This will reduce risk, liability and continue to upkeep Bentley to a great standard that encourages walkability within the community.

Administration is recommending that Phase III Concrete Replacement Program as per the attached map, outlining locations to be replaced or improved, move forward and be funded by Canada Community Building Funding (Formerly Gas Tax) for the 2023 Year and the remaining small amount be funded from operations.

BUDGET AND FINANCIAL CONSIDERATIONS

Project Funding Required

• 2022 Carry Forward Canada Community Building Fund (Gas Tax)	\$132,268.00
• 2023 Canada Community Building Fund (Gas Tax)	<u>\$ 67,485.00</u>
Total Canada Community Building Fund to be used	\$199,753.00
• Amount to be funded from operating	<u>\$ 3,000.00</u>

TOTAL FUNDING REQUIRED	\$202,753.00
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Project Costs as Follows:

46 Street Sidewalk and (48th Avenue to 50th Avenue)

General Requirements (Mob/Demob/Traffic/Hydrovac)	\$ 8,250.00
Concrete Removals	\$ 9,752.00
Storm Sewer	\$ 9,300.00
Concrete Work	\$ 36,718.00
Base Preparation and Gravels	\$ 8,918.00
Landscaping	<u>\$ 28,833.00</u>
Sub-Total	\$101,771.00

49 Avenue Sidewalk (45th Street to 46th Street)

General Requirements (Mob/Demob/Traffic/Hydrovac)	\$ 1,500.00
Concrete Removals	\$ 1,680.00
Concrete Work	\$ 14,190.00
Base Preparation and Gravels	\$ 2,105.00
Landscaping	<u>\$ 10,650.00</u>
Sub-Total	\$ 30,125.00

Miscellaneous Concrete Replacements

General Requirements (Mob/Demob/Traffic/Hydrovac)	\$ 1,500.00
Concrete Removals	\$ 6,802.00
Base Preparation and Gravels	\$ 1,880.00
Concrete Work	\$ 28,998.00
Landscaping	<u>\$ 4,153.50</u>
Sub-Total	\$ 43,333.50

TOTAL PROJECT COSTS	\$175,229.50
CONTINGENCY (10.00%)	\$ 17,523.00
Engineering/Inspection/Concrete Testing	\$ 10,000.00
Rounding	\$ _____ .50
TOTAL PROJECT BUDGET	\$202,753.00

ALTERNATIVES

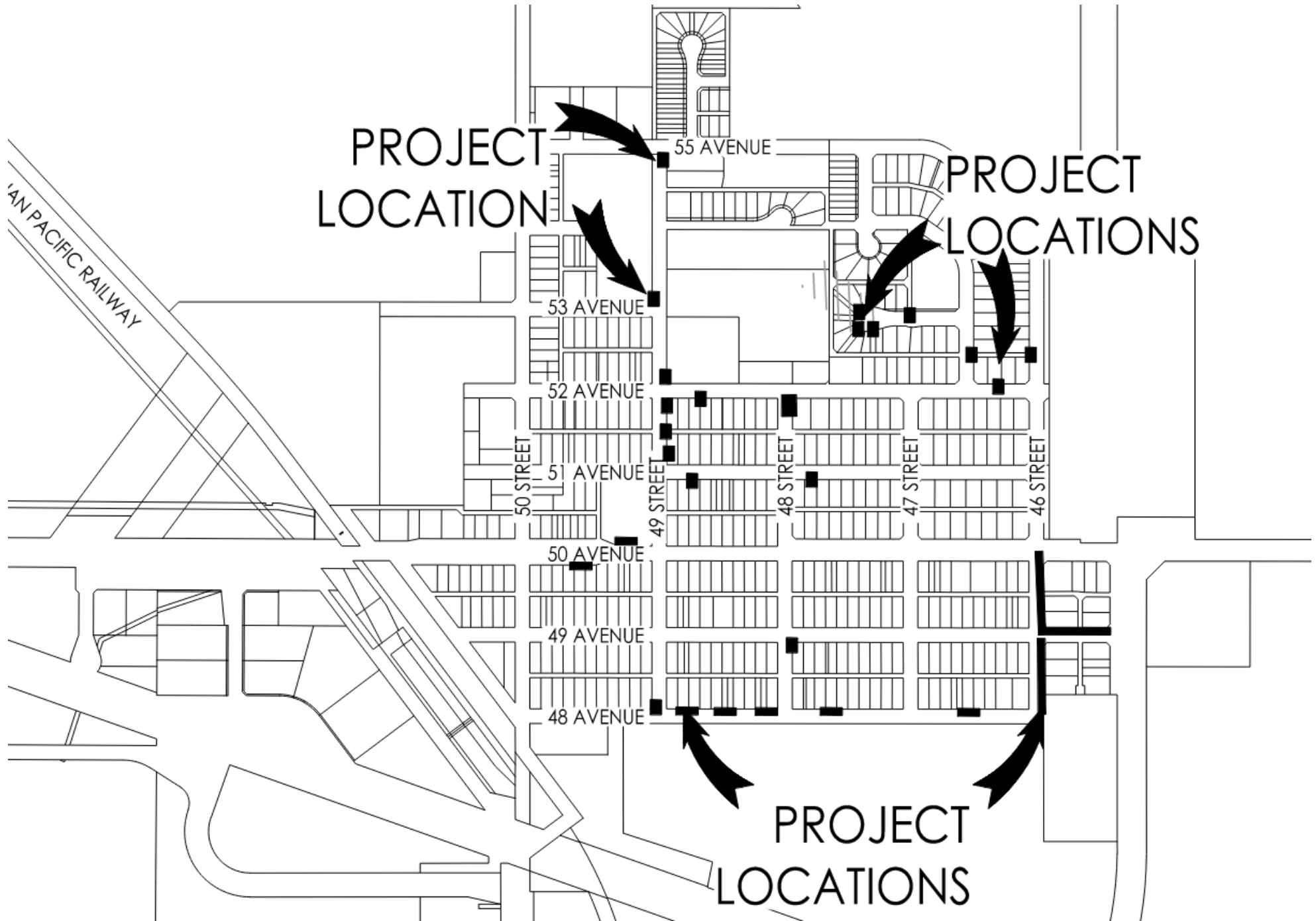
- Do not proceed forward with concrete work and postpone to future years this may result in continued risk and liability associated to disrepair of infrastructure.
- Consider utilizing grant funding for other priorities of Mayor and Council. Such as prioritizing projects such as soccer fields or Oxford Park that have been in recent conversations with Mayor and Council.
- Do not undertake the concrete program or other capital work in 2023 and defer the grants to next year in the hopes that the Arena Slab and Ice Plant Grant will be approved and the additional funds can be utilized to implement that major project.

ATTACHMENTS

1) 2023 Concrete Program Map

Marc Fortais, CAO

2023 CONCRETE PROGRAM LOCATIONS





WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MAY 23, 2023

PUBLIC RELATIONS COMMITTEE REPORT

As discussed at the May 11, 2023 Public Relations Committee Meeting, the Lacombe and District Chamber of Commerce is proposing a new process for the Farm Family of the Year Award. By resolution of Council, Lacombe County will adopt sponsorship of the Farm Family of the Year Award for 2023, including marketing the award, collating nominations, and establishing a criteria process for choosing a winner. The winner's name will be submitted to the Chamber for presentation at the Chamber Awards Gala in October.

PALM BAY ENCROACHMENT

Council was provided with information regarding the encroachment onto Environmental Reserve lands at Lot 3 of Palm Bay. Consideration of the request from Mr. Stout and Mr. Jardine that an encroachment agreement be issued for the alterations and encroachment was deferred to a Council meeting subsequent to the June 6, 2023 Committee of the Whole Meeting.

MIRROR UTILITY UPGRADES

Council was advised of a recent situation in the Hamlet of Mirror whereby a resident experienced sanitary sewer effluent surcharging through drains in their home. Upon inspection by the Utilities Department, it was determined that the issue was caused by a shallow sewer main that froze and caused effluent to back up into the residence. By resolution of Council, upgrades to the Mirror 52nd Street south sanitary sewer system will be completed at a cost of \$ 59,768.17. The upgrades will be funded through the Hamlet of Mirror Utility Reserve.

EN (10) RURAL CRIME WATCH POLICY

Amendments to the EN (10) Rural Crime Watch Policy received Council approval.

2021 & 2022 TAX SALE (PUBLIC AUCTION) FOLLOW-UP

On November 19, 2021, the County held its annual tax sale via public auction. This auction, held in accordance with section 418 of the Municipal Government Act, involved five properties with outstanding (for more than two years) property taxes. The five subject properties are located in Mirror and vary in location, services, and zoning. No bids were received at the auction for any of the properties.

In accordance with section 424 of the Municipal Government Act, the County has the authority to have these properties transferred into the name of the County if no one purchases the properties through the tax sale process. By resolution of Council, Lacombe County will acquire title to the following properties:

Lots 1-4, Block 10, Plan 7159AI, Lots 5-10, Block 10, Plan 7159AI, Lots 9-10, Block 13, Plan 7159AI, Lot 37, Block 40, Plan 0728572, Lots 1-5, Block 88, Plan 7159AI, and offer them for sale in accordance with Municipal Government Act.

VESTA ENERGY

Council was provided with a presentation and activity update from Thomas Everett and Mark Lansing of Vesta Energy.

Next Regular Council Meeting is
June 8, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is
June 6, 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) after approval.**



Greg Rathjen

REPORT FOR May 2023

- May 2 MPC Meeting
- May 4 Phone meetings with AHS update of possibility of future Doctor. care for Bentley
- May 9 Regular Council Meeting
- May 25 Phone meeting with MP Blaine CALKINS
 - Re: funding for our grant for our arena
- May 23 Regular Council Meeting



Pam Hansen

REPORT FOR May 2023

- May 3 Bentley school heritage Fair: I volunteered as a judge with the school heritage fair the students did a great job on their projects.
- May 9 Regular council meeting as per minutes
- May 18 Parkland Regional library, discussed salary grid, Cost of living increase as well as Audit process.
- May 23 Regular council meeting as per minutes



Lenore Eastman

REPORT FOR May 2023

- May 4th - Meeting with AHS
- discussed what the town needs to get a doctor in town.
- May 9th - Regular Council meeting
- May 23 - Regular Council meeting



Brenda Valiquette

REPORT FOR May 2023

- May 4th IDP/ICP Committee Meeting – Lacombe County Office – to discuss draft Southeast Area Structure Plan

- MAY 9 Regular council meeting:
 - soccer fields, discussed and will revisit at next meeting.
 - Canada day report: well, it was short and sweet.
 - we had 2 from council, we met 3 times.
 - we had volunteers.
 - We we're ready to go forward but by the third meeting the volunteers had dwindled too almost none. So, a decision was made to cancel the event, due to the lack of interest by the community to support it through volunteers.
 - Those left at the meeting were very disappointed at this outcome, we thank the ones who showed up, and maybe next year we will have more success.
 - Given the Canada day celebration has been cancelled any monies donated to date will be going towards fireworks for the Bentley Rodeo weekend. You can still provide donations to Brian Dickau, or you can make them at the Town Office.

- May23/23 Regular council meeting



Dale Grimsdale

REPORT FOR May 2023

- May 2- MPC meeting for sign approval.

- May 9 - Regular Council meeting

- May 23- Regular Council Meeting

- May 29 - Parent Advisory Council Committee - Highlights include:
 - Presentation from the Boys and Girls club of Canada. Went over offerings and steps needed to bring their programs such as after school care to Bentley.
 - Requested the Town help by adding a link to a survey to determine needs of the community.
 - Funding for next season and allocation presented by Laine Moore. Trustee report presented by Trudy Bratland. Set date for MGM in September.