



**AGENDA**  
**Bentley Town Council**  
**Tuesday June 25, 2024**  
**6:30pm Regular Meeting of Council**

---

**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 June 11, 2024**

**5. Financial:**

- a) Prepaid Cheque Listing – Cheques No. 20240430 to 20240476**

**6. New Business**

- a) Sylvan Lake Detachment Policing Report**
  - Sylvan Lake Municipal Crime Stats 2019 to 2023**
  - Q4 Municipal Crime Stats**
  - Sylvan Lake Provincial Crime Stats 2019 to 2023**
  - Q4 Provincial Crime Stats**
- b) Extended Producer Responsibility (EPR) – Opt-in or Opt-out discussion.**

**7. Correspondence**

**a) Lacombe County Council Highlights June 13, 2024**

**8. Other Business**

**a) Utilities Bylaw Consolidation (CAO Update)**

- **In process combining Water, Sewer, Garbage and adding Storm Sewer into a complete utility's bylaw.**
- **Separate schedules for definitions, rates, fines, and penalties**
- **Research included other communities' examples of bylaws.**
- **Two recent well drafted bylaws: City of Lacombe and Penhold used as a basis and framework for the consolidation.**
- **Draft is well underway.**
- **Will need to consider incorporation of EPR path chosen into the bylaw language regarding recycling option if we Opt-In.**
- **Review of rate structures**
- **Review of commercial garbage program – potentially remove town administration and allow independent contracting but manage with penalty and fine schedule for non-compliance. (Mandatory that businesses have garbage collection – fines to support noncompliance)**

**9. Adjournment**



**Minutes of the Regular of the Council of the Town of Bentley  
May 28, 2024**

---

**Date and Place** Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, May 28, 2024, at 6:30 p.m., in the Bentley Municipal Office

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

**Call to Order** Mayor Rathjen called the regular council meeting to order at 6:30pm

**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 129/2024** Moved by Deputy Mayor Hansen, “THAT the agenda of the June 11, 2024, regular meeting be amended to include the following as New Business item e)

**e) Council reports discussion**

**Carried**

**Motion 130/2024** Moved by Councillor Eastman, “THAT the amended agenda of the June 11, 2024, regular meeting be accepted.”

**Carried**

**Previous Minutes**

**Motion 131/2024** Moved by Councillor Grimsdale, “THAT the minutes of the June 11, 2024. Regular Meeting of Council be accepted.”

**Carried**

## Financial

### a) Prepaid Cheque Listing – Cheques No. 20240395 to 20240429

**Motion 132/2024** Moved by Councillor Grimsdale, “THAT Cheques No. 20240295 to 20240429 be received for information.”

**Carried**

## New Business

### a) Town of Bentley 1<sup>st</sup> Quarter Financial Report

**Motion 133/2024** Moved by Deputy Mayor Hansen, “THAT the Lacombe Tourism – Event Pilots and Mid Season Report be accepted as information.”

**Carried**

### b) Town of Bentley / Lacombe County Annexation Report and Application

**Motion 134/2024** Moved by Councillor Grimsdale, “THAT Mayor and Council adopt the following resolution:

“WHEREAS the Municipal Government Act and the Provincial Land Use Policies urge municipalities to plan co-operatively, and

WHEREAS Lacombe County and the Town of Bentley have successfully negotiated the terms of an annexation, and

WHEREAS affected landowners and the public have consulted, and the expressed concerns considered by both municipalities.

NOW THEREFORE BE IT RESOLVED THAT:

1. Council approve the annexation application and negotiation report dated June 2024 (as presented) and related to the Town of Bentley annexation application; and
2. The Land and Property Rights Tribunal be requested to recommend the annexation of lands described in this report subject to the terms of the Annexation Application & Negotiation Report; and
3. Council certifies that this report accurately reflects the results of the negotiations between the Town of Bentley and Lacombe County.”

**Carried**

### c) Summersault Area Structure Plan Community Survey to run from June 10, 2024, to June 24, 2024

**Motion 135/2024** Moved by Councillor Eastman, “THAT Mayor and Council accept this report as information.”

**Carried**

**d) Bentley Strategic Plan Update and Public Meeting Date June 19, 2024.**

**Motion 136/ 2024** Moved by Councillor Valiquette, "THAT Mayor and Council, accept this report as information."

**Carried**

**e) Council Reports Discussion**

**Motion 137/2024** Moved by Deputy Mayor Hansen, "THAT all council reports need to be submitted by mayor and councillors by no later than noon on Thursday the week before the first scheduled council meeting of each month; AND

If they are not submitted by that due date, then the CAO publishes the agenda without the missing council reports."

**Carried**

**Correspondence**

**a) Lacombe County Council Highlights May 23, 2024**

**Motion 138/2024** Moved by Councillor Grimsdale, "THAT correspondence item a be accepted as information."

**Carried**

**Council Reports**

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

**Motion 139/2024** Moved by Deputy Mayor Hansen, "THAT the May Council Reports be accepted as information."

**Carried**

**Break**

**Motion 140/2024** Moved by Councillor Grimsdale, "THAT a short 5-minute recess be taken at 7:40pm."

**Carried**

**Mayor Rathjen called this meeting back to order at 7:50pm**

## Other Business

### a) In-Camera – CAO Evaluation

Pursuant to section 194 of the Municipal Government Act, RSA 2000, c.M-26, a special in-cameral council meeting conducted in-person took place and began at 7:50pm in council chambers (Seniors Drop In). This meeting was held to review the confidential CAO Evaluation. This meeting was held in-camera in accordance with, Section 17(1)Disclosure harmful to personal privacy. “The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party’s personal privacy if:

(2)(e) the information about the third party’s classification, salary range, discretionary benefits or employment responsibilities of an officer, employee, or member of a public body or as a member of the staff of a member of the Executive Council.

(2)(f) the personal information consists of personal recommendations or evaluations, character references or personnel evaluations.

**Motion 141/2024** Moved by Councillor Valiquette, “THAT the Regular meeting of Mayor and Council be closed to the public at 7:50pm regarding in-camera CAO Evaluations.”

**Carried**

**Motion 142/2024** Moved by Councillor Eastman, “THAT the in-camera meeting be concluded at 8:35pm; AND

the regular meeting of council resume in public at that time.”

**Carried**

**Motion 143/2024** Moved by Councillor Valiquette, “THAT the salary grid for the CAO position be increased by 7% in Band 8 to a maximum of \$156,704.08, effective July 1, 2024, and based on the level of work and performance requirements of the position.”

**Carried**

## Adjournment

**Mayor Rathjen adjourned the May 28, 2024, Regular Council Meeting at 8:40pm**

---

**Mayor Greg Rathjen**

---

**CAO Marc Fortais**



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20240430	2024-06-15	RATHJEN, ARTHUR M				
20240431	2024-06-15	VALIQUETTE, BRENDA C				
20240432	2024-06-15	HANSEN, PAMELA				
20240433	2024-06-15	GRIMSDALE, DALE A				
20240434	2024-06-15	EASTMAN, LENORE M				
20240435	2024-06-15	CARSON, BARBARA J				
20240436	2024-06-15	JENSEN, DARREN J				
20240437	2024-06-15	MEREDITH, SANDRA L				
20240438	2024-06-15	GIBSON, COLE C				
20240439	2024-06-15	DENNEHY, NATHAN				
20240440	2024-06-15	GREAVES, LORYANNE				
20240441	2024-06-15	FORTAIS, MARC C				
20240442	2024-06-15	KIKSTRA, ROBERT B				
20240443	2024-06-15	LOOV, CHRISTOPHER D				
20240444	2024-06-15	SMITH, JOCELYNN T				
20240445	2024-06-15	VON KUSTER, KESALY K				
20240446	2024-06-14	KTI LIMITED	INV156839	PAYMENT NEW RF HANDHELD FOR METEF	17,659.47	17,659.47
20240447	2024-06-18	1704567 ALBERTA LTD.	946	PAYMENT CURLING RINK & ARENA BAIT TF	132.30	132.30
20240448	2024-06-18	327241 ALBERTA LTD.	1323	PAYMENT ANIMAL CONTROL SERVICES M/	1,554.00	1,554.00
20240449	2024-06-18	ACCESS GAS SERVICES	202405-AB1878	PAYMENT NATURAL GAS BILL FOR MAY 20:	1,546.37	1,546.37
20240450	2024-06-18	ADT SECURITY SERVICES CANADA INC.	34091622	PAYMENT PUMPHOUSE SECURITY	31.50	31.50
20240451	2024-06-18	BENTLEY ESSO	31052024	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	1,624.15	1,624.15
20240452	2024-06-18	BIG HILL SERVICES	33595	PAYMENT ANNUAL SERVICE 2007 OLYMPIA	4,341.27	4,341.27
20240453	2024-06-18	BLACK PRESS GROUP LTD.	BPI152769	PAYMENT RIMBEY REVIEW-ASSESSMENT	598.37	598.37
20240454	2024-06-18	CARSON, BARB	05292024 06022024 06102024 JUNE022024 MAY292024	PAYMENT SENIORS WEEK REIMBUSE MILE THE MARKET-SENIORS WEEK SENIORS TRAINING LACOMBE - THE MARKET-SENIORS WEEK WHOLESALE CLUB SUPPLIES-SI	50.74 25.70 28.32 220.05 68.22	393.03
20240455	2024-06-18	CHAPMAN RIEBEEK LLP	2406016 2406017	PAYMENT GENERAL MATTERS BYLAW PROSECUTIONS (GENEF	192.68 27.83	220.51
20240456	2024-06-18	EMPRINGHAM DISPOSAL CORP.	64729	PAYMENT RECYCLING FOR MAY 2024	2,241.76	2,241.76
20240457	2024-06-18	G.L.D.C. GAS CO-OP LTD.	697532	PAYMENT FIRE HALL NATURAL GAS FOR M	332.78	332.78
20240458	2024-06-18	GREGG DISTRIBUTORS LP		PAYMENT		787.27



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20240458	2024-06-18	GREGG DISTRIBUTORS LP	059-647396 059-647839 059-651106 059-651107 059-651945 059-651946	PW SHOP SUPPLIES & PARKS/R PARKS & REC GENERAL SUPPLI PW VEHICLE MAINTENANCE PW SHOP VEHICLE MAINTENAN WATER- PARTS FOR BACKUP EN PW SHOP - ALUMINUM LADDER	260.43 85.84 45.32 111.45 95.24 188.99	787.27
20240459	2024-06-18	HHID	069507	PAYMENT DEM PAYMENT FOR JUNE	787.50	787.50
20240460	2024-06-18	HOME HARDWARE BUILDING CENTRE	AB7321 AB8502	PAYMENT ARENA LOBBY MAINTENANCE M ARENA LOBBY MAINTENANCE M	999.47 31.96	1,031.43
20240461	2024-06-18	LACOMBE COUNTY	IVC00045075	PAYMENT 1ST QUARTER COST SHARE LAC	2,097.76	2,097.76
20240462	2024-06-18	OUTLAW ELECTRIC LTD.	10048 10160 10161	PAYMENT ARENA MAINTENANCE ARENA MAINTENANCE PARKS & REC SHOP MAINTENAN	1,806.68 320.99 737.33	2,865.00
20240463	2024-06-18	PITNEYWORKS	03062024	PAYMENT POSTAGE	540.00	540.00
20240464	2024-06-18	RATHJEN, GREG	31052024	PAYMENT MILEAGE REIMBURSEMENT	77.88	77.88
20240465	2024-06-18	RIMBEY EXPRESS	3516	PAYMENT WATER SAMPLES & RETURNS	137.50	137.50
20240466	2024-06-18	RSM ALBERTA LLP	CI-10494900	PAYMENT 2023 AUDIT	24,420.38	24,420.38
20240467	2024-06-18	TELUS MOBILITY INC.	09062024	PAYMENT PW CELL PHONES & FIRE DEPT	134.10	134.10
20240468	2024-06-18	VALIQUETTE, BRENDA	31052024	PAYMENT MILEAGE REIMBURSEMENT COI	18.88	18.88
20240469	2024-06-18	WILD ROSE ASSESSMENT SERVICES	9408	PAYMENT PROGRESS PAYMENT FOR JUNE	1,330.88	1,330.88
20240470	2024-06-18	WOLF CREEK BUILDING SUPPLIES	675867	PAYMENT FENCE PLANK, LANDSCAPE TIE:	104.24	104.24
20240471	2024-06-18	LAND AND PROPERTY RIGHTS TRIBUNAL	14062024	PAYMENT TOWN OF BENTLEY ANNEXATIO	350.00	350.00
20240472	2024-06-18	TRI-L CORPORATION O/A ORIEL WINDOWS & DC	24-14272	PAYMENT CURLING RINK BUILDING MAINT	355.95	355.95
20240473	2024-06-19	BENTLEY AGENCIES	JUNE42024	PAYMENT REIMBURSEMENT JUNE NEIGHE	47.25	47.25
20240474	2024-06-19	GO SERVICES INC.	15172808	PAYMENT PORTA POTTIES	346.50	346.50
20240475	2024-06-19	SERVUS CREDIT UNION	MAY312024	PAYMENT SERVUS MASTERCARD FOR MA	1,908.08	1,908.08
20240476	2024-06-19	HMFT INC.	8052492	PAYMENT WATER - REPAIR MAINTENANCE	682.50	682.50

**Total 94,138.77**

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





## Sylvan Lake Municipal Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		3	1	0	1	0	-100%	-100%	-0.6
Robbery		4	7	6	1	2	-50%	100%	-1.0
Sexual Assaults		14	23	27	26	19	36%	-27%	1.3
Other Sexual Offences		16	18	9	7	7	-56%	0%	-2.9
Assault		189	231	203	155	195	3%	26%	-6.4
Kidnapping/Hostage/Abduction		5	1	2	6	2	-60%	-67%	-0.1
Extortion		1	4	5	1	11	1000%	1000%	1.7
Criminal Harassment		43	68	46	50	54	26%	8%	0.4
Uttering Threats		62	76	63	53	65	5%	23%	-1.7
<b>TOTAL PERSONS</b>		<b>337</b>	<b>429</b>	<b>361</b>	<b>300</b>	<b>355</b>	<b>5%</b>	<b>18%</b>	<b>-9.3</b>
Break & Enter		123	108	77	58	64	-48%	10%	-16.8
Theft of Motor Vehicle		123	122	94	84	95	-23%	13%	-9.4
Theft Over \$5,000		28	15	15	23	18	-36%	-22%	-1.2
Theft Under \$5,000		344	328	266	226	197	-43%	-13%	-39.6
Possn Stn Goods		103	52	43	52	52	-50%	0%	-10.2
Fraud		142	137	117	106	136	-4%	28%	-4.3
Arson		3	4	4	3	5	67%	67%	0.3
Mischief - Damage To Property		77	189	162	162	147	91%	-9%	11.3
Mischief - Other		129	65	78	82	105	-19%	28%	-3.1
<b>TOTAL PROPERTY</b>		<b>1,072</b>	<b>1,020</b>	<b>856</b>	<b>796</b>	<b>819</b>	<b>-24%</b>	<b>3%</b>	<b>-73.0</b>
Offensive Weapons		21	27	17	11	16	-24%	45%	-2.6
Disturbing the peace		37	32	68	105	83	124%	-21%	16.5
Fail to Comply & Breaches		135	117	96	92	78	-42%	-15%	-13.9
<b>OTHER CRIMINAL CODE</b>		<b>58</b>	<b>49</b>	<b>46</b>	<b>48</b>	<b>50</b>	<b>-14%</b>	<b>4%</b>	<b>-1.7</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>251</b>	<b>225</b>	<b>227</b>	<b>256</b>	<b>227</b>	<b>-10%</b>	<b>-11%</b>	<b>-1.7</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,660</b>	<b>1,674</b>	<b>1,444</b>	<b>1,352</b>	<b>1,401</b>	<b>-16%</b>	<b>4%</b>	<b>-84.0</b>



## Sylvan Lake Municipal Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		21	13	11	10	9	-57%	-10%	-2.7
Drug Enforcement - Trafficking		24	13	17	10	8	-67%	-20%	-3.5
Drug Enforcement - Other		1	4	0	1	0	-100%	-100%	-0.5
<b>Total Drugs</b>		<b>47</b>	<b>30</b>	<b>28</b>	<b>21</b>	<b>17</b>	<b>-64%</b>	<b>-19%</b>	<b>-6.9</b>
Cannabis Enforcement		4	4	0	6	1	-75%	-83%	-0.4
Federal - General		13	16	13	8	11	-15%	38%	-1.2
<b>TOTAL FEDERAL</b>		<b>64</b>	<b>50</b>	<b>41</b>	<b>35</b>	<b>29</b>	<b>-55%</b>	<b>-17%</b>	<b>-8.5</b>
Liquor Act		33	71	143	85	43	30%	-49%	3.4
Cannabis Act		18	10	5	9	4	-78%	-56%	-2.9
Mental Health Act		166	220	278	186	188	13%	1%	1.0
Other Provincial Stats		250	332	417	251	306	22%	22%	3.1
<b>Total Provincial Stats</b>		<b>467</b>	<b>633</b>	<b>843</b>	<b>531</b>	<b>541</b>	<b>16%</b>	<b>2%</b>	<b>4.6</b>
Municipal By-laws Traffic		43	72	56	35	29	-33%	-17%	-6.5
Municipal By-laws		355	385	396	220	173	-51%	-21%	-52.9
<b>Total Municipal</b>		<b>398</b>	<b>457</b>	<b>452</b>	<b>255</b>	<b>202</b>	<b>-49%</b>	<b>-21%</b>	<b>-59.4</b>
Fatals		0	0	0	1	1	N/A	0%	0.3
Injury MVC		5	8	15	12	10	100%	-17%	1.4
Property Damage MVC (Reportable)		239	159	232	213	213	-11%	0%	0.2
Property Damage MVC (Non Reportable)		45	32	34	33	40	-11%	21%	-0.9
<b>TOTAL MVC</b>		<b>289</b>	<b>199</b>	<b>281</b>	<b>259</b>	<b>264</b>	<b>-9%</b>	<b>2%</b>	<b>1.0</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	58	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	5	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>1,007</b>	<b>760</b>	<b>891</b>	<b>861</b>	<b>1,322</b>	<b>31%</b>	<b>54%</b>	<b>73.1</b>
<b>Other Traffic</b>		<b>18</b>	<b>11</b>	<b>7</b>	<b>12</b>	<b>18</b>	<b>0%</b>	<b>50%</b>	<b>0.1</b>
<b>Criminal Code Traffic</b>		<b>125</b>	<b>110</b>	<b>126</b>	<b>123</b>	<b>155</b>	<b>24%</b>	<b>26%</b>	<b>7.3</b>
<b>Common Police Activities</b>									
False Alarms		114	97	118	130	120	5%	-8%	4.5
False/Abandoned 911 Call and 911 Act		86	81	104	72	95	10%	32%	0.9
Suspicious Person/Vehicle/Property		580	646	564	304	339	-42%	12%	-82.4
Persons Reported Missing		165	214	151	54	51	-69%	-6%	-38.8
Search Warrants		1	1	10	8	4	300%	-50%	1.3
Spousal Abuse - Survey Code (Reported)		341	357	322	216	231	-32%	7%	-36.1
Form 10 (MHA) (Reported)		1	45	16	8	19	1800%	138%	-0.1



## Sylvan Lake Municipal Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	2	N/A	N/A	0.4
Robbery		3	0	0	0	0	-100%	N/A	-0.6
Sexual Assaults		7	0	7	1	1	-86%	0%	-1.1
Other Sexual Offences		1	2	1	0	3	200%	N/A	0.2
Assault		68	48	31	39	35	-49%	-10%	-7.5
Kidnapping/Hostage/Abduction		0	1	1	1	2	N/A	100%	0.4
Extortion		0	1	0	2	0	N/A	-100%	0.1
Criminal Harassment		17	15	12	13	11	-35%	-15%	-1.4
Uttering Threats		8	16	10	13	21	163%	62%	2.3
<b>TOTAL PERSONS</b>		<b>104</b>	<b>83</b>	<b>62</b>	<b>69</b>	<b>75</b>	<b>-28%</b>	<b>9%</b>	<b>-7.2</b>
Break & Enter		22	12	18	16	15	-32%	-6%	-1.0
Theft of Motor Vehicle		35	13	24	14	30	-14%	114%	-0.9
Theft Over \$5,000		3	0	4	2	4	33%	100%	0.4
Theft Under \$5,000		78	61	48	40	40	-49%	0%	-9.7
Possn Stn Goods		13	12	12	13	14	8%	8%	0.3
Fraud		42	36	25	27	36	-14%	33%	-2.1
Arson		0	1	1	0	1	N/A	N/A	0.1
Mischief - Damage To Property		35	29	33	33	48	37%	45%	3.0
Mischief - Other		9	14	15	10	21	133%	110%	2.0
<b>TOTAL PROPERTY</b>		<b>237</b>	<b>178</b>	<b>180</b>	<b>155</b>	<b>209</b>	<b>-12%</b>	<b>35%</b>	<b>-7.9</b>
Offensive Weapons		7	5	4	4	5	-29%	25%	-0.5
Disturbing the peace		7	10	11	17	25	257%	47%	4.3
Fail to Comply & Breaches		30	32	23	16	30	0%	88%	-1.6
<b>OTHER CRIMINAL CODE</b>		<b>11</b>	<b>11</b>	<b>8</b>	<b>9</b>	<b>15</b>	<b>36%</b>	<b>67%</b>	<b>0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>55</b>	<b>58</b>	<b>46</b>	<b>46</b>	<b>75</b>	<b>36%</b>	<b>63%</b>	<b>2.8</b>
<b>TOTAL CRIMINAL CODE</b>		<b>396</b>	<b>319</b>	<b>288</b>	<b>270</b>	<b>359</b>	<b>-9%</b>	<b>33%</b>	<b>-12.3</b>

**Sylvan Lake Municipal Detachment  
Crime Statistics (Actual)  
January to March: 2020 - 2024**

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	5	0	3	1	-83%	-67%	-1.2
Drug Enforcement - Trafficking		3	9	1	5	1	-67%	-80%	-0.8
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>9</b>	<b>14</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>-78%</b>	<b>-75%</b>	<b>-2.0</b>
Cannabis Enforcement		0	0	2	1	0	N/A	-100%	0.1
Federal - General		2	2	2	1	2	0%	100%	-0.1
<b>TOTAL FEDERAL</b>		<b>11</b>	<b>16</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>-64%</b>	<b>-60%</b>	<b>-2.0</b>
Liquor Act		1	1	3	5	0	-100%	-100%	0.2
Cannabis Act		1	1	4	0	2	100%	N/A	0.1
Mental Health Act		39	121	43	42	48	23%	14%	-6.1
Other Provincial Stats		53	108	62	46	69	30%	50%	-3.0
<b>Total Provincial Stats</b>		<b>94</b>	<b>231</b>	<b>112</b>	<b>93</b>	<b>119</b>	<b>27%</b>	<b>28%</b>	<b>-8.8</b>
Municipal By-laws Traffic		8	13	10	4	0	-100%	-100%	-2.5
Municipal By-laws		42	64	55	28	25	-40%	-11%	-7.0
<b>Total Municipal</b>		<b>50</b>	<b>77</b>	<b>65</b>	<b>32</b>	<b>25</b>	<b>-50%</b>	<b>-22%</b>	<b>-9.5</b>
Fatals		0	0	1	0	0	N/A	N/A	0.0
Injury MVC		1	3	2	1	1	0%	0%	-0.2
Property Damage MVC (Reportable)		43	51	36	52	34	-21%	-35%	-1.7
Property Damage MVC (Non Reportable)		8	5	9	9	9	13%	0%	0.6
<b>TOTAL MVC</b>		<b>52</b>	<b>59</b>	<b>48</b>	<b>62</b>	<b>44</b>	<b>-15%</b>	<b>-29%</b>	<b>-1.3</b>
Roadside Suspension - Alcohol (Prov)		0	2	13	12	18	N/A	50%	4.6
Roadside Suspension - Drugs (Prov)		0	0	0	1	0	N/A	-100%	0.1
<b>Total Provincial Traffic</b>		<b>219</b>	<b>100</b>	<b>156</b>	<b>296</b>	<b>259</b>	<b>18%</b>	<b>-13%</b>	<b>27.6</b>
<b>Other Traffic</b>		<b>1</b>	<b>1</b>	<b>4</b>	<b>9</b>	<b>4</b>	<b>300%</b>	<b>-56%</b>	<b>1.4</b>
<b>Criminal Code Traffic</b>		<b>22</b>	<b>26</b>	<b>24</b>	<b>35</b>	<b>43</b>	<b>95%</b>	<b>23%</b>	<b>5.1</b>
<b>Common Police Activities</b>									
False Alarms		27	25	32	22	33	22%	50%	0.9
False/Abandoned 911 Call and 911 Act		17	21	7	14	31	82%	121%	2.1
Suspicious Person/Vehicle/Property		143	117	69	46	75	-48%	63%	-20.7
Persons Reported Missing		25	70	3	6	10	-60%	67%	-9.4
Search Warrants		1	4	0	1	1	0%	0%	-0.3
Spousal Abuse - Survey Code (Reported)		78	86	47	59	68	-13%	15%	-4.7
Form 10 (MHA) (Reported)		13	8	0	6	4	-69%	-33%	-2.0



## Sylvan Lake Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	1	2	100%	100%	0.3
Robbery		7	3	1	0	0	-100%	N/A	-1.7
Sexual Assaults		7	7	2	6	10	43%	67%	0.5
Other Sexual Offences		3	3	4	3	2	-33%	-33%	-0.2
Assault		43	37	30	33	33	-23%	0%	-2.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	2	N/A	100%	0.5
Criminal Harassment		5	14	15	4	11	120%	175%	0.2
Uttering Threats		11	16	14	15	15	36%	0%	0.7
<b>TOTAL PERSONS</b>		<b>77</b>	<b>80</b>	<b>66</b>	<b>63</b>	<b>75</b>	<b>-3%</b>	<b>19%</b>	<b>-2.1</b>
Break & Enter		143	101	49	47	27	-81%	-43%	-28.6
Theft of Motor Vehicle		52	53	26	38	43	-17%	13%	-3.3
Theft Over \$5,000		15	7	14	18	16	7%	-11%	1.3
Theft Under \$5,000		124	94	77	73	53	-57%	-27%	-16.3
Possn Stn Goods		67	51	25	38	20	-70%	-47%	-10.7
Fraud		28	30	29	24	32	14%	33%	0.2
Arson		4	2	1	3	4	0%	33%	0.1
Mischief - Damage To Property		29	50	45	64	49	69%	-23%	5.4
Mischief - Other		59	11	12	13	15	-75%	15%	-8.6
<b>TOTAL PROPERTY</b>		<b>521</b>	<b>399</b>	<b>278</b>	<b>318</b>	<b>259</b>	<b>-50%</b>	<b>-19%</b>	<b>-60.5</b>
Offensive Weapons		15	13	6	5	8	-47%	60%	-2.2
Disturbing the peace		5	2	2	10	16	220%	60%	3.0
Fail to Comply & Breaches		37	42	26	37	12	-68%	-68%	-5.5
<b>OTHER CRIMINAL CODE</b>		<b>13</b>	<b>10</b>	<b>11</b>	<b>13</b>	<b>17</b>	<b>31%</b>	<b>31%</b>	<b>1.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>70</b>	<b>67</b>	<b>45</b>	<b>65</b>	<b>53</b>	<b>-24%</b>	<b>-18%</b>	<b>-3.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>668</b>	<b>546</b>	<b>389</b>	<b>446</b>	<b>387</b>	<b>-42%</b>	<b>-13%</b>	<b>-66.2</b>



## Sylvan Lake Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		8	12	0	7	1	-88%	-86%	-1.9
Drug Enforcement - Trafficking		6	5	1	4	10	67%	150%	0.7
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Drugs</b>		<b>14</b>	<b>18</b>	<b>1</b>	<b>11</b>	<b>11</b>	<b>-21%</b>	<b>0%</b>	<b>-1.3</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		3	2	0	2	2	-33%	0%	-0.2
<b>TOTAL FEDERAL</b>		<b>18</b>	<b>20</b>	<b>1</b>	<b>13</b>	<b>13</b>	<b>-28%</b>	<b>0%</b>	<b>-1.7</b>
Liquor Act		7	5	11	13	5	-29%	-62%	0.4
Cannabis Act		2	3	0	2	0	-100%	-100%	-0.5
Mental Health Act		41	38	68	45	50	22%	11%	2.5
Other Provincial Stats		73	111	115	81	90	23%	11%	0.4
<b>Total Provincial Stats</b>		<b>123</b>	<b>157</b>	<b>194</b>	<b>141</b>	<b>145</b>	<b>18%</b>	<b>3%</b>	<b>2.8</b>
Municipal By-laws Traffic		3	19	6	2	0	-100%	-100%	-2.3
Municipal By-laws		44	27	31	26	14	-68%	-46%	-6.1
<b>Total Municipal</b>		<b>47</b>	<b>46</b>	<b>37</b>	<b>28</b>	<b>14</b>	<b>-70%</b>	<b>-50%</b>	<b>-8.4</b>
Fatals		0	3	1	2	0	N/A	-100%	-0.1
Injury MVC		15	12	17	22	18	20%	-18%	1.6
Property Damage MVC (Reportable)		281	211	249	250	254	-10%	2%	-1.5
Property Damage MVC (Non Reportable)		42	39	19	31	18	-57%	-42%	-5.6
<b>TOTAL MVC</b>		<b>338</b>	<b>265</b>	<b>286</b>	<b>305</b>	<b>290</b>	<b>-14%</b>	<b>-5%</b>	<b>-5.6</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	23	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>2,864</b>	<b>1,696</b>	<b>1,056</b>	<b>660</b>	<b>654</b>	<b>-77%</b>	<b>-1%</b>	<b>-545.6</b>
<b>Other Traffic</b>		<b>3</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>33%</b>	<b>0%</b>	<b>0.3</b>
<b>Criminal Code Traffic</b>		<b>49</b>	<b>58</b>	<b>31</b>	<b>57</b>	<b>62</b>	<b>27%</b>	<b>9%</b>	<b>2.5</b>
<b>Common Police Activities</b>									
False Alarms		72	53	49	55	41	-43%	-25%	-6.0
False/Abandoned 911 Call and 911 Act		69	69	57	33	83	20%	152%	-0.8
Suspicious Person/Vehicle/Property		384	344	193	137	117	-70%	-15%	-74.1
Persons Reported Missing		17	9	11	3	6	-65%	100%	-2.8
Search Warrants		0	1	0	1	2	N/A	100%	0.4
Spousal Abuse - Survey Code (Reported)		70	92	55	43	38	-46%	-12%	-11.3
Form 10 (MHA) (Reported)		0	6	6	4	9	N/A	125%	1.6





## Sylvan Lake Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		4	0	4	3	1	-75%	-67%	-0.3
Other Sexual Offences		0	0	3	2	2	N/A	0%	0.6
Assault		8	7	1	7	8	0%	14%	0.0
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		0	5	1	3	3	N/A	0%	0.4
Uttering Threats		2	5	5	1	2	0%	100%	-0.4
<b>TOTAL PERSONS</b>		<b>14</b>	<b>17</b>	<b>14</b>	<b>17</b>	<b>16</b>	<b>14%</b>	<b>-6%</b>	<b>0.4</b>
Break & Enter		35	18	15	6	7	-80%	17%	-6.8
Theft of Motor Vehicle		23	1	7	6	9	-61%	50%	-2.3
Theft Over \$5,000		1	4	7	2	2	100%	0%	0.0
Theft Under \$5,000		22	16	25	8	13	-41%	63%	-2.6
Possn Stn Goods		15	8	14	2	8	-47%	300%	-2.0
Fraud		5	10	7	10	16	220%	60%	2.2
Arson		0	0	1	0	0	N/A	N/A	0.0
Mischief - Damage To Property		15	6	14	5	12	-20%	140%	-0.7
Mischief - Other		1	3	0	0	5	400%	N/A	0.5
<b>TOTAL PROPERTY</b>		<b>117</b>	<b>66</b>	<b>90</b>	<b>39</b>	<b>72</b>	<b>-38%</b>	<b>85%</b>	<b>-11.7</b>
Offensive Weapons		1	0	0	2	2	100%	0%	0.4
Disturbing the peace		0	0	0	2	3	N/A	50%	0.8
Fail to Comply & Breaches		16	6	13	3	0	-100%	-100%	-3.5
<b>OTHER CRIMINAL CODE</b>		<b>3</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>-33%</b>	<b>-71%</b>	<b>0.2</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>20</b>	<b>9</b>	<b>14</b>	<b>14</b>	<b>7</b>	<b>-65%</b>	<b>-50%</b>	<b>-2.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>151</b>	<b>92</b>	<b>118</b>	<b>70</b>	<b>95</b>	<b>-37%</b>	<b>36%</b>	<b>-13.4</b>



## Sylvan Lake Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	0	2	0	0	-100%	N/A	-0.8
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.8</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	1	1	N/A	0%	0.3
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-75%</b>	<b>0%</b>	<b>-0.5</b>
Liquor Act		0	0	2	1	5	N/A	400%	1.1
Cannabis Act		2	0	0	0	1	-50%	N/A	-0.2
Mental Health Act		6	27	15	7	15	150%	114%	-0.2
Other Provincial Stats		23	35	18	14	17	-26%	21%	-3.3
<b>Total Provincial Stats</b>		<b>31</b>	<b>62</b>	<b>35</b>	<b>22</b>	<b>38</b>	<b>23%</b>	<b>73%</b>	<b>-2.6</b>
Municipal By-laws Traffic		1	0	0	0	1	0%	N/A	0.0
Municipal By-laws		1	9	4	0	1	0%	N/A	-0.9
<b>Total Municipal</b>		<b>2</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0%</b>	<b>N/A</b>	<b>-0.9</b>
Fatals		0	1	0	0	0	N/A	N/A	-0.1
Injury MVC		3	4	7	4	2	-33%	-50%	-0.2
Property Damage MVC (Reportable)		57	67	74	59	48	-16%	-19%	-2.6
Property Damage MVC (Non Reportable)		12	6	15	2	10	-17%	400%	-0.8
<b>TOTAL MVC</b>		<b>72</b>	<b>78</b>	<b>96</b>	<b>65</b>	<b>60</b>	<b>-17%</b>	<b>-8%</b>	<b>-3.7</b>
Roadside Suspension - Alcohol (Prov)		0	2	3	9	1	N/A	-89%	0.9
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>288</b>	<b>328</b>	<b>97</b>	<b>157</b>	<b>99</b>	<b>-66%</b>	<b>-37%</b>	<b>-54.9</b>
<b>Other Traffic</b>		<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>N/A</b>	<b>-100%</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>8</b>	<b>8</b>	<b>18</b>	<b>9</b>	<b>7</b>	<b>-13%</b>	<b>-22%</b>	<b>-0.1</b>
<b>Common Police Activities</b>									
False Alarms		16	10	15	8	5	-69%	-38%	-2.4
False/Abandoned 911 Call and 911 Act		20	22	4	5	5	-75%	0%	-4.7
Suspicious Person/Vehicle/Property		90	43	27	18	16	-82%	-11%	-17.3
Persons Reported Missing		2	5	0	0	3	50%	N/A	-0.3
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		26	23	6	6	13	-50%	117%	-4.3
Form 10 (MHA) (Reported)		0	2	0	4	2	N/A	-50%	0.6





**Agenda Date:** June 25, 2024

**Agenda Item:** **New Business:**  
**Extended Producer Responsibility – Opt-in or Opt-out.**

## **SUMMARY AND BACKGROUND**

At the March 12, 2024, Regular Meeting of Council, administration provided some information with the agenda package to inform Council and the public regarding Extended Producer Responsibility (EPR) and what that means (Attachment#1).

The EPR program is intended to shift the physical and financial burden of collecting, sorting, processing, and recycling waste to product producers and away from local governments and taxpayers. EPR means that producers take the responsibility at end of life for the products and packaging they put on the market. EPR programs incentivize producers to design products that are more durable and recyclable so materials and components can remain in the economy for as long as possible.

The Town of Bentley does not currently have a curbside recycling program and in order to register for the EPR program, we included our current processing methodology only. The town utilizes a third-party contractor (Empringham) to pick up and manage mixed recycling in two bins at the transfer station.

The Town has indicated to Circular Materials that there is interest in exploring a curbside recycling program, however this would not be considered until 2026 through Circular Materials as their current objective is to transition current systems in Phase I. The Town of Bentley registered for the EPR program phase I within the required timelines and administration has been attending information sessions and briefs regarding the program.

Communities are now faced with the choice regarding if they will opt-in or opt-out of the program. What this means is the following:

### **Opt-in Service Model**

- Community continues to manage current recycling collection contracts.
- Payment will be provided by Circular Materials based on the cost per stop.
- Community will manage all customer service under current contract.
- Community will continue to manage Promotion and Education (P&E) with support from Circular Materials, and a top-up will be provided for P&E and contract administration.

### **Opt-in Service Model**

- Circular Materials will manage collection and post collection responsibilities for the recycling program.

- Circular Materials will negotiate directly with a collection service provider and administer the collection contract.
- The collection service provider will be responsible for customer service, with escalated inquiries managed by Circular Materials
- Circular Materials will directly lead P&E in collaboration with the community.

Circular Materials have circulated confidential term sheets (which summarize terms in the Master Services Agreement (MSA) and Statement of Work (SoW), and they have provided an overview of compensation methodology for opting in. Although there is some information, there are many questions by municipalities regarding the options as it is not clear what the compensation levels will be if you choose to opt-in. **The deadline to choose an opt-in or opt-out model is August 1, 2024.**

Town Administration has reached out to various municipalities in and around the area and also had conversations with Lacombe Regional Waste Services. To date this is what we have heard (not finalized yet):

- |                             |   |
|-----------------------------|---|
| Eckville                    | <b>Opting In</b> – reason is due to their existing curbside recycling program for the past 9 to 10 years, the last 5 years with 90-gallon totes on a biweekly basis, they also just renewed their contract with service provider for another 3-year term. |
| Clive                       | <b>Opting Out</b> – puts the onus, cost, and responsibility for the program on Circular Materials. Less burden on staff, service is provided, and Circular Materials will have larger buying power. No administration cost to Village                     |
| Summer Village<br>Gull Lake | In the process of exploring a recycling program.  |

We have yet to hear back from Lacombe County, Rimbey, Sylvan Lake, Summer Villages of Sylvan Lake. In addition, through our conversations with Lacombe Regional Waste Services, we feel that the better option for Bentley is to Opt-out and let Circular Materials run and manage the recycling program for the residents in Bentley. **The reasons for this include:**

- Frees up administration time, processing invoices, negotiating contracts, managing contracts, dealing with customer complaints and issues, marketing, and communications.
- The existing program is bin drop off at the Transfer Site. Transitioning this to Circular Materials is easy and they will reach out directly to our existing contractor to look to transition the contract. They can still explore curbside recycling in the next phase of the program.
- Circular Materials is a large organization with significant buying power, their pricing negotiated will most likely be more reasonable than what we can achieve.
- Shifting the program to Circular Materials would result in full cost savings to the municipality as we would no longer pay the associated costs or recycling services. (this will also lead to conversations with Lacombe Regional Waste Services (we pay a portion of the transfers station attendant). This should shift to Circular Materials as well

**CURRENT STATUS**

Administration attended an online briefing and municipal workshop with Circular Materials on Tuesday June 19, 2024 (Attachment #2) provides highlights regarding the meeting and opting in or opting out.

There were many concerns and questions raised from municipalities including some key ones as follows:

- If we opt in, how do we know what the reimbursement levels will be as this will be set and determined by Circular Materials? It may not be full cost recovery. **Circular Materials indicated that this is why it is important to make the determination and work on the calculations as soon as possible.**
- If we opt out and we want to explore curbside recycling for the community, can this still be considered by 2026? **The answer was yes.**
- If we opt in and we are not satisfied with the terms of the contract or the calculated reimbursement, do we still have the option to opt out? **Circular Materials indicated yes to these questions, but again reiterated they would prefer to have those conversations sooner rather than later.**

Town of Bentley Administration sent an email to Circular Materials on June 19, 2024, indicating that **we would like to explore the option to opt out further.** We also indicated that we had further questions before we decide to do so as follows:

- 1.) What is the impact to Lacombe Regional Waste Services and their operation of the depot if we opt out?
- 2.) Do they continue to operate the transfer site and you just take over the contract with Empringham and pay the staffing fees to LRWSC to run the depot?
- 3.) Also, if we opt out and you know that we want to explore curbside recycling, when will that happen?
- 4.) How do we ensure that customer services is maintained if we opt out? What recourse does the Town have if we receive complaints from residents regarding service levels provided and what avenue do we have to follow up with Circular Materials?

Administration is waiting for a follow from circular materials regarding our meeting request. Which should be scheduled with Circular Materials, Town of Bentley CAO, and Jay Hohn from Lacombe Regional Waster Services.

## **BUDGET AND FINANCIAL**

- <b>2023 Recycling Costs</b>	<b>\$34,167.18</b>
- <b>LRWSC Billing</b>	<b>\$ 6,697.82</b>
- <b>Less: Diversionary Credits</b>	<b>(\$ 3,214.00)</b>
- <b>Less: Lacombe County Cost Share</b>	<b><u>(\$ 7,943.59)</u></b>

**Net Cost Town of Bentley** **\$29,707.41**

## **RECOMMENDATION**

THAT Mayor and Council authorize the CAO to consider opting out of the EPR program and allowing Circular Materials to manage future recycling for the Town of Bentley.

**ATTACHMENTS**

- 1) Extended Producer Responsibility Information Sheet
- 2) Opt-in or Opt-out presentation from Circular Materials

---

Marc Fortais, CAO

# Extended Producer Responsibility

## Information for Albertans

### Overview

Extended producer responsibility (EPR) shifts the physical and financial burden of collecting, sorting, processing and recycling waste to product producers and away from local governments and taxpayers. Alberta's new EPR system will focus on single-use products, packaging and paper products, as well as hazardous and special products.

EPR means producers take responsibility at end-of-life for the products and packaging they put on the market. EPR programs incent producers to design products that are more durable and recyclable so materials and components can remain in the economy for as long as possible.

### Timelines

The EPR Regulation comes into force on November 30, 2022. The Alberta Recycling Management Authority (ARMA) will be granted new oversight functions. Program details, including system establishment and delivery, will be finalized over the next two years. The next steps include developing bylaws, producers developing their collection and processing plans and contracts, and communities registering to participate in the EPR system.

EPR systems for single-use products, packaging, and paper products, and hazardous and special products systems are expected to launch in spring 2025. Albertans will not experience changes to waste and recycling processes from EPR until 2025.

### What to Expect

EPR makes information clearer and more accessible for Albertans while saving municipalities money. It will have a noticeable effect on producers, who will arrange for the collection, transportation, and recycling or disposal of products and materials. Collection service (curbside or depot) is anticipated to remain similar to the local services Albertans are used to.

### Benefit to Albertans

A single, province-wide EPR system collecting a consistent list of products will save municipal taxpayers money, make

recycling easier, clarify what can be recycled, make recycling more accessible to communities that don't currently have programs and encourage better product design by producers. Helping Albertans recycle more material is good for the environment.

An EPR framework will diversify Alberta's economy by encouraging companies to find innovative ways to recycle more materials and produce less packaging waste. According to Alberta's Natural Gas Vision and Strategy, increased plastics recycling could inject up to \$1.4 billion into Alberta's economy and support up to 13,300 jobs.

### Role of Albertans

EPR will help Albertans properly sort and divert recyclables by providing better access to and service for recycling while reducing confusion about what can be recycled. EPR also requires producers to educate consumers on recycling and promote recycling systems.

### Single-use Products, Packaging and Paper Products

EPR will include residential products only. Materials from the industrial, commercial and institutional sector are excluded. Examples of single-use products include straws, utensils, plates, bowls, cups, and party supplies. Packaging includes items like food containers, foil, and wraps. Examples of paper products are flyers, brochures, booklets, catalogues, newspapers, and magazines.

### Hazardous and Special Products

Hazardous and special products include batteries, corrosive products, corrosive product containers, flammable products, flammable product containers, pesticides, pesticide containers, toxic products, and toxic product containers, limited to consumer sizes typically found in retail stores.

### More information

Contact [AEP.RecyclingRegulation@gov.ab.ca](mailto:AEP.RecyclingRegulation@gov.ab.ca) for more information.



# Alberta's Extended Producer Responsibility Regulation

## Information for communities

### Introduction

Alberta's Extended Producer Responsibility (EPR) Regulation came into force on November 30, 2022. It requires obligated producers to have systems in place for single-use products, packaging and paper products (PPP) and hazardous and special products (HSP) for province-wide, producer-operated EPR systems by April 1, 2025.

EPR is new in Alberta and will result in changes to how communities deliver their current recycling systems. The purpose of this fact sheet is to help communities make informed decisions regarding EPR during the transition phase.

### Overview

Current recycling systems for packaging and paper products (blue bag materials) are primarily taxpayer funded and feature localized approaches. Communities have accomplished significant waste diversion; however, there is a patchwork of systems across Alberta, which can create confusion.

Provincial and municipal taxpayers jointly fund the collection and end-of-life management of household hazardous wastes. EPR shifts the financial and operational responsibility of collecting, sorting, processing and recycling these materials to the product producers and away from local governments and taxpayers.

Under EPR, producers take responsibility at end-of-life for the products and packaging they put on the market. A single, province-wide system is clearer and draws economies of scale for material management. Alberta's new EPR systems will initially focus on residential single-use products, PPP and HSP.

The EPR Regulation ensures every type of community in Alberta is included in future EPR systems: city, town, village, summer village, municipal district, specialized municipality, improvement district, Métis Settlements or First Nations.

While some communities may currently collaborate under a regional waste commission, all communities are eligible to receive service. Producers will be responsible for the costs and implementation of all aspects of the system including education, collection, processing and sale of material to end markets. Once a community registers, producers will be entirely responsible for funding and operating the EPR systems for that community.

### Community benefits of EPR

A producer-run EPR system will bring opportunities for communities such as reduced administrative burden, diversion of waste from landfills and cost savings that can be invested in other relevant programs including establishing other recycling programs and/or supporting initiatives to build more sustainable and resilient communities.

EPR is a fundamental shift in the way materials are collected for recycling in Alberta. By participating in EPR, communities transition their operational responsibilities for recycling to producers. Communities would no longer be responsible for figuring out where to recycle their PPP or HSP materials or getting them to market to recover their costs.

Producers, and/or the Producer Responsibility Organizations (PROs) acting on their behalf, may look to establish contracts with those communities already collecting recyclables from residents. This may include leveraging current municipal assets such as collection containers, collection trucks, depots and material recycling or sorting facilities.

## Timeline

The EPR Regulation names the Alberta Recycling Management Authority (ARMA) as the organization to oversee Alberta's first two EPR systems. The Government of Alberta and the ARMA are working collaboratively to ensure a successful oversight system.

In addition to the EPR Regulation, bylaws will govern the overall EPR framework (anticipated to be complete in fall 2023). Once bylaws are in place, the ARMA will begin registering communities and producers (fall 2023).

- Community registration ensures producers/PROs can finalize their collection and processing plans.
- The EPR Regulation requires producers to submit a PPP common collection system verification plan to the ARMA by April 1, 2024.
  - This plan will need to demonstrate that producers are on track to have recycling service in place for the launch of implementation on April 1, 2025.
  - Producers may reach out to communities for additional information to help inform their plan.

### Transition for PPP

The EPR transition for PPP will have two separate phases:

- Phase I will start April 1, 2025, and includes communities that had existing recycling service (depot or curbside) in place as of November 30, 2022. Producers will provide EPR system services to registered communities at no charge.
- Phase II will start October 1, 2026 (18 months after Phase I) and will expand EPR to include communities not covered under Phase I. In Phase II, EPR system services will mirror the communities' waste collection service (i.e., depots or curbside).

If a community does not have a curbside recycling program, but does provide curbside waste collection, then the community can register and will be eligible for curbside recycling as part of Phase II, regardless of whether producers are providing depot collection as part of Phase I. This will allow a community to improve upon the existing service standard (i.e., moving from depot to curbside).

### Transition for HSP

The EPR transition for HSP will not be phased in. HSP service will start April 1, 2025. HSP EPR system service must be provided to registered communities by producers at no charge. The type of collection is outlined in the EPR Regulation and may include depots or roundups.

## The role of communities in the EPR system

Alberta's EPR framework requires producers be responsible for the collection, sorting and recycling of designated PPP and HSP materials. Communities will need to make decisions about how they want to be involved in certain aspects of the EPR system. Communities may have up to three distinct roles within EPR systems:

1. Communities choose whether they want to register with the ARMA to receive services from the EPR system.
2. Communities choose whether to explore contractual relationships with the producers to become a service provider within the EPR system.
3. Communities may be required to register as producers in the EPR system.

### Community registration

Communities must register with the ARMA if they wish to join the EPR system and receive service. The EPR system is funded and operated by producers (often through PROs) who manage all aspects of the EPR system. Community registration will provide details to the ARMA on existing service, types of residences, etc. This information is critical for producers/PROs to inform system design considerations and plans. Registration identifies the communities where producers are responsible for funding and operating recycling services.

Registration does not determine who will provide recycling services. The producers select the service providers they will use to meet their regulatory obligations. For more information on communities as service providers, see the next section.



If a community does not register by the date specified by the ARMA, and later decides they want EPR system services, they may experience a delay in receiving EPR system services. If communities do not register, they will not receive services from the EPR system and communities will continue to fund and operate any recycling services. Producers will not be required to cover any operational costs related to these municipal recycling programs as they are outside the scope of EPR.

### **Communities as service providers**

Communities interested in providing recycling services can express interest to producers/PROs and explore continuing that function within the EPR system. Should producers/PROs and an individual community form a business arrangement, the community may continue to provide collection service. Producers/PROs are not obligated to use communities as service providers.

Some considerations regarding communities as service providers include:

- Under the EPR Regulation, once a community registers, producers are obligated to provide collection service.
- Communities bring valuable operational experience to support producers/PROs in meeting their regulatory requirements.
- Producers/PROs will need to secure assets and services necessary to implement their systems.
- Communities may consider their existing infrastructure (e.g., eco stations) and contemplate if they want to negotiate with and offer collection service to producers. Private arrangements may be made between a community and producers/PROs, for a community to provide capital infrastructure or service to the EPR system.
- Producers/PROs may wish to use existing depots and eco-stations to collect designated PPP and HSP materials.
- If producers decide not to collect designated materials at existing sites, the municipality can still choose to operate collection sites for recyclable materials not within the EPR framework.
- Communities bring operational experience that can be of value to producers/PROs to meet their regulatory requirements.
- Producers/PROs will need to secure assets necessary to support their systems.
- There are several community assets such as collection containers, collection trucks, depots and material recycling or sorting facilities that may be essential to support a smooth and timely transition to EPR.

### **Communities as EPR system producers**

Under the EPR Regulation, communities that supply designated material into Alberta may be obligated producers.

Paper products supplied by communities to residents are the most likely product that communities may have producer obligations for within the EPR system. Section 14 of the EPR Regulation identifies obligated PPP producers.

For details on the producer obligations communities may have, please consult the EPR fact sheets on Alberta.ca. Communities will need to ensure they understand their obligations and whether they are eligible for exemption of any obligations due to gross revenue and material volume thresholds under the EPR system and set out in the ARMA's bylaws.

## **Preparing for registration**

The ARMA is currently working on an implementation plan. This includes a system and procedures for registering communities and producers/PROs. Bylaws will guide these systems. Communities may, in the interim, start thinking about the information and data it may need to provide to producers/PROs to plan for EPR implementation delivery of services. Below are some of the types of, but not all, information that may be requested by producers/PROs:

- total households and population serviced
- total reported and/or calculated marketed tonnes

If communities do not have all data requested by producers/ PROs, they will still be able to register. Some communities may provide estimates or assumptions to help producers/ PROs with what to expect from their residents, based on current practices.

## **More information**

The Government of Alberta is open to engage with communities in implementing the EPR regulatory framework in Alberta. For more information, contact [AEP.RecyclingRegulation@gov.ab.ca](mailto:AEP.RecyclingRegulation@gov.ab.ca).



# Alberta Transition to EPR for Packaging and Paper Products

## Community Resource Guide



# Transition Operational Models

Registered communities can choose between two service models for the administration of their recycling programs once Alberta transitions to EPR.

## OPT-IN SERVICE MODEL (formerly indirect model)

**Community** will continue managing current recycling **collection contract**.



**Payment** provided by Circular Materials based on a **cost per stop**.



**Community** will manage **customer service under current contract**.



**Community** will continue to **manage P&E** with support from Circular Materials, and a top-up will be provided for P&E and contract administration.



## OPT-OUT SERVICE MODEL (formerly direct model)

**Circular Materials** will manage **collection and post-collection** responsibilities for the recycling program.

**Circular Materials** will negotiate directly with a **collection service provider** and administer the **collection contract**.

The **collection service provider** will be responsible for **customer service**, with escalated inquiries managed by Circular Materials.

**Circular Materials** will directly **lead P&E in collaboration with the community**.

# Alberta Community Deadlines & Actions

## Phase 1: Launch April 1, 2025

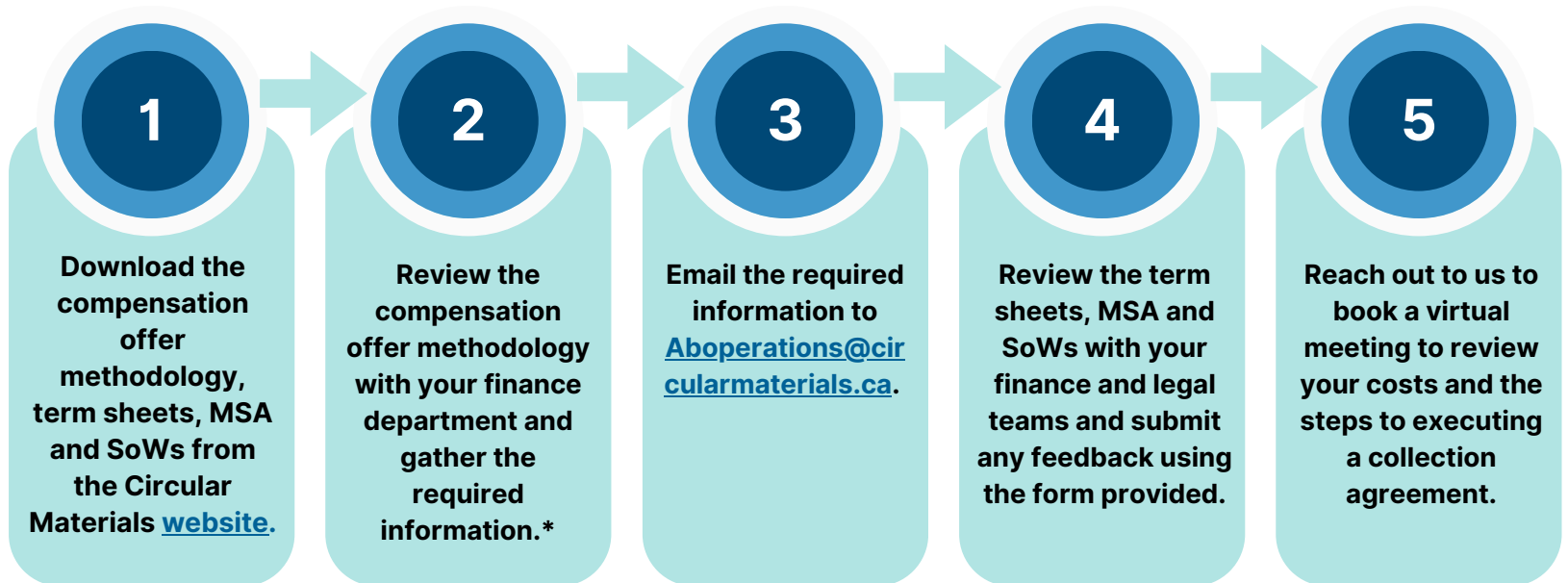


# Alberta Community Deadlines & Actions

## Phase 2: Launch October 1, 2026



# Process to Opt-in



**\*Required information:**

- Your 2023 General Ledger entries for curbside and depot collection costs.
- The total number of curbside locations serviced (single-family dwellings, multi-family dwellings and IC&I locations serviced on curbside routes).
- A list of staffed and unstaffed depots identifying those that accept HHW.

**All required information to be sent to [ABoperations@circularmaterials.ca](mailto:ABoperations@circularmaterials.ca).**

# Process to Opt-out



# Community Checklist



**Review the term sheets** and provide feedback by July 10, 2024.



Confirm your **preference for opt-in or opt-out** by August 1, 2024.



Opt-in communities to **provide general ledger verification** and other required documents by August 1, 2024



**Opt-in communities to review term sheets, MSA and SOWs** with finance and legal teams and schedule meeting with Circular Materials to review next steps.



**Attain council approval** for opt-in community agreements by October 31, 2024.







**Get in touch:**

[ABoperations@circularmaterials.ca](mailto:ABoperations@circularmaterials.ca)

[circularmaterials.ca/AB](https://www.cicularmaterials.ca/AB)





## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 13, 2024

---

### **PUBLIC HEARING FOR BYLAW NO. 1414/24 QE II WEST AREA STRUCTURE PLAN**

A public hearing was held for Bylaw No. 1414/24 pertaining to the QE II West Area Structure Plan. Following the public hearing, Bylaw No. 1414/24 received second and third readings and was passed.

### **PUBLIC HEARING FOR BYLAW NOS. 1412/24 AND 1413/24 2023 REVIEW OF THE MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW**

A public hearing was held for Bylaw Nos. 1414/24 and 1413/24 2023 Review of the Municipal Development Plan and Land Use Bylaw. Following the public hearing, both bylaws received second and third readings and were passed.

### **LAND USE BYLAW AMENDMENT REQUEST**

The County has received a request to add a special discretionary use to the Agricultural 'A' District of the County's Land Use Bylaw for a recovery center to be considered on N ½ 22-41-23-W4M. Council received a presentation by the developer with details about the proposed development and a public meeting has been scheduled for Thursday, July 25, 2024 at 6:00 p.m. with the meeting location to be announced.

### **AMENDMENT TO LACOMBE COUNTY LONG-TERM CONSTRUCTION PROGRAM**

Lacombe County Council will consider amending the Lacombe County Long-Term Construction Program to accommodate the construction of approximately 1.25 miles of Range Road 3-1 north of the Centreview Road in 2025. The County Manager was directed to prepare a report and recommendation on this matter for consideration at a future Council meeting.

### **TOWN OF BENTLEY ANNEXATION**

Council accepted the Town of Bentley/Lacombe County Annexation Application and Negotiation Report as presented and authorized the Reeve's signature certifying that the Annexation Negotiation Report accurately reflects the results of the negotiations pursuant to Section 118(2) of the Municipal Government Act.

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

The following recommendations from the Committee of the Whole meeting held on June 4, 2024 received Council approval:

- That the discussion with RCMP representatives be received for information.
- That the tabled motion C/109/24 from the February 22, 2024 Regular Meeting of Council be revisited at a future Council meeting. The motion reads: Moved by Mr. Weenink that Council refer the matter of a tri-party Alberta Community Partnership Grant to the Lacombe, Blackfalds, and Lacombe County Intermunicipal Development Plan and Intermunicipal Collaborative Framework Committee for consideration.
- That the presentations and discussion with Nova Chemicals representatives be received for information.
- That the Gull Lake Stabilization presentations and discussion be received for information.
- That the New Pavement Plan presentation and discussion be received for information.



WHERE PEOPLE ARE THE KEY

**POLICY RC(2) APPLICATION – MEDICINE LODGE SKI CLUB**

Council approved a Policy RC(2) Application from the Medicine Lodge Ski Club for ongoing funding of \$25,00 per year toward the operation of the Medicine Lodge Ski Hill. Council also approved the revised Facilities Operating Cost Sharing Agreement between the Town of Bentley and Lacombe County that reflects this funding support.

**WATER RESTRICTION POLICY FOR ASPELUND INDUSTRIAL PARK AND THE QE II WEST LACOMBE (WILDROSE) BUSINESS PARK**

New policy, Policy AD(46) Water Restriction for Aspelund Industrial Park and QEII West Lacombe (Wildrose) Business Park, was approved by Council.

**AG FOR LIFE SPONSORSHIP REQUEST**

Lacombe County will purchase an Ag for Life membership, at a cost of \$2,500, for 2025.

**SOUTH CONNECTOR FUNCTIONAL PLAN**

Council was provided with a presentation from Brad Vander Heyden, Stantec and Jordan Thompson, City of Lacombe regarding the South Connector Functional Plan.

**DISCUSSION WITH REPRESENTATIVES OF ALBERTA TRANSPORTATION AND ECONOMIC CORRIDORS**

Representatives of Alberta Transportation and Economic Corridors attended the meeting to discuss common issues and concerns relevant to Lacombe County.

**Next Regular Council Meeting is**

**June 27, 2024 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**

**October 1, 2024 – 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.**