



**Bentley Town Council
Annual Organizational Meeting
October 22, 2024**

Date & Place: Minutes of the Organizational meeting of Council of the Town of Bentley, held Tuesday October 22, 2024, 7:10pm

In Attendance Mayor Greg Rathjen
Deputy Mayor Eastman
Councillor Brenda Valiquette
Councillor Pam Hansen
Councillor Dale Grimsdale

Call to Order Mayor Rathjen called the annual organizational meeting to order at 7:10pm

**Amendments and
Acceptance of Agenda**

Motion 203/2024 Moved by Councillor Hansen, "THAT the Agenda for the October 22, 2024, Organizational Meeting be accepted."

Carried

**Elected Officials
Training**

No motion was made. Policy 43-2023 was provided to Mayor and Council for review, No changes were requested, and Mayor and Council were happy with the training allowance staying the same and the flexibility that it allows for each member of council to take training in 2025.

**Designation of place
For the municipal office**

Motion 204/2024 Moved by Deputy Mayor Eastman, "THAT Mayor and Council declare that the Bentley Municipal Office for the Town of Bentley is located at 4918 50th Avenue in Bentley Alberta."

Carried

**Nominations and Election of
Deputy Mayor**

**Term and Councillor Assignment for Deputy Mayor and Signing
authority for The Town of Bentley**

Motion 205/2024 Moved by Councillor Valiquette, "THAT each councillor for the Town of Bentley be provided an opportunity to have a term as Deputy Mayor and be appointed as a signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts held by the Town as follows:

October 23, 2024, to January 22, 2025

Councillor Brenda Valiquette will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts – from October 23, 2024, to January 24, 2025, replacing Councillor Eastman who held the prior term.

January 23, 2025, to April 22, 2025

Councillor Dale Grimsdale will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts – from January 23, 2025, to April 22, 2025, replacing Councillor Valiquette who held the prior term.

April 23, 2025, to July 22, 2025

Councillor Pam Hansen will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts – from April 23, 2025, to July 22, 2025, replacing Councillor Grimsdale who held the prior term.

July 23, 2025, to October 20, 2025 (election)

Councillor Lenore Eastman will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts – from July 23, 2025, to October 20, 2025, replacing Councillor Pam Hansen who held the prior term.

Carried

**Dates, Times and
Location, and frequency
of Regular Meetings**

Motion 206/2024 Moved by Councillor Grimsdale, "THAT the regular meetings of council be held on the second and fourth Tuesday of each month, commencing at 6:30pm, in the Bentley Municipal Office; AND

THAT summer recess will occur on the fourth Tuesday of July and the second Tuesday of August; AND



THAT the meeting held the second Tuesday in November be cancelled to allow sufficient time for administration to work with Mayor and Council through workshops to undertake budgetary and strategic planning; AND

THAT winter recess will occur on the fourth Tuesday of December; AND

THAT this schedule remain in effect for the 2025 calendar year, unless otherwise determined by Council.

Carried

**Signing
Authorities**

Motion 207/2024 Moved by Councillor Hansen, "THAT for the 2025 year, the Mayor, Greg Rathjen, or in his absence the Deputy Mayor, "in accordance with the rotational schedule described in motion 205/2024", together with the Chief Administrative Officer, Marc Fortais, or in his absence, Finance Officer/Administrative Assistant, Cole Gibson, be appointed signing authorities for the Town of Bentley, including all accounts held at the Servus Credit Union; AND

THAT the Town of Bentley also have its bank account and conduct its banking transactions with Servus Credit Union, Bentley Branch."

Carried

**Boards,
Committees,
Commissions**

A. Bentley District Fire Department Liaison

Primary
Alternate

Brenda Valiquette
Greg Rathjen

Motion 208/2024 Moved by Councillor Valiquette, "THAT the appointments to the Bentley District Fire Department Liaison for 2025, remain the same as they did in 2024 with herself being appointed as the primary representative and Mayor Rathjen being appointed as the alternate representative on behalf of Mayor and Council."

Carried

B. Lacombe Regional Emergency Management Advisory Committee

Primary
Alternate

Greg Rathjen
Brenda Valiquette

Motion 209/2024 Moved by Councillor Hansen, "THAT the appointments to the Lacombe Regional Emergency Management Advisory Committee for 2025, remain the same as they did in 2024 with Mayor Greg Rathjen being appointed as



the primary representative, and Councillor Valiquette being appointed as the alternate representative on behalf of Mayor and Council.”

Carried

C. Lacombe Regional Fire Services Advisory Committee

| | |
|-----------|----------------|
| Primary | Pam Hansen |
| Secondary | Dale Grimsdale |

Motion 210/2024 Moved by Councillor Valiquette, “THAT the appointments to the Lacombe Regional Fire Services Advisory Committee for 2025, remain the same as they did in 2024 with Councillor Hansen being appointed as the primary representative, and Councillor Grimsdale being appointed as the alternate representative on behalf of Mayor and Council.”

Carried

D. Lacombe Regional Waste Services Commission

| | |
|-----------|----------------|
| Primary | Dale Grimsdale |
| Secondary | Lenore Eastman |

Motion 211/2024 Moved by Councillor Hansen, “THAT the appointments to the Lacombe Regional Waste Services Commission for 2025, remain the same as they did in 2024 with Councillor Grimsdale being appointed as the primary representative, and Councilor Eastman being appointed as the alternate representative on behalf of Mayor and Council.”

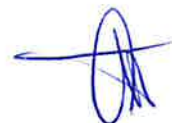
Carried

E. Lacombe Foundation

| | |
|-----------|----------------|
| Primary | Lenore Eastman |
| Secondary | Pam Hansen |

Motion 212/2024 Moved by Deputy Mayor Eastman, “THAT the appointments to the Lacombe Foundation for 2025, remain the same as they did in 2024 with herself remaining as the primary representative and Councillor Hansen being appointed as the alternate representative on behalf of Mayor and Council.”

Carried



F. Bentley Municipal Library Board

Primary
Secondary

Pam Hansen
Cannot be appointed

Motion 213/2024 Moved by Councillor Valiquette, "THAT the appointment to the Bentley Municipal Library Board for 2025 remain the same as it was in 2024 with Councillor Hansen being appointed as the representative on behalf of Mayor and Council."

Carried

G. Parkland Regional Library Board

Primary
Secondary

Pam Hansen
Cannot be appointed

Motion 214/2024 Moved by Councillor Valiquette, "THAT the appointment to the Parkland Regional Library Board for 2025 remain the same as it was in 2024 with Councillor Hansen being appointed as the representative on behalf of Mayor and Council."

Carried

H. Central Alberta Economic Partnership (CAEP) – Provided notice to not be a member at the beginning of 2024

No Motion was made as notice of intention to withdraw was given based on a formal motion of Council and was provided to CAEP in March of 2024.

No change to this direction has been made and the Town of Bentley will withdraw from CAEP for 2025.

I. Parkland Community Planning Services (PCPS)

Primary
Secondary

Greg Rathjen
Brenda Valiquette

Motion 215/2024 Moved by Deputy Mayor Eastman, "THAT the appointment to the Parkland Community Planning Services (PCPS) Board for 2025 remain the same as it was in 2024 with Mayor Rathjen being appointed as the primary representative and Councillor Valiquette being appointed as the secondary representative on behalf of Mayor and Council."

Carried



J. Parkland Airshed Management Zone Committee (PAMZ)

Primary
Secondary

Greg Rathjen
Dale Grimsdale

Motion 216/2024 Moved by Councillor Grimsdale, "THAT the appointments to the Parkland Airshed Management Zone Committee (PAMZ) for 2025 remain the same as it was in 2024 with Mayor Rathjen being appointed as the primary representative and Councillor Grimsdale being appointed as the secondary representative on behalf of Mayor and Council."

Carried

K. Red Deer River Watershed Alliance (RDRWA)

Primary
Secondary

Brenda Valiquette
Lenore Eastman

Motion 217/2024 Moved by Councillor Hansen, "THAT Councillor Valiquette be appointed as the primary representative and Councillor Eastman be appointed as the secondary representative on behalf of Mayor and Council to the Red Deer River Watershed Alliance for the 2025 year."

Carried

L. Sylvan Lake & Area Urgent Care Community Advisory Committee

For 2024 it had been previously decided that no member of council would attend meetings held for this committee. However, Mayor and Council received a presentation on March 26, 2024, from Susan Samson regarding the establishment of the Sylvan Lake and Area Health Foundation. Subsequently on April 9, 2024, mayor and Council made the following motion:

Motion 86/2024 Moved by Councillor Hansen, "THAT CAO Marc Fortais be directed to draft a letter of support to the Sylvan Lake and Area Health Foundation; AND

THAT the foundation clarify the role and commitment required of Mayor and Council as they continue to develop the foundation."

Motion 218/2024 Moved by Deputy Mayor Eastman, "THAT should there be a requirement for a member of council to attend any meetings regarding the Sylvan Lake and Area Health Foundation, that she will represent Mayor and Council at those meetings."

Carried



M. Municipal Planning Commission (MPC)

All members of Council

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

Motion 219/2024 Moved by Councillor Hansen, "THAT all members of council continue to serve on the Municipal Planning Commission (MPC) in accordance with Bylaw 209/2019 Municipal Planning Commission Bylaw."

Carried

N. Director and Deputy Director of Emergency Management

| | |
|---------------------------------------|---------------|
| Director | Julian Veuger |
| Deputy Director | Marc Fortais |
| Back up and Alternate Deputy Director | Chris Loov |

Motion 220/2024 Moved by Councillor Grimdsdale, "THAT Julien Veuger be appointed as the Director of Emergency Management, Marc Fortais be appointed as the Deputy Director of Emergency Management and Chris Loov be appointed as back up Deputy Director of Emergency Management for the Town of Bentley."

Carried

O. Bentley Emergency Management Advisory Committee

All Members of Council

| | |
|---------------------------------------|---------------|
| Director | Julian Veuger |
| Deputy Director | Marc Fortais |
| Back up and Alternate Deputy Director | Chris Loov |

Motion 221/2024 Moved by Councillor Valiquette, "THAT all members of council in addition to the Director and Deputy Director of Emergency Management, continue to serve on the Bentley Emergency Management Advisory Committee as per Bylaw 147/2011 Bentley Emergency Management Bylaw."

Carried



P. Bentley School Parent Advisory Council

Primary
Secondary

Dale Grimsdale
Greg Rathjen

Motion 222/2024 Moved by Councillor Grimsdale, "THAT the appointments to the Bentley School Parent Advisory Council for 2025 remain the same as they were in 2024 with himself as the primary representative and Mayor Rathjen as the secondary representative on behalf of Mayor and Council."

Carried

Q. Medicine Lodge Ski Hill

Representative 1
Representative 2
Administrative Representative

Greg Rathjen
Pam Hansen
CAO Marc Fortais

Motion 223/2024 Moved by Councillor Hansen, "THAT the appointments to the Medicine Lodge Ski Hill for 2025 remain the same as they were in 2024 with Mayor Rathjen as one of the representatives and herself as the other representative on behalf of Mayor and Council. In addition, CAO Marc Fortais will continue to act as an administrative representative for Town of Bentley support."

Carried

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

Primary
Secondary

Greg Rathjen
Brenda Valiquette

Motion 224/2024 Moved by Councillor Hansen, "THAT the appointments to the Town of Bentley/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee for 2025 remain the same as they were in 2024 with Mayor Rathjen as the primary representative and Councillor Valiquette as the secondary representative on behalf of Mayor and Council."

Carried

S. Appointment of Auditor for the 2024 Fiscal Year End

Motion 225/2024 Moved by Deputy Mayor Eastman, "THAT RSM Chartered Accountants, be appointed as the Independent Auditor for the 2024 Fiscal Year End."

Carried



T. Appointment of Assessor the 2025 Taxation Year

Motion 226/2024 Moved by Councillor Grimsdale, "THAT Wild Rose Assessment Services – Kevin Bohiken, be appointed as the assessor for the 2025 taxation year."

Carried

U. Gull Lake Watershed Society

Motion 227/2024 Moved by Councillor Hansen, "THAT appointments to the Gull Lake Watershed Society will be Mayor Rathjen as the primary representative and Councillor Valiquette as the secondary representative on behalf of council."

Carried

Adjournment

Mayor Rathjen Adjourned the Meeting at 9:00pm



Mayor Greg Rathjen



CAO Marc Fortais