



AGENDA
Bentley Town Council Regular Meeting
Tuesday December 13, 2022
6:45pm Regular Meeting

**Town of Bentley Emergency Management Advisory Committee Meeting 6:00pm
prior to Regular Meeting**

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 November 22, 2022**

5. Financial:

- a) Prepaid Cheque Listing – Cheques No. 20220877 to 20220922**
- b) Council Remuneration Listing - November**

6. New Business

- a) 2023 Preliminary Operating and Capital Budgets**
 - Power Point Presentation from CAO
- b) Bylaw #234/2022 2023 Water and Sewer Rates Amending Bylaw**
- c) Bylaw #235/2022 2023 Garbage Collection Rates Bylaw**
- d) CAO Review, In-Camera – Disclosure Harmful to personal privacy – Personnel/Labour Matter (In-Camera pursuant to section 17(1) Freedom of Information and Privacy Act)**

7. Correspondence

- a) **Council Highlights Lacombe County November 24, 2022**

8. Other Business

- a) **Additional Temporary Ice Rink for family skating at former Oxford School Site**

9. Council Reports

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

10. Adjournment



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

November 22, 2022

Date and Place	Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, November 22, 2022, at 6:45 p.m., in the Bentley Municipal Office
In Attendance	Deputy Mayor Valiquette (Chair) Councillor Hansen Councillor Dale Grimsdale Councillor Eastman CAO, Marc Fortais
Absent	Mayor Greg Rathjen
Call to Order	Acting Mayor Valiquette called the regular meeting to order at 6:45 p.m.
Indigenous Acknowledgement	<p>"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"</p> <p style="text-align: right;">Read by Acting Mayor Valiquette</p>
Agenda	<p>Motion 228/2022 Moved by Councillor Hansen, "THAT the agenda of the November 22, 2022, regular meeting of council, be amended to change the order to allow for the safety update and playground inspections presentation to occur prior to the Q3 financial reporting and goals update/"</p> <p style="text-align: right;">Carried</p> <p>Motion 229/2022 Moved by Councillor Hansen, "THAT the amended agenda of the November 22, 2022, regular meeting of council be accepted."</p> <p style="text-align: right;">Carried</p>

Previous Minutes

Motion 230/2022 Moved by Councillor Grimsdale, "THAT the minutes of the November 8, 2022, Regular Meeting of Council be accepted."

Carried

Financial

a) Prepaid Cheque Listing Cheques No. 20220840 to 20220876

Motion 231/2022 Moved by Councillor Eastman, "THAT Cheque No. 20220840 to 20220876 be received for information."

Carried

New Business

a) Safety Update and Playground Inspections

Mr. Chris Loov (Parks Supervisor/Safety Officer) gave a presentation as per the agenda package posted publicly. The presentation outlined work being undertaken from the safety perspective for the Town of Bentley including training updates and playground inspections.

Motion 232/2022 Moved by Councillor Hansen, "THAT Mayor and Council accept the presentation provided by Mr. Chris Loov (Parks Supervisor/Safety Officer) as information."

Carried

b) Q3 Financial Reporting and Goals Update (includes actuals to Oct 31, 2022)

Motion 233/2022 Moved by Councillor Grimsdale, "THAT the 3rd quarter financial results and goals update presented by CAO Marc Fortais, be received as information."

Carried

Correspondence

a) Council Highlights Lacombe County November 14, 2022

Motion 234/2022 Moved by Councillor Hansen, "THAT Correspondence item a) be accepted for information."

Carried

Break

Motion 235/2023 Moved by Councillor Grimsdale, "THAT Mayor and Council takes a short 10-minute break at 8:20pm."

Carried

Call to Order

Acting Mayor Valiquette called the regular meeting back in session at 8:26pm

Other Business

a) Oxford School Demolition Public Notice and Next Steps

CAO, Marc Fortais provided an update on the Oxford School Demolition and that conceptual design dollars would be built into the 2023 budget for consideration of Mayor and Council. The design dollars would allow for continued refinement of ideas gathered through the public information session. The idea being to put those ideas into a conceptual rendering to provide multiple options for consideration of the public and Mayor and Council, prior to finalization of a design for the park. If approved through the 2023 budget process, those concepts would be brought back to the public and Mayor and Council in 2023.

Adjournment

Motion 236/2022 Moved by Councillor Eastman, "THAT the regular meeting of November 22, 2022, be adjourned."

Carried

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

2022-Dec-8
9:15:37AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220877	2022-11-18	MEDICINE LODGE SKI CLUB	11162022	PAYMENT DONATION FROM ELEANOR THC	1,000.00	1,000.00
20220878	2022-11-18	SERVUS CREDIT UNION	10312022	PAYMENT SERVUS MASTERCARD BILL FOI	4,442.18	4,442.18
20220879	2022-11-30	CARSON, BARBARA J				
20220880	2022-11-30	JENSEN, DARREN J				
20220881	2022-11-30	MEREDITH, SANDRA L				
20220882	2022-11-30	GIBSON, COLE C				
20220883	2022-11-30	DENNEHY, NATHAN				
20220884	2022-11-30	GREAVES, LORYANNE				
20220885	2022-11-30	FORTAIS, MARC C				
20220886	2022-11-30	KIKSTRA, ROBERT B				
20220887	2022-11-30	LOOV, CHRISTOPHER D				
20220888	2022-11-24	RURAL MUNICIPALITIES ASSOC. INSURANCE		PAYMENT		80,040.27
			INS00048918	VFIS	4,319.82	
			INS00049483	DEDUCTION BUYDOWN	72.10	
			INS00049625	BOND AND CRIME	1,675.81	
			INS00050215	AUTOMOBILES	8,732.34	
			INS00050734	BOILER AND MACHINERY	456.29	
			INS00051128	UMBRELLA LIABILITY	2,338.10	
			INS00051595	COMPREHENSIVE LIABILITY	22,685.75	
			INS00051889	BUILDING, CONTENTS	39,760.06	
20220889	2022-11-24	AIR LIQUIDE CANADA INC.	75090400	PAYMENT CYLINDER LEASE	301.42	301.42
20220890	2022-11-24	BIG HILL SERVICES	30595	PAYMENT ARENA MAINTENANCE SUPPLIE	297.16	297.16
20220891	2022-11-24	CARSON, BARB	0112022	PAYMENT REIMBURSEMENT OF SANTA EV	35.67	35.67
20220892	2022-11-24	LOOV, CHRISTOPHER	11112022 20221113	PAYMENT REIMBURSEMENT FOR PPE RETURN OF HI VIS SAFETY COV	468.13 (177.18)	290.95
20220893	2022-11-24	MCLAREN, CAROLYN	15112022 161	PAYMENT REIMBURSEMENT FOR LITTLE C FAMILY PROGRAMMING HOURS	155.59 225.00	380.59
20220894	2022-11-24	OUTLAW ELECTRIC LTD.	9491	PAYMENT REPAIR AT WATER PLANT	490.14	490.14
20220895	2022-11-24	SHAW CABLE	12112022	PAYMENT OFFICE INTERNET	131.25	131.25
20220896	2022-11-24	UNFUSSY INC.	1007-76	PAYMENT BRAND STRATEGY & WEBSITE C	14,175.00	14,175.00
20220897	2022-11-24	ALLIANCE AIR MONITORING LTD.	926	PAYMENT OXFORD HAZARDOUS MATERIA	2,277.45	2,277.45
20220898	2022-11-30	HOLDEN, KARI	30112022 30112022. 30112022.. NOV302022	PAYMENT NOVEMBER OFFICE JANITORIAL NOVEMBER BASEMENT JANITOI NOVEMBER SENIOR DROP IN JA NOVEMBER BENTLEY FIREHALL	135.00 60.00 90.00 210.00	495.00
20220899	2022-11-30	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	30112022	PAYMENT ARENA NOVEMBER CONTRACT	10,500.00	10,500.00
20220900	2022-12-01	BUNZL CLEANING & HYGIENE		PAYMENT		36.89



TOWN OF BENTLEY

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2022-Dec-8
9:15:37AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220900	2022-12-01	BUNZL CLEANING & HYGIENE	133732	JANITORAL SUPPLIES	36.89	36.89
20220901	2022-12-01	CENTRAL SHARPENING LTD.	29738	PAYMENT ZAMBONI BLADES	876.75	876.75
20220902	2022-12-01	GREGG DISTRIBUTORS LP	059-499299 059-501598	PAYMENT PW SHOP SUPPLIES & 5 TON W/ PW SHOP & OFFICE MAINTENAN	616.89 218.39	835.28
20220903	2022-12-01	INNOV8, DIGITAL SOLUTIONS INC.	IN378430	PAYMENT FCSS & OFFICE PHOTOCOPIER	1,245.73	1,245.73
20220904	2022-12-01	KIKSTRA, ROB	29112022	PAYMENT REIMBURSED FOR OFFICE CHR	31.47	31.47
20220905	2022-12-01	LACOMBE COUNTY	IVC00042851	PAYMENT 3RD QUARTER COST SHARE FIF	2,219.63	2,219.63
20220906	2022-12-01	MOUNTAIN AIR MECHANICAL LTD.	10690 10695	PAYMENT ARENA MAINTENANCE ON TUBE AIR FILTERS FOR ARENA	409.50 829.50	1,239.00
20220907	2022-12-01	MUNISIGHT LTD.	INV4315497 INV4315675	PAYMENT UTILITY RECORDS INCREASE+5 DECEMBER MUNIWARE SOFTW	105.00 828.48	933.48
20220908	2022-12-01	RECEIVER GENERAL	30112022 NOV302022	PAYMENT REDUCED EMPLOYMENT INSUR REGULAR EMPLOYMENT INSUR	15,534.33 302.76	15,837.09
20220909	2022-12-01	RIMBEY EXPRESS	2515	PAYMENT WATER SAMPLES & RETURN FO	137.50	137.50
20220910	2022-12-01	RURAL MUNICIPALITIES OF ALBERTA	RMA006511	PAYMENT ASSOCIATE MEMBERSHIP FEES	204.75	204.75
20220911	2022-12-01	SHAW CABLE	21112022 23112022	PAYMENT FCSS INTERNET PW SHOP INTERNET	124.95 73.50	198.45
20220912	2022-12-01	MOORE'S BACKHOE CONTRACTING & CONSUL	0987	PAYMENT OXFORD SCHOOL DEMOLITION	74,550.00	74,550.00
20220913	2022-12-08	BLACK PRESS GROUP LTD.	34350323	PAYMENT ADVERTISING IN LACOMBE EXP	1,670.80	1,670.80
20220914	2022-12-08	G.L.D.C. GAS CO-OP LTD.	639476	PAYMENT BENTLEY FIRE DEPARTMENT G/	1,244.01	1,244.01
20220915	2022-12-08	GREAVES, LORYANNE	02122022	PAYMENT REIMBURSEMENT SUBWAY SAN	244.38	244.38
20220916	2022-12-08	GRIMSDALE, DALE	30112022	PAYMENT REIMBURSEMENT MILEAGE	47.20	47.20
20220917	2022-12-08	KAIZEN LAB INC.	INV0083785	PAYMENT WATER ANALYSIS	1,840.65	1,840.65
20220918	2022-12-08	PITNEYWORKS	04122022	PAYMENT POSTAGE	540.00	540.00
20220919	2022-12-08	TELUS COMMUNICATIONS INC.	04122022 04122022 Dec042022	PAYMENT TELUS BILL FOR DECEMBER 2022 INTERAC LINE ARENA WIFI	762.62 37.55 68.25	868.42
20220920	2022-12-08	WASTE CONNECTIONS OF CANADA INC.	7425-000024809	PAYMENT COMMERCIAL WASTE PICK UP	1,107.35	1,107.35
20220921	2022-12-08	WASTE MANAGEMENT	1150483-0613-4	PAYMENT RECYCLING	8,087.33	8,087.33
20220922	2022-12-08	WILD ROSE ASSESSMENT SERVICES	8822	PAYMENT PROGRESS PAYMENT FOR DECI	1,330.88	1,330.88



TOWN OF BENTLEY

Cheque Listing For Council

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 248,536.48

*** End of Report ***



TOWN OF BENTLEY

Cheque Register

Pay Period M202211 Batch # 15280

Cheque #	Cheque Date	CEO	CAO	Employee	Amount
20220923	2022-12-15			17 RATHJEN,ARTHUR	604.93
20220924	2022-12-15			84 VALIQUETTE,BRENDA	537.88
20220925	2022-12-15			85 HANSEN,PAMELA	701.57
20220926	2022-12-15			86 GRIMSDALE,DALE	654.79
20220927	2022-12-15			87 EASTMAN,LENORE	423.19
Totals					2,922.36

*** End of Report ***



2023 Preliminary Budget

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- Bentley Community Strategic Plan
- Advocacy Review and 2023
- 2022 Year in Review – Goals and Accomplishments

2023 Budget

- Where do your dollars go?
 - By Function
 - By Statistic
- 2023 Goals and Key Actions
- CAO Summary of Key Items
- Revenue by Category
- Expenses by Category
- Revenue Increases/Decreases 2022 Q3 Projection to 2023 Budget
- Expense Increases/Decreases 2022 Q3 Projection to 2023 Budget
- Capital Plan

BACKGROUND





Strategic Plan



Background

Bentley Community Strategic Plan

Date of Plan Approval: April 2019


Time Frame of Plan: 2019 – 2024

Key Concepts of the Plan:

- **Community Focused Plan is not just a corporate strategic plan**
- **Open to members of the community to complete or accomplish actions**



Council Workshops/Strategic Planning

- ▶ November 24, 2021, Strategic Planning Workshop held with council
 - Intent to review existing strategic plan
 - Provide materials for New Council to review
 - Allow time to settle in the role as Council
 - ▶ May 11, 2022 - Additional workshop with Mayor and Council
 - Review ideas suggested on November 24, 2021, workshop
 - Reflect on relevancy now that council has had a few months in term
 - Discuss priorities and refine long term objectives that align with the Strategic Plan
 - ▶ June 14, 2022, Regular Meeting of Council – Strategic Planning Power Point presented and Advocacy Discussion with Council
 - ▶ July 12, 2022, Meeting with Blaine Calkins regarding Bentley Priorities and funding support
 - ▶ July 27, 2022, Meeting with Jason Nixon regarding Bentley Priorities and funding support
 - ▶ Quarterly Reporting throughout 2022 included goal progress updates
- 



Background

Bentley Community Strategic Plan

Vision:

“As we look to the future, we see the Town of Bentley as a community that offers residents a high quality of life that grows in a sustainable manner that is safe, clean, attractive, friendly and family oriented. The community benefits from its strategic location building on its strengths of being proactive in planning for economic growth in an environmentally responsible manner. Bentley celebrates community spirit where citizens are actively involved in shaping and guiding the future of the community.”

Mission:

“The Town of Bentley is committed to delivering excellence every day through the provision of cost-effective services that enhance the quality of life for all citizens within the community. We are committed to open communication and dialogue with all residents that we serve to ensure that we understand and deliver optimal services.”



Background Bentley Community Strategic Plan

Goals of the Strategic Plan

- **Effective Communication and Engagement**
- **Financial Stability**
- **Economic Growth**
- **Enriched and United Community**
- **Organizational Success**



Advocacy Review and 2023

Background

Bentley Community Strategic Plan

2022 Status & 2023 Advocacy:

- **Financial Support Federal Government**
 - Arena Slab Replacement & Ice Plant Replacement
 - Letters were provided by Blaine Calkins and Jason Nixon
 - Application is still active and waiting for response from Canada Green and Inclusive Buildings
 - Council should continue to follow up with MP & MLA Offices
 - Will know by Q1 if successful for the Grant for Canada Green and Inclusive Buildings

- **Sustainable long-term funding – Canada Community Building Fund (formerly Gas Tax) & Local Government Fiscal Framework (formerly MSI)**
 - CCBF has already begun but LGFF begins in 2024
 - Allocation formulas are important and the LGFF Fund beginning in 2024 is 30% lower than the previous 12-year average of MSI
 - Council should continue to discuss long term capital funding needs of Bentley and provide support to Albert Municipalities
 - Asset Management will be the tool to showcase Bentley's long-term infrastructure needs
 - Asset Management is a key component of AB municipalities proposed funding formula

Background

Bentley Community Strategic Plan

2022 Status & 2023 Advocacy:

- **Rural Crime and RCMP vs Provincial Policing**
 - Continued push by Provincial Government to explore replacing RCMP with Alberta Police Force
 - **Council Member or several Council Members should be tasked to research and follow this initiative and report back to council**

- **Funding for Provincial Health Care**
 - Dr attraction and retention – Bentley Care Centre
 - Nurse Practitioners is this an option for Bentley?
 - The conversations with Blaine and Jason discussed the funding models for NP's
 - **Continued lobbying to re-establish a Doctors Office in Bentley**

- **Bentley Southeast Area Structure Plan**
 - If successful with negotiations with County and through IDP/ICF Committee
 - If supported through engagements
 - Annexation will need to be approved by Provincial Authority
 - **Council will need to lobby the Provincial representatives to support the Area Structure Plan**



Year in Review – Goals and Accomplishments

Project & Goal Update

Effective Communication and Engagement

► Website/Branding Project **(On Schedule)**

- RFP was posted the beginning of April and closed April 22
- Evaluation team selected proponent based on evaluation criteria posted with RFP – team made up of two Town Staff and two representatives from Central Alberta Economic Partnership and Lacombe Tourism.
- Working group selected from local members of the community and others with interest in the community – business owners, residents, not for profit representation, youth, seniors
 - Two working group meetings held to educate and seek input from the working group
- Separate meeting with Mayor and Council and Staff to obtain input
- Survey running until end of August to seek community input
- Brand Selected/Revealed and approved October 25, 2022, regular meeting of council / Marketing collateral under development
- Website redevelopment in process anticipate completion in December/January

► AT Roundabout project **(Construction began in July 2022 – majority completed by end of October – Signage installed)**

- Public Information session was held by AT – www.highway20-12roundabout.ca (public information accessible from May 21, 2021, to July 9, 2021) and was posted on Facebook and Town Website
- Roundabout signage project and options determined through public engagement 288 survey responses to select desired sign
- Bentley signage installed prior to end of October

► Formal marketing plan **(2022) (4th quarter – delayed, waiting for branding and website project to finish)**

- Will be reaching out to Bentley businesses through zoom to strategize collaborative marketing
- Idea is to capitalize on the marketing efforts of others but not duplicate – identify gaps and use town dollars to advertise in those gaps – community marketing
- Website and Branding to be the catalyst for plan

Project & Goal Update

Effective Communication and Engagement (Cont'd)

- ▶ **Events strategy (2022) (delayed – anticipated late 3rd quarter however pushed out to 2023)**
 - Information gathering phase – community services putting together calendar of all events – has reached out to community organizations
 - Once calendar is created in rough form will be engagement with council for next steps

- ▶ **Citizen recognition program (2022) (Q3 – on schedule)**
 - Cake and coffee event in Fall September 28, 2022, for Good Neighbor Day was successfully hosted - with all community, staff and local community groups.
 - Many community groups participated
 - Wished more community members came out to learn about volunteer opportunities
 - Will look to do again next year but with BBQ

Project & Goal Update

Financial Stability

- ▶ Quarterly Reporting (**completed and ongoing – 1st, 2nd and 3rd Qtr. reports completed**)

- ▶ 2021 Audit Completed and Financial Statements Presented and Approved by Council, all reporting submitted to Province/2022 Audit beginning in December with pre-audit

- ▶ FCM Asset Management Grant (**completed – submitted required documentation for grant**)
 - Engagement with Mayor and Council
 - Engagement with Staff
 - Final Report presented and accepted by Mayor and Council on June 14, 2022
 - Asset Management Policy 58/2022 approved
 - Final reporting submitted, still waiting for payment of grant

- ▶ Municipal Affairs – Municipal Accountability Program Audit (**Completed – remaining deficiencies to be completed by Q3 – 2023**)
 - Legislative compliance audit conducted by Municipal Affairs and is completed
 - Final Report presented to Mayor and Council on June 28, 2022
 - Sent administrative responses to MAP program
 - Some issues already rectified remainder will be rectified in 2023

- ▶ Additional Mapping of community infrastructure (**GIS Transition to Parkland Community Planning – Completed**)
 - Data has transitioned from MRF to Parkland Community Planning
 - Public Works continues to review all mapping data and updating accordingly
 - Adding additional data points ongoing

Project & Goal Update

Financial Stability (Cont'd)

- ▶ Review of Capital Plan (Q2)
 - Application to Canada Community Revitalization Grant was not successful
 - Review with Mayor and Council priorities as part of Strategic Planning
 - Continue with concrete program and sidewalk replacement for 2022 – final scope completed and waiting on updated pricing from Old's Concrete – anticipate program to begin late august, early September
 - New Beginnings Subdivision Reconfiguration – obtaining 3 quotes and utility work from Fortis, ATCO and Shaw will begin late august, early September
 - Arena Slab and Ice Plant a priority – submitted a grant application for energy efficiency with a submission to **Green and Inclusive Community Buildings Grant** to fund Slab Replacement and Ice Plant Replacement, assistance provided by Associated Engineering

- ▶ Building Assessment Oxford School (Q2) – **Assessment Complete – Demolition and backfill complete**
 - Assessment completed and presented to Council beginning of Q2
 - Public information session held June 29, 2022, to share information with the public
 - Q & A , Stantec Report, Associated Engineering Report shared and available for the public
 - Decision made to undertake demolition September 27, 2022
 - Funded from reserves
 - Plan for park in 2023

Project & Goal Update

Economic Growth

► Alberta Community Partnership Application (On Schedule)

- Approval received \$200,000 grant to explore commercial development potential of lands to the Southeast of Bentley along hwy 12
- Intermunicipal Collaboration Committee re-established with Lacombe County including approved terms of reference
- Several committee meetings held to discuss progress / updates provided to Mayor and Council
- Storm Water Management Study Completed
- Desktop Biophysical Study Completed
- Water and Wastewater Study Completed
- Landowner Engagements – Initial meetings have taken place
- Public engagement session held in collaboration with the County on November 16, 2022 (Feedback from session will be summarized and presented to the committee in the New Year) – next steps will be to determine annexation area, financial analysis including offsite levies, development fees, additional public engagement with refined concepts

► Digital Services Squad Project Underway (Partnership with Community Futures)

- Since program was introduced, 8 local businesses have been served, with 23 visits as of September 30, 2022, and approximately 23.5 hours of service time (will bring a final report at the end of the program)
- Project is fully funded via grant from Alberta Government (grant was applied for in collaboration with Blackfalds, Sylvan Lake, Community Futures)
- The Squad member will provide resources to local businesses to increase their digital presence by identification of priorities, exposure and education regarding various digital tools and technology.

Project & Goal Update

Economic Growth (Cont'd)

► Tourism Relief Fund Application

- Exploring opportunities for further recreational development at Medicine Lodge Ski Hill
- Meetings held between Medicine Lodge Ski Club and Red Deer Mountain Bike Club regarding the potential for mountain biking
- Partnered with Medicine Lodge Ski Club, Central Alberta Economic Partnership, Lacombe Tourism and Town of Bentley to apply for a Tourism Relief Fund Grant to develop an asset utilization study and Master Plan that looks at opportunities at the hill
- Mayor and Council approved up to \$50,000 in funding if we are successful with our application to fund the asset utilization study and master plan
- \$25,000 of funding has been formally requested from Lacombe County and Tim Timmons CAO (Lacombe County) is presenting to his Reeve and Council on December 8th, 2022, the request for funding.

Project & Goal Update

Enriched and United Community

► **New Beginnings and Housing Partnerships (in progress) (Q3 – construction to be completed)**

- Site analysis, and financial analysis preliminary completed and presented to Council
- 3 quotes for consolidation of water services will be completed by August 5, 2022, and awarded at significant cost savings
- Public information session held July 5, 2022, to share all information on history, costs and next steps
- July 12, 2022, Regular Meeting of Council approved a budgetary expenditure of \$237,226.89 to re-configure the subdivision (funded via MSI, Gas Tax and Reserves)
- Water consolidation completed with significant cost savings, Fortis, ATCO and Shaw work to be completed by mid December
- Stantec has completed the plan consolidation and is waiting registration through land titles
- Proline to undertake Fortis, Shaw and TELUS consolidation in December
- Newly re-configured lots will be available for sale next spring

► **RCMP & Lacombe Enforcement (Ongoing)**

- Meeting and reporting from RCMP has occurred with Council
- Meeting with Lacombe County Enforcement Mark Sproule completed
- Continue to work with RCMP and Lacombe County Enforcement to ensure they engage the community
- RCMP and Lacombe Enforcement to support the community in summer events

► **Waste and Recycling Options (Ongoing)**

- Presentation from Jay Hohn Lacombe Regional Waste Services in Q1 Completed
- LRWSC no longer installing new bins at transfer site – we have asked for further material to be distributed through utility billing regarding how to recycle for residents
- Hazardous Waste Roundup was successfully hosted June 4, 2022

► **Land Use Bylaw consolidation (was anticipated to be completed in 2022 – however ran out of time with changes happening at PCPS – Pushed to 2023)**

- Will still review Land Use Bylaw in 2022 and summarize required changes for Parkland Community Planning Association will be submitted to PCPS by end of December
- Creating comprehensive list of required changes and consolidations for submission to Parkland Community Planning Association



2023 Preliminary Budget



Where do your budget dollars go?

Where do your budget dollars go?

Administration <ul style="list-style-type: none">• General Administration• Legislative Services• Finance• Economic Development• Computer and Information Systems• Donations and Grant Management	Facilities Management and Maintenance <ul style="list-style-type: none">• Arena• Curling Rink• Library• Oxford School• Bentley Museum (Grant)
Public Works <ul style="list-style-type: none">• Roads & Streets• Water Supply & Distribution• Sewage Collection & Treatment• Garbage Collection & Disposal• Project Management & Oversight• Parks, Playground and Campground	Protective Services <ul style="list-style-type: none">• Fire Fighting• Bylaw Enforcement• Emergency Management
Community Services & FCSS	Planning and Development

Statistics

- 1 water treatment plant
- 1 bulk fill water station
- 1 clear well reservoir
- 3 portable water reservoirs
- 8.17 km of water main
- 3.2 km of storm sewer
- 8.26 km of sanitary sewer
- 75 water main valves
- 10 wastewater valves
- 109 wastewater manholes
- 20 catch basin manholes
- 63 catch basins
- 2 retention ponds
- 44 hydrants and 1 flush point
- 1 septic receiving station (campground)
- 8 lagoons for wastewater treatment
 - 4 anaerobic cells
 - 2 facultative cells
 - 2 storage cells
- 1.67 km of chain link fence
- .34 km of chain and post
- 2.28 km of barbed wire
- 12 hanging baskets
- 26 planters
- 1025 sq. ft. of flower beds
- 445 water meters billed
- 13 sewer and garbage only
- 8 commercial garbage bins
- 648 property tax rolls
- 1078 residents per census
- 664 bookings arena per yr.
- 437 hr. Lacombe enfcmt
- Maintenance and support of vertical assets
 - Old Firehall for Parks and Rec
 - Oxford School
 - Bentley Arena
 - Curling Rink
 - Bentley Library
 - Community Hall
 - Public Works Buildings (2)
 - Pump houses (2)
 - Ski Hill
 - Bentley Fire Hall
 - Town Hall
- 11 light duty vehicles/equip
- 5 heavy duty vehicles
- 4 bins/seacan for recycling
- 4 playgrounds
- 31 outdoor garbage receptacles
- 4 parking lots
- 3km of bike path



2023 Goals and Actions

2023 Goals and Actions

1. Effective Communication and Engagement

- ▶ A well connected, knowledgeable and engaged citizenry.
- ▶ Bentley is a well-known regional centre and destination that people seek out.
- ▶ All citizens, regardless of age and ability, are engaged in a wide variety of year-round events and activities.

- *Action* *Launch new website in Q1 (**with majority of build complete by Q4 2022**) – utilize as a tool to communicate information and promote the community and draw attention to Bentley*
- *Action* *Engage the community on the park design of the Municipal Park – through the creation of concept plans that incorporate feedback received to date and continue to refine the plan and pays tribute to the Oxford School Building (**Completed by Q2 2023**)*
- *Action* *Outdoor rink will continue to be built and enjoyed (**Available in Q1**)*
- *Action* *Add an additional small outdoor skating surface at the former Oxford School site to support skating for families and young children (**Available in Q1**)*

2023 Goals and Actions

2. Financial Stability

- ▶ A wide variety of partnerships have been created across Bentley to deliver a host of programs and services.
- ▶ The tax base is broadened and well diversified to support new developments and endeavors.

- *Action* *Responsible governance through open and transparent financial reporting, capital project implementation and budgetary information sharing. This will continue to include quarterly financial projection and variance reports that will be posted publically as part of the council agenda package. Also, capital projects will be implemented in a fiscally responsible manner on time and on budget with the utilization of grant funding where possible. (Ongoing)*
- *Action* *Long term financial planning through the continued evaluation of Asset Management Program to continue in 2023 will apply for any grants available to help fund **Phase 2 (2024) – Sewer, Stormwater, and Roads), Phase 3 – Vertical Assets (2025)***
- *Action* *Grant applied for through Canada Green and Inclusive Building Fund (\$2,413,000 and Support from Lacombe County in the amount of (\$360,000) to fund \$3,167,000. Remainder of funding to come from MSI/Canada Community Building Fund and Reserves to fund Arena Slab and Ice Plant replacement in 2023. (Know if approved by Q1 2023)*

2023 Goals and Actions

2. Financial Stability

- ▶ A wide variety of partnerships have been created across Bentley to deliver a host of programs and services.
- ▶ The tax base is broadened and well diversified to support new developments and endeavors.

- *Action* *New Draft of Sewer Bylaw (Anticipate completion Q3)*
- *Action* *Review of Garbage & Recycling Services (Anticipate completion Q4)*
- *Action* *Land Use Bylaw Review, Update and Consolidation (Anticipate completion Q4)*

2023 Goals and Actions

3. Economic Growth

- ▶ Bentley has a wide variety of seasonal and permanent businesses.
- ▶ Year-round tourism supports Bentley businesses and provides a range of employment opportunities.
- ▶ Regional collaboration supports the success of Bentley businesses and growth.
- ▶ Collaboration with Regional Neighbors to actively Promote Bentley

- *Action* *Continue to work with Lacombe County and the established Intermunicipal Collaboration Committee with members of council to develop the Bentley Southeast Areas Structure Plan to explore the development potential of commercial and industrial lands as identified in the Intermunicipal Collaboration Framework and Intermunicipal Development Plan. (Anticipate completion in Q4)*
- *Action* *Work with Medicine Lodge Ski Club, Central Alberta Economic Partnership, Lacombe Tourism to develop a Master Plan and Asset Utilization Study for the Medicine Lodge Ski Hill that looks at diversification of recreation opportunities and supports the Medicine Lodge Ski Club to refine the long-term vision for the hill. (Complete Q1 if successful for the Tourism Relief Fund Grant)*
- *Action* *2023 Digital service squad supported and operated by Community Futures Red Deer continues to support local Bentley Businesses (Through Q1 & Q2)*
- *Action* *Promote the community through the new brand and develop further marketing collateral such as banners for main street, new templates to enhance the brand, such as annual report, revised tax notices, investment guide (Anticipate completion Q3)*

2023 Goals and Actions

4. Enriched and United Community

- ▶ A safe, sustainable and holistic community where people can live, work and recreate.
- ▶ All housing needs are met to support people of every age, ability and family size.
- ▶ An active, engaged and sustainable community

- *Action* *Explore opportunities for housing partnerships for the development of diversified housing options.*
 - *meet with Lacombe Foundation, Bethany Group/Habitat for Humanity to seek development opportunity*
 - *meet with realtor to discuss marketing strategy for subdivision lot sales (meetings scheduled Q1 – 2023)*
- *Action* *Council to call on the community of Bentley to form a committee that will initiate and host a Canada Day Event, the committee should be encouraged to actively create a Canada Day Event, initiate the necessary fundraising and support a volunteer base to host a Canada Day Event with some support from the Town (Q1 for advertising)*
- *Action* *Continue to nurture the Town’s relationship with the RCMP and Lacombe Enforcement and ensure an enhanced presence in the community. Mayor and Council to better understand the impacts of the Provincial initiative of a Provincial Police Force (Ongoing)*
- *Action* *Planning initiatives to be undertaken include Municipal Development Plan Update, Intermunicipal Collaboration Framework and Intermunicipal Development Plan Review, JUPA Agreement with School – Still in discussion with PCPS regarding timing but budget in draft budget for these activities (Q4 and potential carry over into 2024)*

2023 Goals and Actions

5. Organizational Successes

- ▶ An efficient, knowledgeable, healthy and caring community.
 - ▶ A transparent and accessible municipal Council and Administration.
 - ▶ Organized and engaged network of community partnerships and organizations.
-
- *Action* *Continue to lobby regarding re-establishing and recruiting a Doctor to operate out of the Care Centre (**Follow up in Q1 with MLA and AHS**)*

 - *Action* *Conferencing Software/Hardware installed in council chambers to enhance online meeting capability of Mayor and Council (**To be completed by Q2**)*

 - *Action* *Build community capacity through the encouragement of volunteerism – host good neighbor day to promote community groups in September with a community BBQ or Pancake supper (**Event in Q3**)*

 - *Action* *Community Events Strategy – This is a carry over from 2022 (**Q3 – 2023**)*



2023 Budget – CAO Summary of Key Items

2023 BUDGET CAO SUMMARY

➤ **Revenue** *(Strong financial position continues with effective cost control and stable revenue from taxation and utilities)*

- No tax increases (other than any requisitions or invoices from the Province – **(IE Policing)**)
- Garbage rates continue to be frozen at 2020 rates (however 2023 will include a full review of garbage and recycling and services)
- Utility & Sewer Rates estimated at 2020 rates and continue to be frozen
- Major Grant Applied for to Canada Green and Inclusive Buildings Fund for arena slab and ice plant replacement 3.2 million project if successful for grant
- Tourism Relief Fund application to fund master plan/asset utilization for Medicine Lodge Ski Hill
- New Beginnings Subdivision reconfiguration and lot consolidation will be fully completed for spring lot sales
- ACP grant Bentley Southeast Area Structure Plan

➤ **Expenditure**

- Continued paydown of debenture from new beginnings acquisition and servicing (completely paid in 2024)
- Wages increase of 6.7% CPI Index increase (average for 2022) has been absorbed into budget with no tax increase
- Inflationary increases for goods, supplies, professional services absorbed in budget
- Zero claims for insurance have helped to reduce premiums
- Additional grant funding available to support local community groups through annual grant program
- Continue to enhance marketing of Bentley through brand
- Develop concept plan for Oxford School Site (further engagement with public)
- Major arena capital project to replace slab and ice plant if successful for grant



2023 Budget

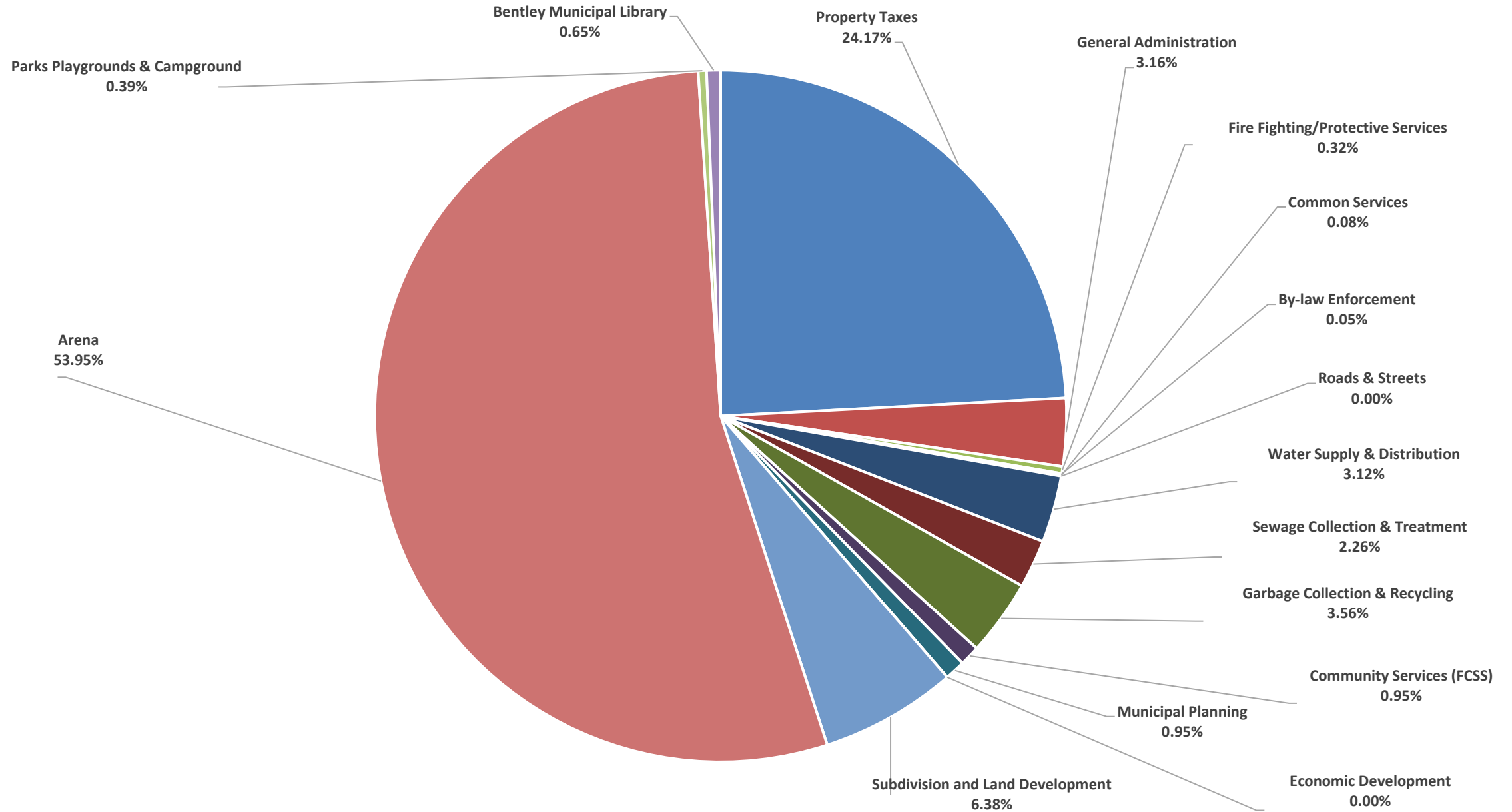
Revenue by Category and Function

Revenue Collected by Category

Revenue Category	Amount	Percentage
Property Taxes	\$1,494,578.00	24.17%
Penalties and Fines	\$24,500.00	.40%
Licenses and Permits	\$9,550.00	.15%
Sale of Goods and Services	\$887,900.00	14.36%
Rentals	\$180,200.00	2.91%
Franchise Fees	\$130,000.00	2.10%
Provincial and Federal Grants	\$2,795,478.00	45.21%
Other Government Transfers	\$503,190.00	8.14%
Other Transfers	107,746.00	1.74%
Other Revenue	\$50,755.00	.82%
TOTALS	\$6,183,897.00	100%

- Education Tax \$299,329.63 (based on 2022)
 - Seniors Requisitions \$ 6,558.06 (based on 2022)
 - Policing Invoice \$ 58,075.00 (based on 2022)
- Are paid from the property tax Collected. Net Municipal Revenue \$5,819,934.31

Revenue Collected by Municipal Function





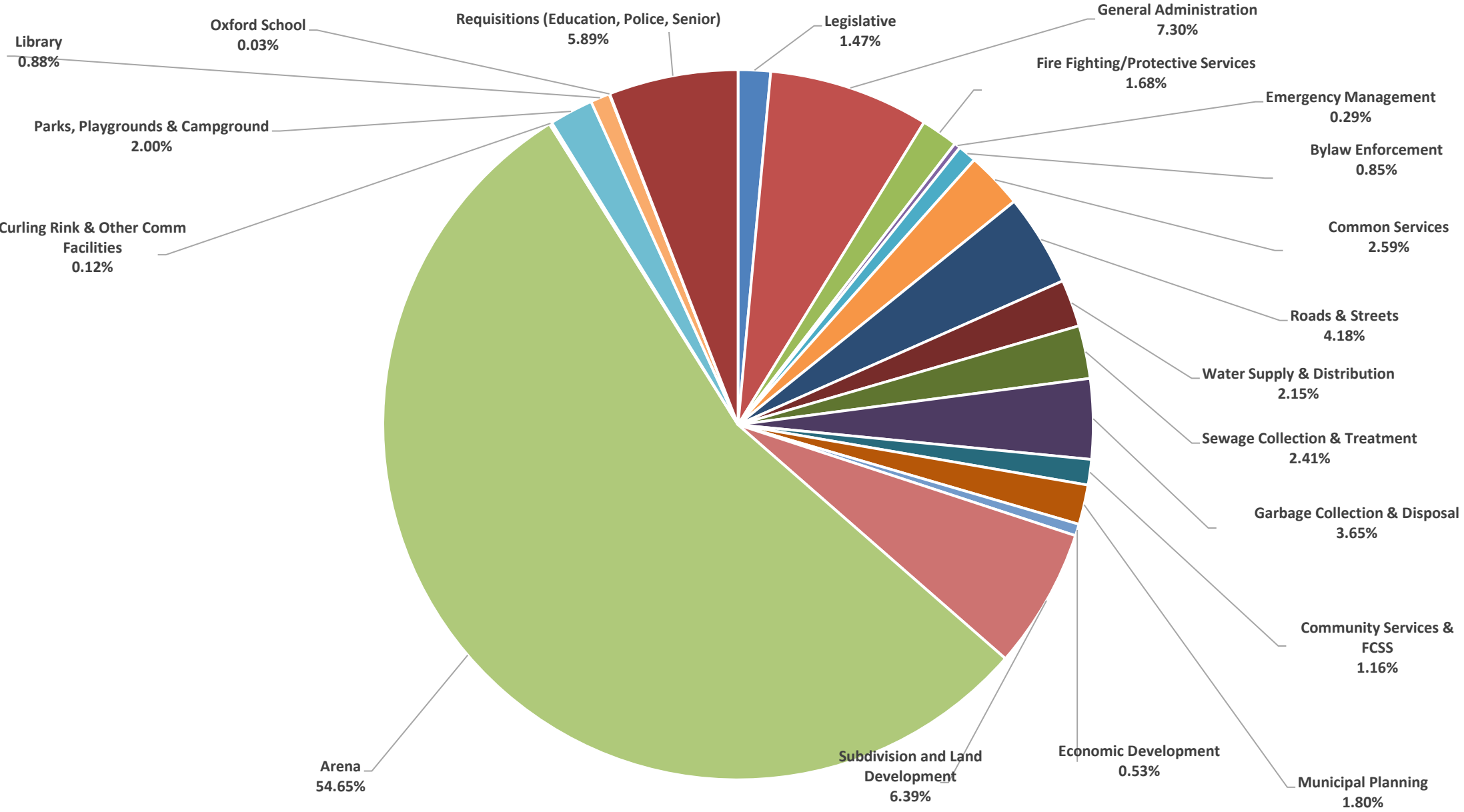
2023 Budget

Expense By Category and Function

Expenses Paid by Category

Revenue Category	Amount	Percentage
Wages/Benefits & Remuneration	\$836,748.00	13.53%
Memberships/Partnerships/Training/ Conferences and Licenses	\$61,678.00	1.00%
Mileage and Sustenance	\$12,100.00	.19%
Postage/Freight, phone & internet	\$29,103.00	.47%
Purchased Services	\$823,937.00	13.32%
Utilities	\$197,900.00	3.20%
Insurance	\$86,940.00	1.41%
Materials/Goods & Supplies	\$134,200.00	2.17%
Bank Charges and Loan Payments	\$276,920.00	4.48%
Grants & Donations	\$65,338.00	1.06%
Other Transfers	\$90,880.00	1.47%
Other	\$23,600.00	.38%
Capital	\$3,179,873.00	51.43%
Requisitions (Ed., Seniors, Police)	\$363,963.00	5.89%
TOTALS	\$6,183,180.00	100%

Expense Collected by Municipal Function





2023 Revenue Increases and Decreases
2022 Q3 Projection to 2022 Budget

SUMMARY OF 2023 BUDGET REVENUE INCREASES

Summary of major changes from 2022 Q3 Projection

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
Revenue	\$3,412,249.81	\$6,183,897.00	\$2,771,647.19 Revenue Increase
Expenditure	\$3,410,414.05	\$6,183,180.00	\$2,772,765.95 Expense Increase
Net (Surplus)/Deficit	\$ (1,835.76)	\$ (\$717.00)	\$ (1118.76) decrease in surplus over 2022

Revenue Increases and Decreases from 2022 Q3 Projection to Proposed 2022 Budget

- **Property Taxes - \$19,386 Increased revenue** - Policing Requisition passed onto the taxpayer
- **Penalties and Fines - \$49,500 decreased revenue** due to less penalties as a result of successful tax sale process in 2022, most properties caught up and kept out of tax sale, paid outstanding balances
- **Licenses and Permits - \$145 decreased revenue** due less bylaw fines revenue anticipated as more compliance achieved.
- **Sale of Good and Services - \$337,626 Increased revenue** due to increase of \$344,800 anticipated lot sales in New Beginnings Subdivision for 2 large lots and 3 medium lots in 2023 due to reconfiguration to SFD, increase of \$2,150 in community services and FCSS budget related to revenue recovered from programs and neighborhood notes as well as room rentals and donations, increase of \$118 in parks campground fees This is offset by decrease of \$1,000 in general sales of copies, pins and tax certificates and business licenses, decrease of \$3442 as the result of one-time sale of woodchipper and water fixtures in 2022 therefore less revenue anticipated in 2023, decrease of \$5,000 in water supply and distribution for metered water and bulk water revenue based on trend,
- **Rentals - \$5,913 decreased revenue** due to decrease of \$6,413 in estimated revenue for arena ice bookings, this s is offset by an increase of \$500 in parks and playgrounds revenue for ball diamond rentals.

SUMMARY OF 2023 BUDGET REVENUE INCREASES

Summary of major changes from 2022 Q3 Projection

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
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Revenue Increases and Decreases from 2022 Q3 Projection to Proposed 2022 Budget

- Provincial /Federal Grants - \$2,350,332 Increased revenue** - increase of \$50,000 in Municipal Planning Budget based on grant application to Tourism Relief Fund to fund Medicine Lodge Ski Hill Master Plan and Asset Utilization Study in 2023, increase of \$2,662,327 in Arena Budget based on (\$247,319 MSI/CCBF funding and \$2,413,008 Canada Green and Inclusive Building Grant Funding if successful and \$2,000 MSI operational funding), increase of \$2,100 in Canada Summer Jobs Funding. This is offset by decrease of \$202,586 in MSI and Canada Community Building Fund (formerly gas tax) funding in roads and streets to fund capital project for Concrete Program in 2022, decrease of \$159,809 in MSI and Canada Community Building Fund to fund lot consolidation in 2022, decrease of \$1,700 provincial grant to fund Hazardous Waste Roundup which happens every second year and occurred in 2022
- Other Gov't Transfers - \$334,043 Increased revenue** – increase of \$864 in community services FCSS budget due to increase in Lacombe County contribution for programming, increase of \$25,000 for funding request to Lacombe County to support Medicine Lodge Ski Hill masterplan and asset utilization study (will know if approved by December 8, 2022), increase of \$360,000 in grant funding from Lacombe County for arena budget for major capital project ice plant and slab replacement, increase of \$4,679 in funding for Bentley Library from Lacombe County, this is offset by decrease of \$5,000 in Fire Fighting and Protective Services for Lacombe County Cost share – more costs are flowing through the county now and less expenditure, decrease of \$50,000 in Water supply and distribution budget as phase 1 asset management funded via FCM Grant undertaken in 2022, decrease of \$1,500 in Lacombe County Grant for Hazardous Waste management ran in 2022 (only runs every 2nd year)


SUMMARY OF 2023 BUDGET REVENUE INCREASES

Summary of major changes from 2022 Q3 Projection

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Net (Surplus)/Deficit \$	\$ (1,835.76)	\$ (\$717.00)	\$ (1118.76) decrease in surplus over 2022

Revenue Increases and Decreases from 2022 Q3 Projection to Proposed 2022 Budget

- Other Revenue - \$321,927 Decrease revenue** – increase of \$65 in parks and playgrounds budget for Sani dump revenue, this is offset by decrease of \$1,072 in general administration budget due to lower premiums in additional named insured expenses, decrease of \$201 in fire fighting budget for one time insurance reimbursement in 2022, decrease of \$111,926 in roads and streets budget for one time reserve transfers to fund gateway sign and tool cat purchase in 2022, decrease of \$90,000 in Alberta Community Partnership Grant transferred from reserve - utilized to fund planning work on area structure plan in 2022 ,decrease of \$20,000 in prior years budgets transferred from reserves to fund website and branding, decrease of \$23,793 in water supply and distribution reserve transfers to fund asset management program and failure of actuator, Decrease \$75,000 for one time Oxford Demolition in 2022
- Other Transfers - \$107,746 increase revenue** – increase of \$25,000 in Subdivision and Land Development in reserve transfers for Medicine Lodge Ski Hill masterplan and asset utilization study, increase of \$82,746 reserve transfer to fund remaining costs of arena slab and ice plant replacement (budget includes a 30% contingency and therefore reserve transfer may be less by end of project)



2023 Expense Increases and Decreases
2022 Q3 Projection to 2023 Budget

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Requisitions to Other Governments and Agencies – \$19,386 Increased Expenditure** for Policing Requisition

- **Wages Benefits & Remuneration - \$33,372 Increased Expenditure due to:**
 - increase of \$2,345 for Mayor and Council compensation over Q3 projection mainly due to CPI Index increase 6.7%
 - increase of \$31,027 for municipal staff compensation and benefits as a result of 6.7% CPI Index Increase of 6.7% **(includes compensation and benefits increases)**

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► Advertising/Memberships/Conferences/Training - \$5,679 Increased Expenditure due to:

- **Administration decrease of \$2,000** in allowance for mandatory advertising and promotional costs as in 2022 we paid an invoice to Neville Video Productions for the photo stock, drone footage that should have been billed in 2021, but invoice not issued until 2022
- **Legislative increase of \$5,590** – for increase of \$3,990 in training budget to give an allowance of \$1,500 per member of council to be used for training or conferences, increase of \$1,500 in promotions and public relations for BBQ for good neighbor day and \$100 increase in membership and subscriptions costs
- **Firefighting/Protective Services increase of \$893** – increase of membership fees for Alberta Fire Chiefs, medicals and Lacombe County Fire Chief Operating Costs, as well as small increase in Annual Dispatch Costs
- **Emergency Management decrease of \$500** due to increase of \$500 for Regional Emergency Management Partnership, this is offset by a decrease of \$1,000 in training budget as major exercise completed in 2022
- **Water Supply and Distribution decrease of \$17** in water meter radio licensing fees

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- ▶ **Advertising/Memberships/Conferences/Training - \$5,679 Increased Expenditure due to (cont'd):**
 - **Sewage Collection & Treatment increase of \$635** due to increase in course fees for regulatory compliance and increase in AWWOA membership fees
 - **FCSS decrease of \$100** in course and conference fee allowance
 - **Economic Development decrease of \$1,000** as marketing budget is being shown in professional services as it will be contracted out in 2023 to further develop necessary marketing collateral
 - **Municipal Planning increase of \$1,000** for mandatory advertising budget and upcoming land use bylaw work
 - **Parks & Playground increase of \$1,253** due to additional training budget being carried for Parks Supervisor for pesticide applicator course and applied botany courses
 - **Library decrease of \$75** due to slightly lower regional fee as compared to Q3 projection increase in course fees for regulatory compliance and increase in AWWOA membership fees

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Mileage and Sustenance- \$3,638 Increased Expenditure due to:**
 - **Legislative increase of \$200** based on trend of reimbursement of Mayor and Council in 2022
 - **Fire Fighting and Protective Services increase of \$1,337.54** due to in 2021 & 2022 there was a reversing entry for a late invoice that was to be paid in 2022, however invoice was coded to 2021 and therefore reversing entry created a negative balance in 2022 with no offsetting invoice to clear it, therefore 2023 budget is higher as a result
 - **Emergency Management decrease of \$500** as DEM wage is all inclusive of mileage now – no separate mileage carried in budget
 - **Water supply and Distribution increase of \$1,200** due to conference for water operators in Banff for re-certification and regulatory compliance in 2023
 - **Sewage Collection and Treatment increase of \$1,000** due to conference for sewer operators in Banff for re-certification and regulatory compliance in 2023
 - **Community Services / FCSS increase of \$400** due to travel for FCSS coordination with Lacombe County

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► Postage and Freight / Telephone and Internet \$228 increase due to:

- **General Administration increase of \$1,200** due to increased postage costs and more volume of information being mailed out (Public engagements) as well as increased freight costs
- **Fire Fighting and Protective Services increase of \$50** due to increased freight costs
- **Common Services decrease of \$800** due to increase of freight of \$200, this is offset by a decrease \$1,000 in telephone and internet costs based on new contract
- **Water supply and Distribution decrease of \$1,022** due to less freight held in allowance due to trend
- **Sewage Collection and Treatment increase of \$500** due to more freight costs based on trend
- **Community Services / FCSS increase of \$300** due to increased costs for newsletter mailout

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► Purchased Services decrease of \$70,695 due to:

- **Legislative increase of \$800** due to subdivision appeal board allowance added back into 2023 budget but was projected to zero in Q3 2022
- **General Administration decrease of \$7,900** due to increase of \$5,000 in computer support services allowance projected down in Q3, this is offset by decrease of \$4,000 in legal and other professional services decrease of \$6,000 in purchased service due to significant work completed at town office in 2022 as compared to 2023, decrease of \$2,900 in building repair and maintenance
- **Fire Fighting and Protective Services increase of \$2,715** due to increase of \$3,215 in equipment testing/maintenance and repair, this is offset by an increase of \$500 in buildings and grounds maintenance
- **Emergency Management increase of \$300** due to allowance for computer support services and purchased services re-established for 2023 and was projected to zero in Q3 2022
- **Bylaw Enforcement Increase of \$1,000** due to legal services allowance projected to zero in Q3 2022 but added into budget for 2023
- **Common Services Increase of \$573** due increase of \$3,000 for building purchase repair and maintenance for shop door repairs, increase of \$750 for shop yard maintenance repair, this is offset by decrease of \$500 in equipment repair and maintenance contract, decrease of \$2,677 for one time appraisal done in 2022

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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2022

Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► **Purchased Services decrease of \$70,695 due to (cont'd):**

- **Roads and Streets increase of \$13,400** due to increase of \$13,900 related to contracted repair and maintenance over 2022 Q3 projection as there was significant savings in 2022 for regular activity such as crack filling, line painting, calcium application, storm drain maintenance and tree trimming and street sweeping. This is offset by a decrease of \$500 in equipment vehicle repair and maintenance allowance based on trend
- **Water Supply and Distribution decrease of \$59,739** due to increase of \$700 in allowance for general pumphouse repair and maintenance, increase of \$32 for annual fee for remote reader software, increase of \$5,989 for system purchase repair and maintenance for work related to water well shocking and air lift 1 well per year starting in 2023, as well as undertaking cleaning and grouting maintenance with divers and new dialer, increase of \$40 in building alarm contract fees. This offset by a decrease of \$66,500 in professional fees for 1 time phase 1 asset management program completed in 2022.
- **Sewage Collection and Treatment increase of \$16,028** due to increase of \$48,950 for professional services related to additional work that will be undertaken for pre-design of Dick Damron Drive including replacement of all underground assets. This is offset by a decrease of \$32,722 due to one time valve replacement undertaken in 2022 and decrease of \$200 for sewer analysis fees based on trend.

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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2022

Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► **Purchased Services decrease of \$70,695 due to (cont'd):**

- **Garbage Collection & Disposal increase of \$2,230** due to increase of \$300 in purchase repair and maintenance for allowance for garbage truck maintenance, increase of \$2,000 for contract related to commercial bin pickup, increase of \$4,930 in Lacombe Regional Waste Services Association for annual requisition. This is offset by decrease of \$5,000 for no waste round up in 2023 as happens every 2 years
- **Community Services / FCSS increase of \$1,000** due to increase of budget allowance for facilitation and sponsorship of programming in the community room.
- **Municipal Planning increase of \$15,000** due to significant planning work to be undertaken in 2023 includes Intermunicipal Collaboration Framework and Intermunicipal Development Plan Review, Municipal Development Plan Review, Land Use Bylaw update and consolidation, JUPA and ACP work for southeast area structure plan.
- **Economic Development decrease of \$20,000** due to increase of \$25,000 for general marketing to create additional collateral – banners for main street design, investment guide, annual report, revised tax notices, infographic on where your dollars are spent, website support, website hosting and SSL certificate, misc. design templates. This is offset by a decrease of \$45,000 in website design and branding contract in 2022

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Revenue	\$3,412,249.81	\$6,183,897.00	\$2,771,647.19 Revenue Increase
Expenditure	\$3,410,414.05	\$6,183,180.00	\$2,772,765.95 Expense Increase
Net (Surplus)/Deficit	\$ (1,835.76)	\$ (\$717.00)	\$ (1118.76) decrease in surplus over 2022

Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► Purchased Services decrease of \$70,695 due to (cont'd):

- **Subdivision and land development increase of \$68,328** due to anticipated real estate commissions from lot sales as well as funding of the masterplan and asset utilization study.
- **Arena decrease of \$18,503** due to decrease \$5,953 in building purchase repair and maintenance, equipment purchase repair and maintenance, decrease of \$12,550 in other purchased services as a result of one-time slab assessment and grant assistance for Canada Green and Inclusive Buildings Grant application
- **Curling Rink increase of \$1,000** due to allowance for miscellaneous repair and maintenance restored for 2023 and was projected to zero in Q3
- **Parks & Playgrounds increase of \$8,491** due to increase of \$10,000 in professional services for landscape architecture fees for Municipal/Oxford Park Design, Increase of \$1,491 for campground and shower maintenance budgets, This is offset by Decrease of \$3,000 in purchase repair and maintenance for Kubota repairs and mower repairs

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
Revenue	\$3,412,249.81	\$6,183,897.00	\$2,771,647.19 Revenue Increase
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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

► Purchased Services decrease of \$70,695 due to (cont'd):

- **Library decrease of \$150** due to decreased allowance for purchase repair and maintenance as a result of trend
- **Oxford decrease of \$95,268** due to one time engineering analysis for building assessment, one time demolition fees and hazardous materials assessment.

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Utilities Increase of \$1,900** mainly due to natural gas increases offset by some electricity savings
- **Insurance Decrease of \$10,205** due to savings in premiums due to status as claims free for many years
- **Materials Goods and Supplies Increase of \$6,430** due to:
 - **Legislative increase of \$250** due to increasing costs and therefore increase allowance
 - **General Administrative decrease of \$2,500** due to increase of \$500 for small tools and equipment, this is offset by decrease of \$500 in stationery and office supplies allowance, and decrease of \$2,500 in building repair material based on significant repairs done in 2022 as compared to 2023
 - **Fire Fighting and Protective Services increase of \$950** due to increase of \$2,575 for bunker gear and PPE as savings in 2022, allowance restored for 2023, increase of \$875 in general supplies and small tools, increase of \$500 in allowance for vehicle repair and maintenance parts and supplies, increase of \$1,000 for communication equipment allowances includes radio replacements as needed. This is offset by decrease of \$3,500 in equipment parts and supplies and decrease of \$500 in maintenance materials

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Materials Goods and Supplies Increase of \$6,430** due to: (cont'd)
 - **Emergency Management increase of \$500** due to allowance in Q3 for stationery and office supply and general supplies were projected to zero, restore allowances for 2023
 - **Common Services increase of \$4,200** due to increase of \$900 for small tools and equipment, increase of \$2,500 for equipment vehicle parts and supplies, increase of \$1,000 for other repair and maintenance material including shop and yard material, this is offset by a decrease of \$200 in general shop supplies
 - **Roads and Streets increase of \$2,000** due to increase of \$500 in allowance for general supplies and small tools, increase of \$4,500 in sand/gravel stock, this is offset by a decrease of \$3,000 in gas /oil and diesel as more allocation to common services and allowance was higher than needed
 - **Water supply and Distribution increase of \$5,940** due to increase of \$2,000 additional chemicals to shock the wells this is done every few years, increase of \$4,000 for allowance for water, pipe materials for emergency maintenance, increase of \$500 for miscellaneous supplies. This is offset by decrease of \$560 for metres pumps and motors

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Materials Goods and Supplies Increase of \$6,430** due to: (cont'd)
 - **Sewage Collection and Treatment increase of \$2,500** due to increase of \$500 in general supplies and \$2,000 in lagoon chemicals actizyme, there was savings at end of year in Q3 and budgets were projected down, this restores the allowance in 2023 (allowances are based on historical trend)
 - **Garbage Collection and Disposal increase of \$450** due to increase of \$500 in allowance for vehicle equipment parts and supplies, this is offset by a decrease of \$50 in Personal protective equipment based on trend
 - **Community Services / FCSS increase of \$500** due to due to increase cost of program supplies and trend
 - **Municipal Planning increase of \$500** due to allowance for materials and supplies for public meetings
 - **Arena decrease of \$6,000** due to decrease of \$3,500 in equipment parts and supplies and decrease of \$2,500 in building repair and maintenance supplies. This is mainly due to significant work has been done in the last several years and we anticipate potentially a shorter season if we are successful for the gran for major capital repair

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Materials Goods and Supplies Increase of \$6,430** due to: (cont'd)
 - **Parks and Playgrounds decrease of \$2,960** due to increase of \$300 in small tools and equipment for parks operations, increase of \$2,866 in topsoil, pea gravel, shale and compost for oxford landscaping. This is offset by decrease of \$1,500 in machinery, equipment parts and supplies, decrease \$1,750 in building maintenance repair materials, decrease of \$750 in misc. maintenance and repair budget, decrease of \$1,126 in campground maintenance material, ball diamond maintenance material, decrease of \$1,000 in fuel based on allocation to other cost centres
 - **Library increase of \$500** due to increase of \$500 in allowance for miscellaneous repairs that was projected to zero in Q3 as it was not needed in 2022
 - **Oxford decrease of \$400** – building was demolished allowance no longer needed

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
Revenue	\$3,412,249.81	\$6,183,897.00	\$2,771,647.19 Revenue Increase
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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- **Bank Charges decrease of \$2,279** due to less interest paid as principle is paid down on debenture payments

- **Grants and donations increase of \$7,133 due to:**
 - **Legislative increase of \$2,455** in recreational, cultural and tourism grants available in 2023 budget over the Q3 2022 projection
 - **Library increase of \$4,678** in funding from Lacombe County and therefore provided to the Library as a grant

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

➤ Other Transfers increase of \$50,594 due to:

- **Administrative increase of \$5,000** due to additional reserve transfer to set up reserve for municipal building
- **Firefighting and Protective Services increase of \$20,000** due to reserve transfer to set aside funds to pay for upcoming AFRCs replacement
- **Roads and Streets decrease of \$31,708** due to one time reserve transfer at the end of 2022 for residual MSI and Canada Community Building Fund surplus remaining after funding capital projects – is a carryforward to 2023
- **Subdivision Land Development increase of \$57,302** in transfers to reserve (residual amount after debenture payments from lot sales)

➤ Other increase of \$600 due to:

- **Administrative increase of \$600** due to \$5,000 increase in Canada Day expenses budgeted in preparation for a Canada Day Event, This is offset by a \$4,400 decrease in other miscellaneous transactions includes parade costs, dignitaries luncheon, tent rental security, meeting lunches, coffee creamer and misc supply, fees to 8760 for savings on distribution and transmission reductions.

SUMMARY OF 2022 BUDGET REVENUE INCREASES

Summary of major changes from 2023

	<u>Q3 Projection 2022 Budget</u>	<u>2023 Budget</u>	<u>Net Change</u>
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Expenditure Increases & Decreases from 2022 Q3 Projection to Proposed 2023 Budget

- ▶ **Capital net change is an increase of \$2,727,092 (this is for reference only – capital slides will be finished next week)**
 - **General Administration increase of \$7,000**
 - This includes a new computer for FCSS, Community Services, allowance for conference software/hardware for mayor and council, and AED Defibrillator replacements Seniors Drop In and Arena
 - **Firefighting and Protective Services increase of \$2,800**
 - This includes a new oxygen cylinder at the hall (6000 lb cascade cylinder)
 - **Roads and Streets decrease of \$289,782** due to one time purchase in 2022 of toolcat \$55,545, gateway signage \$63,359, and concrete program \$170,878
 - **Water Supply and Distribution decrease of \$8,768** due to one time purchase in 2022 of actuator that failed in water treatment plant
 - **Subdivision and Land Development decrease of \$151,231** due to lot consolidations undertaken in 2022
 - **Arena increase of \$3,167,073 in 2023 to fund arena slab replacement and ice plant replacement**



2023 CAPITAL PLAN

Capital 2022 Summary

➔ **Total Capital Purchases in 2022 were \$ 452,724.00**

Grants and Contributions

MSI (included carry forward) \$170,877.00

Gas Tax (included carry forward) \$151,232.00

Total Grants/Contributions \$322,109.00

Municipal Sources/Reserves

Franchise Fees (for capital) \$ 11,711.00

Reserve Transfers \$111,284.00

Operating Budget \$ 7,620.00

Total Municipal \$130,615.00

71.14% Grants and Contributions

28.86% Municipal Contributions

Capital 2022

► Summary 2022 of Projects:

Project Name	Total Project Budget	Funded in 2022	Funded in Prior Year	Funding Source
- Bentley Concrete Replace	\$ 721,683.47 (multi year)	\$ 170,877.00	\$250,806.00	MSI/Municipal Stimulus
- Bentley Roundabout Signs	\$ 65,000.00*	\$ 63,359.00		Reserves
- Actuator for Pump House	\$ 10,000.00	\$ 8,768.00		Reserves
- New Beginnings Subdivision	\$ 237,226.00**	\$ 151,232.00		Gas Tax Funding
- Bobcat/Toolcat	\$ 65,000.00***	\$ 55,545.00		Operating/Reserves
- Computer Server/Equip	<u>\$ 3,500.00</u>	<u>\$ 2,943.00</u>	<u> </u>	Operating
Total	\$1,102,409.47	\$ 452,724.00	\$250.806.00	

Note: Project for Bentley Arena Slab Replacement \$1,440,000 (did not proceed in 2022 due to no success with grant)

*** Original approved budget for roundabout signage was \$50,000 – competitive bid was \$65,000 March 8, 2022**

**** New Beginnings Subdivision Consolidation was added mid year as per council motion July 12, 2022**

***** Bobcat Toolcat Purchase was approved April 12, 2022**

Capital 2023

➤ Total Proposed Capital/Project Purchases in 2023	\$3,179,873.00
➤ Other Projects Design	\$ 65,000.00
➤ Other small capital ac unit/windows	<u>\$ 12,095.00</u>
➤ Total Funding as follows:	\$3,256,968.00

Grants and Contributions

▪ MSI	\$ 143,129.00
▪ Gas Tax	\$ 104,190.00
▪ Canada Green & Inclusive	\$ 2,413,008.00
▪ Lacombe County	<u>\$ 360,000.00</u>
Total Grants/Contributions	\$ 3,020,327.00

92.73% Grants and Contributions

Municipal Sources/Reserves

Franchise Fees	\$ 129,395.00
Operating Budget	\$ 24,500.00
Reserve Transfers	<u>\$ 82,746.00</u>
Total Municipal	\$ 236,641.00

7.27% Municipal Contributions

Capital 2023

► Proposed Projects for 2022

1.) Bentley Arena Slab & Ice Plant Replacement \$3,167,073.00

The Bentley Arena was constructed in 1965 and has been operating since it was open. The slab is original to the facility and had a partial replacement in 2007 for the end of the faceoff circle to the East end boards. The replacement slab is moving vertically up and down between 2" and 3" and has resulted in a crack opening in the slab along the line of movement as well as additional cracks forming throughout the slab. Additionally, the ice plant is original to the building and is in need of replacement for operational efficiency.

- Movement has resulted in uneven ice coverage which creates inefficient ice plant operation, additional operational time to repaint lines during the season and melting of ice during chinooks
- The project will replace the entire arena slab & ice plant contingent on our success with Canada Green and Inclusive Building Grant

To be funded as follows:

- Canada Green and Inclusive Buildings Grant	\$2,413,008
- Lacombe County Contribution	\$ 360,000
- MSI Funding 2022 Carry Forward	\$ 660
- MSI Funding 2023	\$ 142,469
- Gas Tax 2022 Carry Forward	\$ 39,590
- Gas Tax 2022 Grant	\$ 64,600
Total Grants and Contributions	\$3,020,327
- Franchise Fees	\$ 43,000
- Operating Revenue	\$ 21,000
- Reserve Transfer	\$ 82,746
Total Municipal Contributions	\$ 146,746

98.83% funded via grants and contributions

Total Project Funding \$3,167,073

Capital 2023

➤ Proposed Projects for 2022

- 2.) 6000 psi Cascade Cylinder Bentley Firehall \$2,800
- Funded 60% Lacombe County, 40% Bentley
 - Total cost is \$7,000

The cylinder is rated for 6000psi. Provides air for high demands that exceed the compressor output. The oxygen is used to fill and refill the SCBA breathing apparatus for the Bentley Fire Department. The existing cylinder is due for replacement.



Capital 2022

Proposed Projects for 2022

Project Description:

3.) Computer Replacement & Conferencing Hardware for Mayor and Council \$6500

- Most of the Computer infrastructure was upgraded in 2021, however I could not replace the Public Works Foreman's computer or the Community Services/FCSS computer (which was newer)
- 2022 replaced Public Works Foreman computer infrastructure
- Mayor and Council conferencing hardware \$2,500
 - Will include conference room communication bundle, expansion mics and wireless keyboard with touchpad
- 2023 will replace the Community Services/FCSS computer \$4,000 includes docking station, laptop, dual monitors
 - Community Services / FCSS computer more than 6 years ago
 - The older computer equipment will be repurposed to support Emergency Response



Capital 2022

► Proposed Projects for 2022

Project Description:

4.) AED Defibrillator Replacements \$3,500

- Defibrillator's have expired in the Seniors Drop In and the Arena
- Mandatory replacement



Capital 2023

► Proposed Projects for 2022

5.) Municipal Park / Oxford Park Design \$10,000



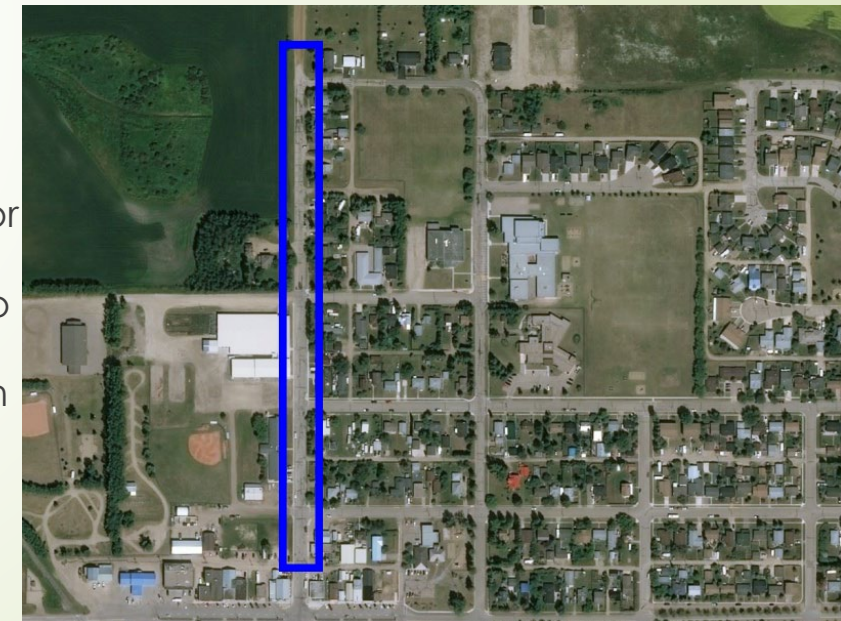
On September 27, 2022, at the Regular Meeting of Council the difficult decision was made to undertake the demolition of Oxford School. The decision was not made lightly and was based on the significant cost to repair the building due to major concerns including deterioration of roof, load-bearing brick walls and foundations. Town administration and Mayor and Council conducted a public information session on June 29, 2022, to seek community input regarding ideas for the Municipal Park. Feedback collected was shared and publicly posted in the council agenda package for the September 27, 2022, regular meeting of council. This project will take those ideas and develop conceptual plans and options for further consideration by the public. It is intended to seek additional feedback, once conceptual plans have been created and order of magnitude cost estimates are known. We know that this park is important to the community and a historical tribute to Oxford School is necessary due to its significance in the community.

Capital 2023

Proposed Projects for 2022

6.) Pre-Design 50th Street (Dick Damron Drive) \$55,000 (Funded by Franchise Fees)

Infrastructure (deep utilities and roadway) within 50th Street from North of 50th Ave to 55th avenue is aging. This is a significant corridor for the town and is an entertainment district that supports the Arena, BVAC, Ball Diamonds and Farmers Market and Rodeo. The major project also must consider alignments of the sewer and water system mains south of the New Beginnings Subdivision. There is an existing sanitary trunk that runs from 54th avenue and 49th street through the school yard. The town needs to look at possibly pushing both the sanitary and water systems north to tie into 55th avenue and loop back to 50th street for long term efficiency of the systems. The objective of this pre-design work is to complete conceptual designs for the roadway (street scaping plan) and utility improvements and to develop an opinion of probable cost for the work. Requirements for detailed design and construction services will be determined once the functional design component has been reviewed and approved by the Town of Bentley. Therefore, this pre-design work is imperative to understand the long-term costs and alignments of the system,



Capital 2023

► Proposed Projects for 2022

7.) AC Unit & Window Replacement Town Office \$12,095

The Town Office is in good shape with a newer roof, new gutters and downspouts from 2021 and fresh paint in the downstairs community room. Mechanical systems are also decent with a new hot water tank, and two newer furnace with one older furnace. The front windows and the side window were not replaced when the office was renovated, and the framing is deteriorating causing heat loss and inefficiency. In the summer of 2022, there were also several failures of the AC unit due to its age. This project will replace the 3 windows that need replacement and the AC Unit.





QUESTIONS?



Agenda Date: December 13, 2022

Agenda Item: **New Business:**
Bylaw #234/2022 – 2023 Water and Sewer Rates Amending Bylaw

LEGISLATIVE REQUIREMENT/AUTHORITY

WHEREAS in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of COVID-19 and continued inflationary increases, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

WHEREAS Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

NOW THEREFORE, The Council of the Town of Bentley, duly assembled, enacts as follows.

Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:

Water (Metered Rates):

All consumers with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

Effective January 1, 2023, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

\$54.05 for the first 27 cubic metres or any portion thereof
\$ 1.16 for each additional cubic meter or portion thereof

Bulk Water and County Sales:

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

Effective Jan 1, 2023, based on a **one-month (monthly)** billing period

\$ 63.65 per month
\$53.05 per fill (counter sale)

Sewer Rates:

Effective Jan 1, 2023, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

Institutional Use Building (Schools, Care Centre) shall be based on 3 x the unit rate

Per Residential and/or Business Unit	\$ 43.14
Institutional Use: Per Unit	\$ 129.11
Mobile Home Park	\$2,068.75

By-law No. 234/2022 shall amend schedule A of By-law No. 207/2018

By-law No. 234/2022 shall come into effect on the first day of January 2023

By-law No. 234/2022 shall rescind and replace Bylaw 230/2021 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this 13th day of December 2022

Read a second time this 13th day of December 2022

Read a third and final time and passed this 13th day of December 2022

SUMMARY AND BACKGROUND

On January 1, 2023, the rates established through Bylaw 207/2018 (Attachment 1) will be due to renew for the upcoming 2023 year. Schedule (A) of Bylaw 207/2018 established these rates to have incremental increases throughout the three years 2019, 2020 and 2021.

Subsequently on December 14, 2021, Bylaw #230/2021 (Attachment 2) passed to ensure that the Water and Sewer rates were frozen for the 2022 year at the 2021 rates due to the continuing financial strain placed on residents from the COVID-19 pandemic. Mayor and Council at the time felt that freezing these rates would alleviate any additional pressures placed on residents by an unwanted increase.

Administration is recommending that Mayor and Council consider continuing to offer such a rate freeze for the upcoming year 2023, due to the impacts of inflationary increases.

Administration recommends approval of Bylaw 234/2022 to freeze the 2023 water and sewer rates at the 2020/2021/2022 water, and sewer rates currently charged.

RATIONALE FOR RECOMMENDATION

- The impacts of COVID-19 and the continuation of inflationary increases to residents and businesses is impactful.
 - The added strain of additional costs for those impacted by lay-offs, business closures etc. is unjustified at this time and the Town needs to lessen that strain where it can and to allow time to recover.
- The current rates are still fiscally responsible. By maintaining the existing rates there is no additional financial burden placed on the Town of Bentley.

BUDGET AND FINANCIAL CONSIDERATIONS

- None – the same revenue in 2023 as in 2022 with a rate freeze
- The Town Operates at a 100% operating direct cost recovery rate for sewage collection and water treatment and distribution. The only additional consideration in future years would be to ensure that we are covering long term asset replacement through proper asset management and replacement programs.
- Administration will undertake an analysis of water and sewer charges in 2023 to determine future rates.

RECOMMENDATION:

THAT Mayor and Council give three readings to Bylaw No. 234/2022 (Attachment 3) being a bylaw to amend schedule A of bylaw 207/2018 to establish water and sewer rates for the 2022 year.

ATTACHMENTS:

1. Bylaw 207/2018 Water and Sewer Rates Bylaw
2. Bylaw 230/2021 Amendment to Schedule A of Bylaw 207/2018 Rates for 2019, 2020, 2021 to establish rates for the 2022 year
3. Bylaw 234/2022 Water and Sewer Rates for 2023 Amendment to Schedule A of Bylaw 207/2018 Rates for 2019, 2020, 2021

Marc Fortais, CAO



BY-LAW 207 / 2018

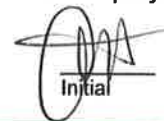
A By-law of the Town of Bentley in the Province of Alberta providing for the setting and collection of water and sewer rates and the fixing of the time and the places where rates are payable, as provided in the Municipal Government Act, Statutes of Alberta, Chapter M-26.1 with all amendments thereto.

WHEREAS the Town of Bentley has installed a water supply and distribution system and a sewage collection and disposal system for the said Town.

WHEREAS it is necessary to make a charge against the property owners and others for whose convenience the said water and sewer system has been provided.

NOW THEREFORE the Town of Bentley in Council assembled hereby enacts as follows:

1. A charge shall be made for the use of water supply and distribution system against the owners of all land which is served by the said system in the Town of Bentley according to the rates hereinafter set in **Schedule A** (attached) on the basis of water used, as determined by the water meter, and total system cost recovery.
2. A charge shall be made for the use of the sewage collection and disposal system against the owners of all land which is served by a connection with the sewage system in the Town of Bentley, based on the purpose for which such land is used and according to the rates hereinafter set in **Schedule A** (attached) on the basis of total system cost recovery.
3. The water meters shall at all times remain the property of the Town of Bentley and shall not be tampered with or interfered with at any time by the user or those under his control. Any damage to the said meter shall be paid for by the individual or firm using the water services, on the basis of costs repair including parts and labor or meter replacement.
4. A charge of **FIFTY DOLLARS (\$50.00)** will be made for turning off the water service and also for turning on the water service after the initial installation when turn off or on is done during regular working hours, being Monday to Friday, 7:00 a.m. to 4:00 p.m. and a charge of **ONE HUNDRED DOLLARS (\$100.00)** when the turn off or on is done outside of regular working hours, on weekends or holidays, specifically when such turning off or on is done at the request of the user, in an emergency situation or by reason of default of the owner in paying for the services so rendered;


Initial

5. No person other than the Town Foreman or his duly authorized agent shall turn off or turn on the water supply from the Town supply system to the owners premises;
6. Bi-monthly, the Town shall cause to be mailed or delivered to each owner of land where water and/or sewer services are supplied, a utility statement showing the amount of water used during the previous month(s) and the charge for same calculated by the rates set by Council; a charge for sewer service at a rate set by Council. The statement shall name a day and the places when and where such charge is to be payable, and the record of the Town of the mailing of such notice shall be sufficient evidence the notice was sent to the last known address of the person to be charged; failure to receive such notice does not relieve the owner of the property of the late payment penalties hereby imposed;
7. The rates hereby imposed shall be payable by the owner on or before the date which shall be set out on the notice mailed or delivered to the owner in each billing cycle. The Town shall have the right to enforce payment of the said rates by transfer of the utility service outstanding amount to the owners tax account. The Town of Bentley also reserves the right to disconnect the water supply to any property of which the said utility bill remains outstanding.
8. In the event an outstanding amount is transferred to the owners tax account, as set out in Clause 7, there shall be levied a charge of **Twenty-five Dollars (\$25.00)** on the utility account for transfer to taxes for non-payment.
9. Clause 71 of the Water and Waste Water By-law No. 91/05 shall be amended as follows;
 - a. In the event that any such utility bill remains unpaid for a period of thirty-five (35) days from the date of mailing of the said utility bill, there shall be added a penalty in the amount of ten percent (10%) on the current utility charges of the said utility bill and this penalty shall form part of the arrears and shall be subject to collection in the same manner as all other rates and charges, including the transfer of the outstanding amount to the property tax account.
10. In this By-law the word person or owner shall include a corporation, partnership, church, club, lodge or school or similar institution or the Board or Officers thereof.


Initial

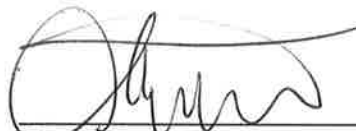
10. This By-law shall come into effect on January 1, 2019.

11. This By-law rescinds By-law No. 167/2013.

Read a first time this 18th day of December, 2018

Read a second time this 18th day of December, 2018

Read a third and final time this 18th day of December, 2018



Mayor Greg Rathjen



CAO Elizabeth Smart

SCHEDULE A
DEFINITIONS AND RATES

For the purposes of establishing and levying a charge for the provision of water and sewer services, the following definitions shall apply:

Dwelling Unit: means a complete building or self-contained portion of a building used by one or more individuals living as a single housekeeping unit, containing sleeping, cooking and separate toilet facilities, intended as a permanent residence, which may or may not have direct access to the outside by a separate exterior entranceway.

Business Unit: means a complete building or self-contained portion of a building for the use of providing for the sale, supply, manufacture, assembly, repair, rental or storage of goods or service or both, for gain or profit, which may or may not have direct access to the outside by a separate exterior entranceway.

Multiple Use Building: means a building containing one or more business units or one or more dwelling units or a combination of business units and dwelling units.

Water (Metered) Rates:

The following rates are based on a **two month (bi-monthly)** billing period.

All consumers, with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional) based on a two month (bi-monthly) billing as follows;

Effective January 1, 2019

\$ 52.48 for the first 27 cubic meters or any portion thereof

\$ 1.13 for each additional cubic meter or portion thereof

Effective January 1, 2020

\$ 54.05 for the first 27 cubic meters or any portion thereof

\$ 1.16 for each additional cubic meter or portion thereof

Effective January 1, 2021

\$ 55.67 for the first 27 cubic meters or any portion thereof

\$ 1.20 for each additional cubic meter or portion thereof

Bulk Water and Counter Sales;

For each bulk water account opened, there shall be a **\$200.00 key deposit** required, refundable upon account closure subject to keys being returned and the account is paid in full.

The following rates are based on a one month billing period

Effective January 1, 2019

\$ 61.80 per month

\$ 51.50 per fill

Effective January 1, 2020

\$ 63.65 per month

\$ 53.05 per fill

Effective January 1, 2021

\$ 65.56 per month

\$ 54.64 per fill

Sewer Rates:

The following rates are based on a two month (bi-monthly) billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

Institutional Use Building (Schools, Care Centre) shall be based on 3 x the unit rate

Effective January 1, 2019

Per Residential and/or Business Unit	\$ 41.88
Institutional Use: Per Unit	\$ 125.35
Mobile Home Park	\$ 2,008.50




Initial

Effective January 1, 2020

Per Residential and/or Business Unit	\$ 43.14
Institutional Use: Per Unit	\$ 129.11
Mobile Home Park	\$ 2,068.75

Effective January 1, 2021

Per Residential and/or Business Unit	\$ 44.44
Institutional Use: Per Unit	\$ 132.98
Mobile Home Park	\$ 2,130.81


Initial



By-law No. 230/2021

Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Water and Sewer Rates Bylaw By-law No. 207/2018.

WHEREAS in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of COVID-19, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

WHEREAS Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

NOW THEREFORE, The Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:

Water (Metered Rates):

All consumers with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

Effective January 1, 2022, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

\$54.05 for the first 27 cubic metres or any portion thereof
\$ 1.16 for each additional cubic meter or portion thereof

Bulk Water and County Sales:

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

Effective Jan 1, 2022, based on a **one-month (monthly)** billing period

\$ 63.65 per month
\$53.05 per fill (counter sale)

Sewer Rates:

Effective Jan 1, 2022, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

Institutional Use Building (Schools, Care Centre) shall be based on 3 x the unit rate

Per Residential and/or Business Unit	\$ 43.14
Institutional Use: Per Unit	\$ 129.11
Mobile Home Park	\$2,068.75

By-law No. 230/2021 shall amend schedule A of By-law No. 207/2018

By-law No. 230/2021 shall come into effect on the first day of January 2022

By-law No. 230/2021 shall rescind and replace Bylaw 223/2020 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this 14th day of December 2021

Read a second time this 14th day of December 2021.

Read a third and final time and passed this 14th day of December 2021

Mayor

Chief Administrative Officer



By-law No. 234/2022

Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Water and Sewer Rates Bylaw By-law No. 207/2018.

WHEREAS in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of COVID-19, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

WHEREAS Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

NOW THEREFORE, The Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:

Water (Metered Rates):

All consumers with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

Effective January 1, 2023, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

\$54.05 for the first 27 cubic metres or any portion thereof
\$ 1.16 for each additional cubic meter or portion thereof

Bulk Water and County Sales:

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

Effective Jan 1, 2023, based on a **one-month (monthly)** billing period

\$ 63.65 per month
\$53.05 per fill (counter sale)

Sewer Rates:

Effective Jan 1, 2023, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

Institutional Use Building (Schools, Care Centre) shall be based on 3 x the unit rate

Per Residential and/or Business Unit	\$ 43.14
Institutional Use: Per Unit	\$ 129.11
Mobile Home Park	\$2,068.75

By-law No. 234/2022 shall amend schedule A of By-law No. 207/2018

By-law No. 234/2022 shall come into effect on the first day of January 2023

By-law No. 234/2022 shall rescind and replace Bylaw 230/2021 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this 13th day of December 2022

Read a second time this 13th day of December 2022.

Read a third and final time and passed this 13th day of December 2022

Mayor

Chief Administrative Officer



Agenda Date: December 13, 2022

**Agenda Item: New Business:
Bylaw #235/2022 – Garbage Collection Rates for 2023**

LEGISLATIVE REQUIREMENT/AUTHORITY

WHEREAS in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of COVID-19 and continued inflationary increases, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal, and recycling services.

WHEREAS Bylaw No 100/06 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the handling, collection, removal, and disposal of garbage and refuse and to establish the rates of charges for garbage collection service.

NOW THEREFORE, The Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Garbage Collection and Disposal Bylaw No 100/06 shall be amended as follows:

Effective January 1, 2022, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit	\$ 60.83
Per Business Unit	\$ 77.21
Institutional:	
Elementary School	\$ 231.64
Middle/High School	\$ 231.64
Manufactured Home Park (Based on single collection, Average occupancy of 48 lots)	\$ 2,919.77

By-law No. 235/2022 shall amend Schedule A of By-law 100/06

By-law No. 235/2022 shall come into effect on the first day of January 2023

By-law No. 235/2022 shall rescind and replace By-law No. 231/2021 and all previous rate amendments to schedule A of By-law No. 100/06

Read a first time this 13th day of December 2022

Read a second time this 13th day of December 2022

Read a third and final time and passed this 13th day of December 2022.

SUMMARY AND BACKGROUND

On December 31, 2022, the rates established through a previous bylaw amendment to Bylaw 100/06 (Attachment 1) will be due to renew for the upcoming 2023 year. The previous bylaw amendment, Bylaw 231/2021 (Attachment 2) froze the rates for the 2022 year,

Administration has conducted a review of comparable communities in an around Bentley (Attachment 3) and feels that the rates that are currently set are reflective of the current market rates charged in surrounding communities. Also, given the current financial condition and resulting pressures on residents due to inflationary increases, a decision to not increase rates is still fiscally responsible and alleviates any additional pressures that would impact residents because of such an increase in 2023.

Therefore, it is an administration recommendation that Mayor and Council consider approval of Bylaw 235/2022, which freezes the 2023 garbage collection rates at the same rates currently charged in 2022 and frozen since 2020.

RATIONALE FOR RECOMMENDATION

- Inflationary increases add additional strain to residents, this following COVID-19 impacts continues to impact the cost of living for our community.
 - The added strain of additional costs for those impacted by; lay-offs, business closures etc.is unjustified at this time and the Town needs to lessen that strain where it can and to allow time to recover and absorb the impacts of inflationary pressures.
- The current rates are still fiscally responsible and are in line with other community's rates. By maintaining the existing rates there is no additional financial burden placed on the Town of Bentley.

BUDGET AND FINANCIAL CONSIDERATIONS

- None – The town will collect the same revenue in 2023 that was collected in 2022 with a rate freeze
- The Town Operates at close to 100% direct cost recovery rate for garbage services.

RECOMMENDATION:

THAT Mayor and Council give three readings to Bylaw No. 235/2022 (Attachment 4, being a bylaw to amend schedule A of bylaw 100/06 to establish garbage collection rates for the 2023 year.

ATTACHMENTS:

1. Bylaw 100/06 Garbage Collection and Disposal Bylaw
2. Bylaw 231/2021 Garbage Collection Rates Bylaw 2022
3. Garbage Collection Rate Comparison 2021
4. Bylaw 235/2022 Garbage Collection Rates for 2022

Marc Fortais, CAO

BY-LAW NO. 100/06

Being a By-Law of the Town of Bentley in the Province of Alberta to regulate the handling, collection, removal and disposal of garbage and refuse and to establish the rates of charges for the garbage collection service.

WHEREAS, pursuant to the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1 and amendments thereto, the Council of the Town of Bentley may establish rules and regulations for the collecting of garbage and refuse from the householder and places of business and institutions within the Town.

AND WHEREAS, in accordance with good financial management, the Council of the Town of Bentley wishes to establish rates of charges for the providing of the collection and disposal of garbage and refuse.

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

1. This By-Law shall be cited as the "Garbage Collection and Disposal By-Law" of the Town of Bentley.
2. **Definitions:**
 - a) "By-Law Enforcement Officer" means a person authorized by Council to carry out the provisions of this By-Law or the Chief Administrative Officer of the Town of Bentley or a member of the Royal Canadian Mounted Police.
 - b) "Collection Day" means the day or days during each week on which garbage is regularly collected from a specific premises, together with the twelve (12) hour period immediately preceding and immediately following that day.
 - c) "Commercial Premises" means the site, including any building erected thereon, of any cafe, restaurant, hotel, store, warehouse, wholesale or retail business place, office building, factory, industry, or any other site or building except one that is used or intended to be used for residential purposes.



- d) "Council" means the Municipal Council of the Town of Bentley.
- e) "Front Yard" means a yard extending across the full width of a parcel measured perpendicularly from the front boundary of the parcel to the front wall(s) of the main building situated on the parcel.
- f) "Waste, Refuse and Garbage" means:
 - i) any discarded or abandoned garbage or other matter, including bottles, metals, cans or tins, crockery, glass, cloth, paper, wrappings, sweeping and all other similar items that accumulate in the household or result from commercial or industrial operations but does not include human or animal excrement, stable refuse, ashes or trade refuse.
 - ii) refuse composed of animal or vegetable matters produced as a by-product of the preparation, consumption or storage of food
- g) "Container" means a circular receptacle constructed of non-corrosive durable metal or plastic; equipped with a water-tight cover and two (2) handles to facilitate handling; having a capacity of not more than four (4) cubic feet, a height of not more than thirty (30) inches and a diameter of not more than twenty-four (24) inches and weighing, when filled, not more than forty (40) pounds.
- h) "Container Stand" means a wooden or metal stand or enclosure designed to hold all garbage bags or cans required by the premises for which the stand is provided and which shall be so designed as to keep all garbage cans in an upright position at all times, and protected from interference from dogs or other animals.
- i) "Householder" means any owner, occupant, lessee or tenant or any other person in charge of any building or other dwelling used or intended for use as residential premises, including a multiple family dwelling but excluding commercial premises.



- j) "Chief Administrative Officer" means a person appointed under the Municipal Government Act by the Municipal Council of the Town of Bentley.
- k) "Person" includes a firm or corporation.
- l) "Proprietor" means the owner, occupant, lessee, tenant or any other person in charge of commercial or industrial premises.
- m) "Refuse Collector" means an employee or agent of the Town of Bentley whose duty shall be to collect, remove and dispose of waste and refuse.
- o) "Residential Premises" means any site including any building erected thereon that is used or intended for use for residential purposes including both single family and multiple family dwellings.
- p) "Trade Refuse" means material from excavations, material from lot clearing and building construction, repairs, alterations, or maintenance, debris from any building removed or destroyed by fire or any other cause, material from manufacturing processes, dead animals, waste from garages and service stations, condemned matter or waste from factories or other works or from warehouses, ashes from industrial plants, and other similar waste material other than human or animal excrement or garbage.
- r) "Town" means the Town of Bentley.
- s) "Unit of Garbage" shall mean;
 - i) one non-returnable garbage bag up to 660 mm x 914 mm (26" x 36") and weighing not more than 40 pounds
 - ii) one neatly tied 1 meter (3 foot) in length bundle of clippings from trees or shrubs



3. **General Prohibitions**

- 3.1 No person shall collect, dispose of or remove refuse except in accordance with the provisions of this By-Law.
- 3.2 No person other than a householder, proprietor or the Refuse Collector shall open any refuse receptacle or in any way disturb the contents thereof or handle, interfere with or disturb any refuse put out for collection or removal.
- 3.3 No person other than the Refuse Collector, householder or proprietor shall make collections of refuse from residential or commercial premises.
- 3.4 No person shall deposit any dead animal, manure, excrement, refuse, liquid waste or other filth upon or into any street, service lane, alley, highway, ditch, well or any other land or body of water.
- 3.5 No person shall directly or otherwise dispose of or permit any person to dispose of any explosive, volatile, noxious or dangerous device, substance or thing, including hot ashes or burning matter, in any garbage can, plastic bag or metal garbage container and no person shall directly or otherwise dispose of or permit any person to dispose of any unwrapped wet garbage in any garbage can or metal garbage container.
- 3.6 No person shall place or mix with any refuse placed for collection by the Town any dangerous goods, hazardous waste or biological waste

4. **Collection and Disposal**

- 4.1 The Town of Bentley does not want its Refuse Collectors exposed to unnecessary dust, airborne hazards and other contaminants while performing their duties in the collection and disposal of garbage and refuse.
 - a) Plastic bags of the type designed for the disposal of domestic refuse must be used for the disposal of refuse.



- b) Plastic bags containing refuse shall be kept in a structure, fenced area, or other enclosure at all times other than on collection day;
- c) Plastic bags containing refuse shall be in good repair, and securely closed except when refuse is being placed therein;
- d) Plastic bags when filled with refuse shall weigh not more than forty (40) pounds and be of sufficient strength to be capable of lifting of the contents;
- e) Plastic bags containing refuse shall be placed for collection in the same manner and located as prescribed in this By-Law for garbage cans and under no circumstances shall they be placed on any lane, boulevard or street other than on collection day
- f) The Town shall not collect cardboard boxes, laminated cardboard, corrugated packing cardboard or any other packaging material. Citizens are encouraged to deliver their cardboard waste to the recycling bin designated for cardboard.

4.2 The householder or proprietor shall place the non-returnable plastic bags inside the container or other approved receptacle provided for collection purposes.

4.3 All householders and proprietors shall at all times ensure that refuse is kept within the containers or other approved receptacles provided for that purpose, and not allowed to spill over or accumulate on any land or street or adjoining public or private property.

4.4 All householders and proprietors shall keep the land in the rear of their premises to the center line of the alleyway thereof in a clean and tidy condition and free from refuse.



- 4.5 Where any premise is served by a lane, all refuse from such premises shall be placed in containers for collection at a location within five (5) feet of such lane, but not in the lane, and where garbage cans are placed for collection within any container stand, fence, or other enclosure, direct access to the containers from the lane shall be provided.
- 4.6 When any premise is not served by a lane, all refuse from such premises shall be placed in containers for collection at a location as close as possible to the traveled portion of an adjacent street but not on a sidewalk or in such location as to interfere in any way with vehicle or pedestrian traffic.
- 4.7 Where any householder or proprietor of a premises not serviced by a lane desires a container stand this shall be situated on the premises but not on the front yard unless properly screened.
- 4.8 Except on collection day the householder or proprietor shall keep and maintain all garbage cans:
- a) On the premises served by a lane, of the householder or proprietor;
 - b) On the residential or commercial premises not serviced by a lane of the householder or proprietor in accordance with Section 4.7 of the By-Law.
- 4.9 No garbage collection shall be made from the inside of any dwelling or from the basement or upper floors of any multiple family dwelling or commercial premises.
- 4.10 No collection will be made where there is harassment or interference by dogs or other animals.
- 4.11 No person shall willfully or maliciously hinder or interrupt or cause or procure to hinder or interrupt the Town of Bentley or its employees, agents or contractors in the exercise of powers and duties related to the collection, utility and authorization contained in this By-law
- 4.11 Collection of refuse shall be made by the Refuse Collector on such days and at such times as the Town may appoint and the Refuse Collector shall have the right



to enter at all convenient times such portions of all premises within the Town as may be required for the purpose of performing his collection, removal and disposal duties.

4.12 The Town may at any time and from time to time enter into a contract or contracts with any person, firm or corporation for the collection, removal and disposal of the whole or any part of the refuse accumulated within the Town, or may provide for the collection, removal and disposal of refuse by the use of equipment and employees of the Town.

4.13 The Refuse Collector shall not be responsible for the collection and removal of any of the following types of refuse:

- a) Trade refuse resulting from the construction, repair, decorating, clearing or grading of a building or premises;
- b) Scrap metal including car bodies, chassis, machinery or parts or garage refuse;
- c) Refuse which cannot be loaded from garbage cans, plastic bags or metal garbage containers, including such items as tires, auto parts, and boxes.
- d) Dead Animals
- e) Sod
- f) any discarded household furniture, material or equipment including household appliances such as refrigerators, stoves, clothes washers, clothes dryers, hot water tanks, microwave ovens, electronic equipment, etc
- g) liquid waste

4.14 All tree or shrubbery trimmings shall be neatly tied in 1 meter (3 foot) bundles and deposited neatly beside the garbage can(s) where it is easily accessible for removal by the Refuse Collector. One bundle shall count as a "unit of garbage".

- 4.15 All grass clippings and garden refuse shall be placed in plastic bags of the type designed to hold grass clippings, and be of sufficient strength to be able to withstand the lifting of the contents, and shall be deposited neatly beside the garbage can(s) where it is easily accessible for removal by the Refuse Collector. Plastic bags filled with grass clippings, etc. or garden refuse shall weigh not more than forty (40) pounds.
- 4.16 No person shall place anything they do not want disposed of within 3 meters (9.8 feet) of the collection point.
- 4.17 Notwithstanding the provisions of this By-law, the Town may make such special arrangements for the collection of garbage and refuse as may be appropriate.
- 4.18 All householders and proprietors shall be responsible to dispose in a proper manner at an approved site any refuse for which the Town does not accept responsibility for collection and disposal.
- 4.19 Notwithstanding anything in this By-law, the town may refuse to collect any material defined as garbage or refuse which, in the opinion of the Refuse Collector, may create a danger to the health or safety of those collecting such garbage and refuse.

5. Excess Waste

- 5.1 Waste in excess of the units of garbage allowed under the base rate charge as established in Schedule "A" will be collected provided a tag, supplied by the Town of Bentley, is conspicuously attached. Any unit of garbage above the limit provided in Schedule "A" not having a visible tag will not be collected.
- 5.2 The tags mentioned in Section 5.1 shall be offered for sale at the Town of Bentley Municipal Office at a rate specified in Schedule "A"



6. Duties of Refuse Collector

- 6.1 Collectors shall know and understand and abide by the rules and regulations as set out in this By-law.
- 6.2 Collectors shall be careful as is reasonably possible not to damage or misuse any refuse container.
- 6.3 Collectors shall replace emptied containers and lids in approximately the same location where picked up.
- 6.4 No collector shall leave refuse on the ground that he has spilled from the receptacle or the collection vehicle.
- 6.5 No collector shall pick, sort over, or remove any waste material from the collection vehicle or disposal site, except as directed by the Chief Administrative Officer.
- 6.6 The Collector, at his discretion, shall have the right to refuse to remove any garbage where the container does not meet the provisions as required by this By-law, or if the container is in a dilapidated, unsafe or unsanitary condition.
- 6.7 Notwithstanding 4.11, no collection shall be made from the inside of any residence or business premises.
- 6.8 The Collector shall not knowingly collect any hazardous waste.

7. Burning Regulations

- 7.1 Burning is permitted only in metal barrels or drums or incinerators.
- 7.2 No person shall burn or be responsible for the burning of any rubber, leather, bones, tar paper, treated wood products, plastic or any other material emitting hazardous fumes or an offensive odor, within the limits of the Town of Bentley at any time.
- 7.3 No person shall burn or be responsible for the burning of any waste, refuse or garbage before sunrise and after



sunset on any day of the week and not on Sunday, Monday, or on any recognized holiday.

- 7.4 Any person who burns is entirely responsible to ensure that the burning takes place without danger to other properties or inconvenience to neighboring properties and the Town shall in no way be held responsible for any damage or inconvenience experienced.

8. Regional Transfer Station

The Town is a member of the Lacombe Regional Solid Waste Authority which operates a regional transfer station for the disposal of refuse from the Town. This Authority reserves the right to control the type and nature of refuse which may be deposited at the regional transfer station. No refuse may be deposited at the regional transfer station except in accordance with such guidelines as the Authority may, from time to time, set.

9. Compost Site

- 9.1 The Council of the Town of Bentley encourages all householders and proprietors to transport to the compost site the following:

a) Lawn cuttings, weeds or garden refuse.

- 9.2 Disposal of any garbage and refuse at the compost site is not permitted.

- 9.3 The Town reserves the right to make rules and regulations regarding the operation of the compost site and such rules and regulations shall be posted at the compost site.

10. Recycling

- 10.1 The Council of the Town of Bentley encourages all householders and proprietors to recycle whenever possible and will facilitate recycling endeavors by



providing recycling bins at one location in the Town for the following recyclables;

- a) cardboard and paper products
- b) plastic milk containers
- c) glass & tin

10.2 Disposal of any other type of garbage and refuse at the recycling location is not permitted.

10.3 The Town reserves the right to make rules and regulations regarding the operation of a recycling program and such rules and regulations shall be posted at the recycling location.

11. Accumulation of Waste

11.1 Except for refuse which is placed in a manner complying with the provisions of this By-law and in a location designated or allowed by this By-law, no householder or proprietor in the Town shall allow waste of any kind to accumulate;

- a) outside of a building or inside of a portion of the building to which the public has access, or
- b) on any land or other premises whether or not there is a building or other structure erected thereon.

11.2 Notwithstanding anything in Section 11.1 or elsewhere in this By-law contained, no person shall dispose of waste or allow waste to accumulate anywhere in any manner which contravenes a provision of the Public Health Act, the regulations made there under or of a By-law of the Town relating to health, safety, sanitation or nuisances.

11.3 No person who has waste of any description requiring disposal shall not dispose of it elsewhere than at a disposal site of a type appropriate for the type of waste.



- 11.4 A person who has disposed of waste on any land contrary to the provisions of Section 11.1 shall remove, at his expense, the same upon being required to do so by the householder or proprietor, the Chief Administrative Officer or his/her designate, By-law Enforcement Officer,
- 11.5 the Fire Chief of the Town of Bentley or the Local Health Board, but such removal shall not prevent him from being prosecuted for a contravention of Section 11.1
- 11.6 If the person who has placed waste on land contrary to the provision of Section 11.1 cannot be ascertained or neglects or refuses to remove the waste there from, householder or proprietor shall remove the waste or cause the waste to be removed, at his/her expense, from the land upon being directed to do so by the Chief Administrative Officer, or his/her designate, the Fire Chief, By-law Enforcement Officer or the Local Health Board

12. Written Notice of Contravention

- 12.1 The Town may, by written notice, direct any person to promptly provide additional containers or other approved receptacles or to provide such receptacles in a proper condition where the Town considers either that the number or approved receptacles or their condition is inadequate or insufficient in practice to meet the spirit and intent of this By-Law.
- 12.2 When any container has been condemned by the Refuse Collector and written notice to that effect has been given to the householder or proprietor, the condemned garbage can may be removed and disposed of along with the garbage from the premises, in which case the householder or proprietor shall forthwith provide a suitable container to replace the one that has been condemned and removed.



12.3 The Town may, by written notice, require the removal of any accumulation of the types of refuse set forth in Section 4.13 hereof, or any accumulation of dirt, stones, old implements, or automobiles, iron or other rubbish from roads, lanes or other private or public property within the Town by serving upon the householder, proprietor, or other person responsible for the deposit of same such written notice outlining the removal requirements.

13. **Rate of Charges**

13.1 There shall be levied on every owner or occupant of a residential, commercial, industrial and institutional premises a fee for the collection, removal, and disposal of garbage and refuse.

13.2 Such fees shall be levied and are payable regardless of the extent to which the services are used unless written notice has been given to the municipal office to discontinue the service due to the building being unoccupied.

13.3 Rates are set out in Schedule "A" which is attached to and forms part of this By-Law.

13.4 Schedule "A" may be amended from time to time by Council.

13.5 The rates as set out in Schedule "A" and/or amendments to Schedule "A" shall be levied at the same time as water and/or sewer rates are levied and shall be collected in the same manner as water and/or sewer rates are collected.

14. **Recovery of Expense and Prosecution of Offenders**

14.1 If the householder or proprietor refuses to comply with any provision of this By-law, the Town may undertake the same at the expense of the owner of the property



- 14.2 When the Town is required to take action under Section 14.1 and the householder or proprietor defaults on the required payment, then the Town may recover the charges for which the householder or proprietor is liable by any lawful means available with the cost of such action to be charged against the owner or occupant.
- 14.3 Where a utility account and other charges under this By-law remain unpaid, the Town may transfer the outstanding account to the tax roll account of the property.

15. Penalties

- 15.1 Any person who contravenes any provision of the By-law is guilty of an offense and is liable under the Provincial Offences Procedure Act to a fine not less than \$100.00 and not exceeding \$1,000.00.
- 15.2 Notwithstanding the provisions of Section 14 hereof, any person convicted for a second offence for the same provision of this By-law shall be liable to a fine of not less than \$150.00 and not more than \$1,000.00.
- 15.3 Notwithstanding the provision of Section 14 hereof, any person convicted for a third offence for the same provision of this By-law shall be liable to a fine of not less than \$200.00 and not more than \$1,000.00.
- 16.** If any term, clause or condition of this By-law and application thereof, shall, to any extent, be deemed invalid or unenforceable, the remainder of this By-law shall not be affected thereby and each other term, clause or condition of this By-law shall be enforced to the fullest extent permitted.



17. This By-law rescinds By-law 06/95 and By-law No. 89/04

This By-Law shall come into effect on the 1st day of April, 2006.

READ a first time this 28 day of February, 2006.

READ a second time this 28 day of February, 2006

READ a third and final time this 28 day of February, 2006



MAYOR



CHIEF ADMINISTRATIVE OFFICER



SCHEDULE "A"

For the purposes of establishing and levying a charge for the provision of garbage collection and disposal services, the following definitions shall apply;

Dwelling Unit: means a complete building or self-contained portion of a building used by one or more individuals living as a single housekeeping unit, containing sleeping, cooking and toilet facilities, intended as a permanent residence, which may or may not have direct access to the outside by a separate exterior entranceway.

Business Unit: means a complete building or self-contained portion of a building for the use of providing for the sale, supply, manufacture, assembly, repair, rental or storage of goods or services or both, for gain or profit, which may or may not have direct access to the outside by a separate exterior entranceway.

Multiple Use Building: means a building containing one or more business units or one or more dwelling units or a combination of business units and dwelling units.

Institutional Use Building: means the Schools and Health Care Centre

Single Collection Rate: means one collection per week

Multiple Collection Rate: means two collections per week

Allowable Units of Garbage: 4 per Dwelling or Business Unit per collection (Single or Multiple)



<u>Monthly Collection Fees:</u>	<u>Single Collection</u>	<u>Multiple Collection</u>
<u>Dwelling Unit</u>	16.00	
<u>Business Unit:</u>	20.00	40.00
<u>Institutional:</u>		
School – Elementary	60.00	120.00
School - High School	60.00	120.00
Health Care Centre	60.00	120.00
<u>Other:</u>		
Mobile Home Park (based on single collection, occupancy of 48 stalls)	768.00	





By-law No. 231/2021

Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Garbage Collection and Disposal By-law No. 100/06.

WHEREAS, in accordance with sound fiscal management, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal and recycling services for the 2022 year.

NOW THEREFORE, the Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Garbage Collection and Disposal By-law No. 100/06 shall be amended as follows:

Effective January 1, 2022, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit	\$ 60.83
Per Business Unit	\$ 77.21
Institutional:	
Elementary School	\$ 231.64
Middle/High School	\$ 231.64
Manufactured Home Park (Based on single collection, Average occupancy of 48 lots)	\$ 2,919.77

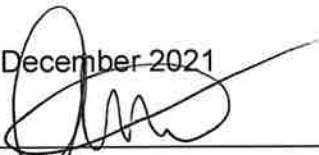
By-law No. 231/2021 shall rescind and replace By-law No. 221/2020

By-law No. 231/2021 shall come into effect on the first day of January 2022

Read a first time this 14th day of December 2021

Read a second time this 14th day of December 2021

Read a third and final time and passed this 14th day of December 2021



Mayor



Chief Administrative Officer

Town of Bentley

Garbage Rates Comparison to Neighboring Communities

Community	Residential			Commercial			Other Rates not Common to Communities				
	Residential	Billing Frequency and Other Charges	Residential Monthly Total	Business Commercial	Billing Frequency and Other Charges	Business Commercial Monthly Total	Large Business & School	Institutional Elementary School	Institutional Middle/High School	Manufactured Home Park	Comments
Town of Bentley	\$ 60.83	every 2 months	\$ 30.42	\$ 77.21	every 2 months	\$ 38.61		\$ 231.64	\$ 231.64	\$ 2,919.77	Per every two months
Lacombe County	\$ 19.60	monthly	\$ 19.60		commercial done by each business		N/A	N/A	N/A	N/A	Commercial and Institutional obtain own bins
Alix	\$ 25.00	monthly but add recycling \$5.93	\$ 30.93	\$ 41.50	monthly but add recycling \$5.93	\$ 47.43	\$ 10.25	N/A	N/A		
Clive	\$ 51.77	every 2 months	\$ 25.89	\$ 102.54	every 2 months	\$ 51.27		\$ 394.40			Per every two months
Eckville	\$ 23.00	monthly	\$ 23.00								
				\$ 94.00	monthly	\$ 94.00					
				\$ 104.50	monthly	\$ 104.50					
				\$ 115.00	monthly	\$ 115.00					
Sylvan Lake	\$ 19.00	Monthly but add \$6.25 recycling	\$ 25.25		commercial done by each business						



By-law No. 235/2022

Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Garbage Collection and Disposal By-law No. 100/06.

WHEREAS, in accordance with sound fiscal management, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal and recycling services for the 2023 year.

NOW THEREFORE, the Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Garbage Collection and Disposal By-law No. 100/06 shall be amended as follows:

Effective January 1, 2023, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit	\$ 60.83
Per Business Unit	\$ 77.21
Institutional:	
Elementary School	\$ 231.64
Middle/High School	\$ 231.64
Manufactured Home Park (Based on single collection, Average occupancy of 48 lots)	\$ 2,919.77

By-law No. 235/2022 shall amend schedule A of By-law 100/06

By-law No. 235/2022 shall come into effect on the first day of January 2023

By-law No. 235/2022 shall rescind and replace By-law No. 231/2021 and all previous rate amendment to schedule A of Bylaw No. 100/06

Read a first time this 13th day of December 2022

Read a second time this 13th day of December 2022

Read a third and final time and passed this 13th day of December 2022

Mayor

Chief Administrative Officer



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING NOVEMBER 24, 2022

TOWN OF BLACKFALDS/LACOMBE COUNTY IDP/ICF TERMS OF REFERENCE

The Town of Blackfalds/Lacombe County IDP/ICF Committee Terms of Reference were approved as presented.

2022/2023 FCSS FUNDING EXPENDITURES

Council approved:

1. Funding for the following community programs for 2023 and ongoing annual funding, pending 1) the yearly review of each program to ensure that the program is operational and continues to be a valuable resource to the community and 2) there is sufficient funding available.

• Alix Family and Community Support Society	\$ 1,500
• Alix Mirror Wellness Supports Society	\$ 2,600
• Bentley Community Services	\$10,248
• Big Brothers Big Sisters of Lacombe and District	\$ 5,000
• Blackfalds Abbey Centre Camp Curious	\$ 3,600
• BGC Wolf Creek Lacombe	\$ 394
• Blackfalds FCSS – Seniors Programs	\$ 3,000
• Eckville and Community Youth Society	\$ 2,500
• Eckville Recreation Board – Summer Camp	\$ 2,000
• Friends of Mirror Library Society	\$ 5,100
• Lacombe and District FCSS	\$24,128
• Lacombe FCSS (Clive, Mirror, Tees Playgroup)	\$ 2,000
• Youth Unlimited Central Alberta	\$ 6,000

Total \$68,070

2. Funding on a one-time basis, to the following community organizations:

• Alix Mirror Wellness Supports Society	\$1,200
• BBBS	\$3,000
• Blackfalds Abbey Centre Camp Curious	\$ 400
• BGC Wolf Creek Lacombe	\$3,206
• Eckville & Area Children's Playgroup	\$1,000
• Lacombe and District FCSS	\$3,494
• Youth Unlimited Central Alberta	\$1,500

Total \$13,800

PORTRAIT OF REIGNING MONARCH

There are no requirements in the MGA (or regulations under the Act) for municipal Councils to display a portrait of His Majesty the King in Council Chambers; therefore, each individual Council decides to display a portrait. By resolution of Council, Lacombe County will continue to display a portrait of the reigning monarch, Prince Charles III.



WHERE PEOPLE ARE THE KEY

ASB MEETING OCTOBER 18, 2022 – RECOMMENDATIONS

Council approved the following recommendations from the October 18, 2022 Lacombe County Agriculture Service Board:

- That the 2022 Seasonal Agriculture Operations Update be received for information
- That the County Manager be directed to prepare a draft policy addressing the haying of roadside ditches for Council's consideration at a future Council meeting.
- That the input provided by the Agricultural Service Board regarding 2023 agricultural extension activities be received for information.
- That the Environmental Farm Plan report be received for information.
- That the 2022 Agricultural Service Board Resolution Report Card be received for information.
- That the following information items presented be received for information:
 1. Central Region ASB Resolution - Gravel Pit Reclamation Timeline and Process
 2. Red Deer County letter to the Minister of Agriculture, Forestry, and Rural Economic Development
 3. 2022 Central ASB Conference Agenda
- That the Leafy Spurge Control presentation be received for information; and further, that the County Manager be directed to provide future recommendations for the control of Leafy Spurge.
- That the presentation on the Regional ASB Program be received for information.

RC(10) APPLICATIONS

Council approved funding for Policy RC(10) - Operating Support of Historical, Cultural, Tourism & Visitor Information Facilities & Services 2023 Applications. Council approved the 2023 Policy RC(10) funding applications as follows:

Mirror & District Museum Association	\$ 16,500.00
Alix Wagon Wheel Museum	\$ 4,472.00
Bentley Museum Society	\$ 10,000.00
Blackfalds & Area Historical Society	\$ 10,000.00
Eckville & District Historical Society	\$ 2,200.00
Lacombe & District Historical Society	\$ 40,070.19
Lacombe Regional Tourism & Marketing	<u>\$ 55,282.24</u>
Total	\$138,524.43

Next Regular Council Meeting is
Thursday, December 8, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
November 29, 2022 – 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 November 2022

- Nov 7 We always did it welcome to Bentley turkey dinner and had about 125 people very a lot of new people in our community and our council, staff leaders and fire department were part of the Supper. The opportunity to introduce recent people know the various opportunities we offer in our community
- Nov 8 regular council meetings. Presentation on tourism for our area
- Nov 22, I missed council meeting battling a cold. Our Deputy mayor Brenda took the lead
- *The Oxford school was removed
- Nov 23. I attended the LREMP Advisory group with Zoom connection.



Brenda Valiquette

REPORT FOR November 2022

- Nov. 8th /22 Was a regular council meeting.
- November 22/22.mayor Greg was very sick so as acting mayor I chaired the meeting for him we all did fine work that night,



Pam Hansen

REPORT FOR November 2022

- Nov 8 regular council meeting as per meeting minutes
- Nov 9 Bentley library AGM and regular meeting, went through budget, held elections, we should be proud of the great work our library staff is doing and continue to remind the public to get their library cards
- Nov 16 attended the area structure plan for a short time, had to leave for family emergency so didn't stay for the info session Nov 17 parkland region library
- Nov 22 regular council as per minutes
- Nov 23 I attended CAEP AGM, great to hear what all the committees are working on and being new to the group it was a good opportunity to network and get a deeper understanding on plans they have moving forward



Lenore Eastman

REPORT FOR November 2022

- Nov. 7th - Turkey dinner
 - welcoming all new people to town
- Nov. 8th - Regular Council Meeting
- Nov. 16th - Open House with Lacombe County
 - showing and getting input from the citizens on the proposed Bentley Southeast Area Structure Plan
- Nov 22nd – Regular Council Meeting



Dale Grimsdale

REPORT FOR November 2022

- Nov 7. - Bentley community family welcoming family dinner
- Nov 8 -Regular council meeting.
- Nov 10 - Remembrance Day ceremony at the school.
- Nov 11- Bentley Museum Remembrance ceremony
- Nov 15- Bentley Museum Board meeting. Attended as a guest.
- Nov 16- Area plan open house presentation at Community Hall
- Nov 22- Regular council meeting

- Nov 23- Lacombe Regional Waste Authority Board meeting- My first meeting as the council representative. Introductions followed by organization meeting. Presentation on organic facility looking to be built at the Prentiss site. Budget overview and approval. Facility tour including recycling mattress demonstration.

- Nov 24-PAMZ board meeting- review climate change webpage for 2023. Portable in Ponoka removed after 3 months of monitoring. Mostly normal except 3 incidents of high sulphur readings. These were minor at best. NO2 levels highest in Red Deer but still under any concern able levels most likely due to high traffic. Two micro sensors failed in 3 Hills and Lacombe. This are back online. PAMZ boundary realignment discussion. Also, Martha Kostuck scholarship discussion.

- Nov 28th - Parent School Board meeting- Sickness running through school with Bentley being declared an Outbreak school (15% off). Sub list was needed to fill illness gaps. They hired a new EA for Kindergarten. Dire need for day home in Bentley. Went over breakfast program back on, Panther Poll and charity initiatives such as gift basket raffles. Vaping presentation in school using real pig lungs to show the damage of vaping. Motion passed for Gideon bible distribution for grade 5 students by request. Sports updates provided by Vice principle Stephen Lush.