



AGENDA
Bentley Town Council Regular Meeting
Tuesday March 22, 2022
6:45 pm

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 March 8, 2022**

5. Financial:

- a) Prepaid Cheque Listing – Cheques No. 20220137 to 20220195**

6. New Business

- a) Town of Bentley 2021 Financial Statements and Auditors Report**
 - Delegation Grant Stange (RSM)**
 - Request for approval of 2021 Financial Statement and Auditors Report & Request for approval of 2021 Reserve Transfers and 2022 additional Reserve Transfer related to surplus**
- b) Volunteer Week Mayoral Proclamation April 24 – 30, 2022**
- c) Letter of Support Bentley Rodeo Committee – Community Facility Enhancement Program (CFEP Grant)**
- d) Request for Cancellation of Council Meeting April 26, 2022, by CAO**

7. Correspondence

- a) Lacombe County March 10, 2022, Council Highlights**
- b) Lacombe County Bylaw 1365-22 1366-22 Public Hearing Ad**

8. Other Business

- a) Insurance Claim Update – Flag Impacting Vehicle on 50th Ave**

9. Adjournment



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

March 8, 2022

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, March 8, 2022, at 6:45 p.m., in the Bentley Municipal Office

In Attendance Mayor Greg Rathjen
Deputy Mayor Brenda Valiquette
Councillor Pamela Hansen
Councillor Lenore Eastman
Councillor Dale Grimsdale
CAO, Marc Fortais

Call to Order Mayor Greg Rathjen called the meeting to order at 6:45 p.m.

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

Read by Mayor Rathjen

Agenda

Motion 55/2022 Moved by Councillor Eastman, "THAT" the agenda be amended to include the following items under Other Business:

b) Bylaw & Policy Review

Carried

Motion 56/2022 Moved by Councillor Grimsdale "THAT the amended Agenda, of the March 8, 2021, Regular Meeting of Council be accepted."

Carried

Previous Minutes

Motion 57/2022 Moved by Councillor Hansen, "THAT the minutes of the February 22, 2022, Regular Meeting of Council be confirmed."

Carried

Financial

Prepaid Cheque Listing Cheques No. 20220120 to 20220136

Motion 58/2022 Moved by Councillor Grimsdale, "THAT the Prepaid Cheque Listing – Cheques No 20220120 to 20220136, be received for information."

Carried

Motion 59/2022 Moved by Councillor Hansen, "THAT the Mayor and Council Remuneration listing be received for information."

Carried

Delegations

a) RCMP Sgt. Christopher Peden and Sgt. Stephanie Lesyk – General Discussion with Mayor and Council regarding policing in Bentley and introduction to Sgt. Peden

- Sgt Peden provided a brief overview of his history with the RCMP and his excitement for the new role in leading the Sylvan Lake Detachment. He was happy to be in Bentley meeting with Mayor and Council and looks forward to collaborating with our community.
- Discussed the annual RCMP Performance Plan and asked Mayor and Council to provide feedback on goals and objectives by Mid March.
- Provided a summary of key issues and focuses of the Sylvan Lake RCMP detachment and their support to rural communities like Bentley

No Motion was required or made as the delegation was a general introduction to Sgt. Peden and an overview of current performance, statistics, and a conversation about future performance planning

New Business

a) Lacombe Enforcement 2021 Final Report Presentation by Mark Sproule, Manager, CPO Services Lacombe County.

Motion 60/2022 Moved by Councillor Grimsdale, "THAT the Lacombe Enforcement 2021 Final Report presentation by Mark Sproule, Manager, CPO Services Lacombe County, be accepted as information."

Carried

Break **Motion 61/2022** Moved by Councillor Grimsdale, “THAT Mayor and Council take a 5-minute break at 8:13pm and resume at 8:18pm.”

Return from Break **Mayor Rathjen resumed the meeting and called it to order at 8:18pm**

b) Wayfinding/Directional Signage Hwy 12 & 20 Roundabout – Options for Discussion and Competitive Bid.

Motion 61/2022 Moved by Councillor Eastman, “THAT Mayor and Council authorize the CAO Marc Fortais to award the sign contract to Lacombe Singmaster’s at a total cost of \$65,000 plus GST; and

THAT the additional \$15,000 over the 2022 estimated budgeted amount be funded first through any operational surpluses at year end; and

THAT if there are no operational surpluses at year end that the additional \$15,000 over the 2022 estimated budgeted amount be funded via general reserve.”

Carried

Motion 62/2022 Moved by Council Hansen, “THAT administration poll the community through a survey regarding options A, C & D as presented in this council report; and

THAT the poll be conducted via survey monkey and posted on Facebook, the Town Website and in the community newsletter to allow for members of the public to choose the preferred sign option.”

**Carried
(4 in favour, 1
opposed)**

c) Recycling at Bentley Transfer Site and Tin Trailer

- A report was provided by town administration summarizing costs associated with the disposal of tin by town staff utilizing a municipally owned trailer.
- The report also indicated that no money was being collected for the tin.
- Administration advised they would look to take the tin elsewhere in Red Deer where we would potentially be reimbursed a small amount or look to place the tin in the mixed recycling bin with our contractor to reduce the costs of staff hauling to Red Deer.

No Motion was made or required

Correspondence

- a). Lacombe County February 24, 2022, Council Highlights
- b) CAEP Connections – Latest Information from CAEP

Motion 63/2022 Moved by Councillor Eastman, “THAT correspondence items a) to b) be received for information.”

Carried

Other Business / Council Question Period

a) Bylaw No. 91/05 Water Works and Wastewater Bylaw (Passed in 2005)

Motion 64/2022 Moved by Councillor Eastman, “THAT Bylaw No. 91/05 be accepted as information.”

Carried

b) Bylaw & Policies Review

Motion 65/2022 Moved by Councillor Eastman, “THAT motion 26/2022, which was made on January 25, 2022, and states, “THAT one Bylaw and/or Policy be added to the Agenda for each Council meeting, for review by Council” be rescinded and replaced with

THAT administration be directed to update the listing of bylaws and policies on the town website to provide access to the public and Mayor and Council for ease of reference.”

Carried

Council Reports

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

Motion 66/2022 Moved by Councillor Hansen, “THAT the February Council Reports be accepted as information.”

Carried

Adjournment

Mayor Rathjen adjourned the meeting at 9:25 pm



TOWN OF BENTLEY

Cheque Listing For Council

2022-Mar-17
10:50:17AM

| Cheque | | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|------------|---------------------------------------|----------------------------------|--|---------------------------|---------------|
| Cheque # | Date | | | | | |
| 20220137 | 2022-03-03 | CANOE PROCUREMENT GROUP OF CANADA, D | AB101401 | PAYMENT LEGAL AND TABLOID PHOTCOPI | 654.89 | 654.89 |
| 20220138 | 2022-03-03 | GREGG DISTRIBUTORS LP | 059-431275 | PAYMENT PUBLIC WORKS PPE GLOVES | 40.03 | 40.03 |
| 20220139 | 2022-03-03 | HANSEN, , PAMELA DAWN | 23022022 | PAYMENT REIMBURSEMENT MILEAGE LRV | 59.00 | 59.00 |
| 20220140 | 2022-03-03 | HI-WAY 9 EXPRESS LTD. | 66003419 | PAYMENT FREIGHT FOR SHIPPING CLEAR | 426.14 | 426.14 |
| 20220141 | 2022-03-03 | HOLDEN, KARI | 28022022 28feb2022 | PAYMENT OFFICE JANITORIAL FOR FEBRU BASEMENT JANITORIAL FOR FE | 165.00 105.00 | 270.00 |
| 20220142 | 2022-03-03 | INNOV8, DIGITAL SOLUTIONS INC. | IN326742 IN327125 | PAYMENT FCSS PHOTOCOPIER PHOTOCOPIER FEE FOR FEBRU | 19.64 838.76 | 858.40 |
| 20220143 | 2022-03-03 | MCLAREN, CAROLYN | 127 | PAYMENT PLAY GROUP HOURS FOR FEBR | 300.00 | 300.00 |
| 20220144 | 2022-03-03 | OUTLAW ELECTRIC LTD. | 9150 | PAYMENT INSTALL HEATER IN DISPLAY BO | 343.51 | 343.51 |
| 20220145 | 2022-03-03 | RATHJEN, GREG | 2823811159 | PAYMENT REGISTRATION FOR EMERGING | 89.25 | 89.25 |
| 20220146 | 2022-03-03 | RECEIVER GENERAL | 28022022 28feb2022 | PAYMENT REDUCED EMPLOYMENT INSUR REGULAR EMPLOYMENT INSUR | 16,459.46 327.04 | 16,786.50 |
| 20220147 | 2022-03-03 | SHAW CABLE | 12032022 21032022 23022022 | PAYMENT OFFICE INTERNET FCSS INTERNET P.W SHOP INTERNET | 131.25 124.95 73.50 | 329.70 |
| 20220148 | 2022-03-03 | TAXERVICE | 02282022 | PAYMENT TAXERVICE BILL FOR FEBRUAR | 383.25 | 383.25 |
| 20220149 | 2022-03-03 | TOWN OF BLACKFALDS | IVC053941 | PAYMENT 2022 LREMP MEMBER CONTRIBI | 5,500.00 | 5,500.00 |
| 20220150 | 2022-03-03 | WASTE CONNECTIONS OF CANADA INC. | 7425-00002402 | PAYMENT COMMERCIAL WASTE PICK UP F | 810.93 | 810.93 |
| 20220151 | 2022-03-03 | WASTE MANAGEMENT | 1136688-0613-7 | PAYMENT RECYCLING FOR FEBRUARY 20 | 5,189.91 | 5,189.91 |
| 20220152 | 2022-03-03 | WILD ROSE ASSESSMENT SERVICES | 8541 | PAYMENT PROGRESS PAYMENT FOR MAR | 1,330.88 | 1,330.88 |
| 20220153 | 2022-03-03 | ABSA | 20222844 | PAYMENT ABSA 2022 ANNUAL VESSEL FEE | 150.00 | 150.00 |
| 20220154 | 2022-03-03 | SLIVERS CUSTOM WOOD PRODUCTS LTD | 147761 | PAYMENT BENTLEY FIRE HALL REPLACEM | 430.50 | 430.50 |
| 20220155 | 2022-03-15 | RATHJEN, ARTHUR M | | | | |
| 20220156 | 2022-03-15 | VALIQUETTE, BRENDA C | | | | |
| 20220157 | 2022-03-15 | HANSEN, PAMELA | | | | |
| 20220158 | 2022-03-15 | GRIMSDALE, DALE A | | | | |
| 20220159 | 2022-03-15 | EASTMAN, LENORE M | | | | |
| 20220160 | 2022-03-04 | ADVANCED FIRE & SAFETY SYSTEMS | 15784 | PAYMENT ANNUAL FIRE EXTINGUISHER IN | 972.54 | 972.54 |
| 20220161 | 2022-03-04 | LACOMBE REGIONAL TOURISM AND MARKETIN | | PAYMENT | | 4,500.00 |



TOWN OF BENTLEY

Cheque Listing For Council

2022-Mar-17
10:50:17AM

| Cheque # | Cheque Date | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|-------------|---------------------------------------|---|--|-----------------------------------|---------------|
| 20220161 | 2022-03-04 | LACOMBE REGIONAL TOURISM AND MARKETIN | 384 | MEMBERSHIP - COMMUNITY | 4,500.00 | 4,500.00 |
| 20220162 | 2022-03-04 | GOVERNMENT OF ALBERTA - LAND TITLES | 31012022 | PAYMENT LAND TITLES | 100.00 | 100.00 |
| 20220163 | 2022-03-08 | ASSOCIATED ENGINEERING ALBERTA LTD | 393902 | PAYMENT OXFORD SCHOOL CONDITION A | 6,277.95 | 6,277.95 |
| 20220164 | 2022-03-08 | MEDICINE LODGE SKI CLUB | 03082022 | PAYMENT DONATION FOR THE SKI HILL | 1,000.00 | 1,000.00 |
| 20220165 | 2022-03-09 | BLINDMAN VALLEY AG CENTRE | 19032022 | PAYMENT BOOKING FOR EMERGENCY MA | 350.00 | 350.00 |
| 20220166 | 2022-03-14 | CARSON, BARBARA J | | | | |
| 20220167 | 2022-03-14 | JENSEN, DARREN J | | | | |
| 20220168 | 2022-03-14 | MEREDITH, SANDRA L | | | | |
| 20220169 | 2022-03-14 | GIBSON, COLE C | | | | |
| 20220170 | 2022-03-14 | DENNEHY, NATHAN | | | | |
| 20220171 | 2022-03-14 | GREAVES, LORYANNE | | | | |
| 20220172 | 2022-03-14 | FORTAIS, MARC C | | | | |
| 20220173 | 2022-03-14 | KIKSTRA, ROBERT B | | | | |
| 20220174 | 2022-03-15 | 327241 ALBERTA LTD. | 02282022 | PAYMENT ANIMAL CONTROL SERVICES FC | 892.50 | 892.50 |
| 20220175 | 2022-03-15 | CAMPUS ENERGY PARTNERS LP | 1000894-202202 1000895-202202 2688ZC-2202-1 | PAYMENT ELECTRICITY BILL FOR FEBRUA ELECTRICITY BILL FOR STREET NATURAL GAS BILL FOR FEBRU/ | 10,142.02 5,403.88 3,625.52 | 19,171.42 |
| 20220176 | 2022-03-15 | CHAPMAN RIEBEEK LLP | 2203013 | PAYMENT LEGAL SERVICES FOR FEBRUAF | 2,121.00 | 2,121.00 |
| 20220177 | 2022-03-15 | G.L.D.C. GAS CO-OP LTD. | 04012022 | PAYMENT FIRE HALL NATURAL GAS BILL F | 727.25 | 727.25 |
| 20220178 | 2022-03-15 | GREGG DISTRIBUTORS LP | 059-430590 059-434002 059-434330 | PAYMENT P.W. SHOP SUPPLIES HYDROLIC HOSE - SNOWBLOWE P.W. SHOP SUPPLIES, GARBAGE | 145.40 304.94 338.68 | 789.02 |
| 20220179 | 2022-03-15 | GROUPSOURCE | 01022022 | PAYMENT HEALTH CARE SPENDING | 3,000.00 | 3,000.00 |
| 20220180 | 2022-03-15 | HHID | 01032022 | PAYMENT DEM PAYMENT FOR MARCH 202 | 787.50 | 787.50 |
| 20220181 | 2022-03-15 | MOUNTAIN AIR MECHANICAL LTD. | 10648 | PAYMENT FURNACE MAINTENANCE AT THI | 727.65 | 727.65 |
| 20220182 | 2022-03-15 | MUNISIGHT LTD. | INV222518 | PAYMENT MUNIWARE SOFTWARE SUPPOF | 828.48 | 828.48 |
| 20220183 | 2022-03-15 | PUROLATOR INC. | 449885697 | PAYMENT FREIGHT CHARGE | 12.17 | 12.17 |
| 20220184 | 2022-03-15 | RECEIVER GENERAL FOR CANADA | 20220014859 | PAYMENT WATER METERS READER RADIC | 1,316.88 | 1,316.88 |
| 20220185 | 2022-03-15 | STANTEC CONSULTING LTD. | 1687383 | PAYMENT SOUTHEAST ASP SERVICING ST | 11,633.09 | 11,633.09 |
| 20220186 | 2022-03-15 | SYLVAN LAKE SUMMER HOCKEY CAMP LTD | 15032022 | PAYMENT ARENA CARETAKER PAYMENT F | 10,500.00 | 10,500.00 |
| 20220187 | 2022-03-15 | TELUS COMMUNICATIONS INC. | 04032022 | PAYMENT ARENA WIFI | 68.25 | 863.84 |



TOWN OF BENTLEY

Cheque Listing For Council

2022-Mar-17
10:50:17AM

| Cheque # | Cheque Date | Vendor Name | Invoice # | Invoice Description | Invoice Amount | Cheque Amount |
|----------|-------------|-----------------------------------|------------------------|--|-----------------|---------------|
| 20220187 | 2022-03-15 | TELUS COMMUNICATIONS INC. | 04032022. mar042022 | TELUS BILL FOR MARCH 2022 INTERAC LINE | 758.04 37.55 | 863.84 |
| 20220188 | 2022-03-15 | TELUS MOBILITY INC. | 09032022 | PAYMENT PW CELL PHONES & FIRE DEPT | 76.80 | 76.80 |
| 20220189 | 2022-03-15 | DELUXE | 22202078162 | PAYMENT LASER CHEQUES FOR ACCOUN' | 935.54 | 935.54 |
| 20220190 | 2022-03-16 | ADT SECURITY SERVICES CANADA INC. | 26503554 | PAYMENT PUMPHOUSE MONTHLY SECURI | 42.00 | 42.00 |
| 20220191 | 2022-03-16 | BENTLEY ESSO | 28022022 | PAYMENT FEBRUARY VEHICLE/EQUIPMEN | 2,282.09 | 2,282.09 |
| 20220192 | 2022-03-16 | CARSON, BARB | 01MAR2022 15032022 | PAYMENT REIMBURSEMENT HOTEL FEES REIMBURSEMENT OF OFFICE D | 340.17 31.49 | 371.66 |
| 20220193 | 2022-03-16 | CITY OF RED DEER | 427624 | PAYMENT FIRE DISPATCH FEES 2022 | 2,824.36 | 2,824.36 |
| 20220194 | 2022-03-16 | GREAVES, LORYANNE | 02032022 | PAYMENT REIMBURSEMENT OF OFFICE SI | 40.86 | 40.86 |
| 20220195 | 2022-03-17 | RSM ALBERTA LLP | 6539124 | PAYMENT AUDIT OF FINANCIAL STATEMEN | 8,475.00 | 8,475.00 |

Total 134,031.35

*** End of Report ***



Agenda Date: March 22, 2022

Agenda Item: **New Business:**
Transfers to Reserve for the 2021 Year End and Approval of the 2021 Audited Financial Statements

SUMMARY AND BACKGROUND

Today March 22, 2022, the Town auditor Mr. Grant Stange from RSM, presented the 2021 audited financial statements.

Through the 2021 budget process and confirmed through the 2021 completed audit, administration received approval from Mayor and Council to transfer certain amounts to reserve for the 2021 year as follows:

| | <u>2021 Budgeted</u> | <u>2021 Actual Transfer</u> |
|-------------------------------------|-----------------------------|------------------------------------|
| Sewer Capital Reserve | \$20,000 | \$20,000 |
| Fire Department Reserve | \$20,000 | \$20,000 |
| Water Capital Reserve | \$10,000 | \$10,000 |
| Public Works Reserve | \$30,000 | \$65,000 |
| Arena Building Reserve | <u>\$20,000</u> | <u>\$20,000</u> |
| Total Reserve Transfers 2020 | \$100,000 | \$135,000 |

The above listed amounts also include the transfer of sales proceeds for the sale of the 2009 Dodge 3 Ton included in the amount transferred to the Public Works Reserve. This amount was approved at the January 12, 2021, Council Meeting along with the purchase of the International 5-ton dump truck.

It should also be noted that there is an additional amount of \$84,380 in unrestricted surplus at year end as the result of strong fiscal management and costs savings throughout the year. It is recommended that this amount, also be transferred to the Public Works Reserve as an additional transfer after year end and effective in January 2022, to support the future construction of a new Public Works Building, which is quickly coming to the end of its useful life.

At year end there was also an amount related to 2021 unspent MSI grant funds totaling \$29,104.00 and this has been recorded in the Financial Statements as Deferred Revenue. The grant amount for 2021 Gas Tax Funding remains unapplied for in 2021 and unspent in 2021 due to significant savings in Capital projects in 2021 and will be applied for and utilized in 2022's capital program.

RATIONALE FOR RECOMMENDATION

- The continued contribution to reserves, helps sustain long term planning for replacement of capital assets.

- The continuation of reserve transfers will help to alleviate the burden on taxpayers by spreading future costs over time related to the replacement of key infrastructure and systems that provide benefit to all taxpayers in the community.

RECOMMENDATION

THAT Mayor and Council authorize administration to make an additional transfer of \$84,380 from unrestricted surpluses to Public Works Reserve effective January 1, 2022, to support the future construction of a new Public Works Shop Building; AND

THAT Mayor and Council accept and approve the 2021 Consolidated Financial Statements and Independent Auditors Report for the year ending December 31, 2021, as prepared by RSM Ltd.

ATTACHMENTS

- 1) 2021 Consolidated Financial Statements and Independent Auditors Report Year Ended December 31, 2021
- 2) Town of Bentley Reserves Summary

Marc Fortais, CAO

Town of Bentley

Audit Findings Report
For the Year Ended December 31, 2021

PRELIMINARY DRAFT
for Review and Discussion Purposes Only
— Subject to Change —
Not to be Reproduced

March 22, 2022

The Town Council
Town of Bentley
Box 179
Bentley, AB
TOC 0J0

Dear Sir/Madam:

Re: Audit of the consolidated financial statements of Town of Bentley

This report summarizes certain key audit findings and responses to assessed audit risks which we believe to be of interest to assist the Town Council in discharging their responsibilities in connection with the audited consolidated financial statements of Town of Bentley (the "Town") for the year ended December 31, 2021.

We would like to express our appreciation for the cooperation we received from the officers and employees of the Town with whom we worked during our audit. We look forward to meeting with the Town Council to discuss the content of this report and answering any questions you may have.

Yours very truly,

per: Grant Stange, Partner

TABLE OF CONTENTS

| | |
|-------------------------------|---|
| Status of the audit | 1 |
| Significant audit findings | 1 |
| Misstatements and adjustments | 2 |

APPENDICES

| | |
|---|---|
| Other required communication | A |
| Independent auditor's report and draft financial statements | B |
| Management representation letter | C |
| Summary of adjustments | D |
| Summary of uncorrected misstatements | E |
| Upcoming accounting standard changes | F |

PRELIMINARY DRAFT
for Review and Discussion Purposes Only
— Subject to Change —
Not to be Reproduced

STATUS OF THE AUDIT

We have substantially completed our audit of the consolidated financial statements of the Town for the year ended December 31, 2021.

Outstanding items

The following items require completion prior to issuing our auditor's report:

- receipt of management representation letter (Appendix C);
- subsequent events review to audit report date;
- approval of the consolidated financial statements by the Town Council.

Independent auditor's report and draft financial statements

Our draft independent auditor's report and draft financial statements is attached (Appendix B).

SIGNIFICANT AUDIT FINDINGS

Materiality

Final overall materiality was \$98,500 based on total revenue. This was not changed from planning materiality as communicated in our Audit Services Plan.

Accounting policies

Management is responsible for selecting and applying appropriate accounting policies. The Town Council is responsible to review accounting policies adopted by the Town and where alternative policies are available, determine the most appropriate policies to be adopted in the circumstances. If the Town Council believes that the adoption of or change in accounting policies may produce inappropriate or misleading financial reporting, this concern must be discussed with management and us.

Our views on the qualitative aspects of accounting practices used in the Town's financial reporting are intended to assist the Town Council in its review of the consolidated financial statements. Policies affecting the understandability, relevance, reliability and comparability of the consolidated financial statements are:

| | |
|---|---|
| Changes in significant accounting policies, including adoption of new standards. | There were no new accounting policies adopted or changes to the application of accounting policies of the Town during the year. |
| Accounting policies unique to the industry, or relate to controversial or emerging areas. | No significant items to report. |

| | |
|--|---------------------------------|
| Existence of alternative policies and methods. | No significant items to report. |
| Effect of timing of occurrence and recognition of transactions relating to when accounting policies are adopted. | No significant items to report. |

Conclusion

We reviewed the significant accounting policies selected and applied by management and in our judgment we believe that the accounting policies are, in all material respects, acceptable under Canadian Public Sector Accounting Standards and are appropriate to the particular circumstances of the Town.

Accounting estimates, unusual transactions and financial statement disclosures

There are no accounting estimates, unusual transactions or financial statement disclosures that have a significant impact on the consolidated financial statements.

MISSTATEMENTS AND ADJUSTMENTS

Adjustments

During our audit, we identified accounting differences that required adjustment. These differences were adjusted by management after discussion with us (Appendix D). In addition, management incorporated various changes to the consolidated financial statement disclosure and presentation as recommended by us.

Likely aggregate misstatements

During our audit, we aggregated uncorrected consolidated financial statement misstatements. Management deemed the effects of these misstatements to be immaterial, both individually and in the aggregate, to the consolidated financial statements. Management has not corrected these misstatements. We are required to request that the Town Council consider adjusting the consolidated financial statements for these misstatements (Appendix E).

Appendix A

Other required communication

| Area | Comment |
|---|--|
| Illegal Acts, Fraud, Intentional Misstatements and Errors | Testing during our audit did not reveal any illegal, improper or questionable payments or acts, nor any acts committed with the intent to deceive, involving either misappropriation of assets or misrepresentation of financial information. |
| Related Party Transactions | We conducted tests and procedures to identify related parties and transactions. Our audit did not reveal any related parties or significant related party transactions that were not disclosed to us by management, nor did it reveal any significant related party transactions which give rise to suspected fraud. There has been no disagreement between management and ourselves regarding the accounting for and disclosure of related party transactions. |
| Deficiencies in Internal Controls | <p>A financial statement audit is not designed to and we are not providing any assurance on internal controls. During our audit, we identified the following significant deficiencies in internal controls:</p> <ul style="list-style-type: none"><li data-bbox="553 961 846 995">• Segregation of Duties <p data-bbox="586 1016 1393 1289">The Town has a limited number of individuals performing accounting and control functions in addition to having access to Town assets. While lack of segregation of duties is common in entities of similar size, we recommend that whenever practical, duties be segregated to help ensure that errors or misappropriations are prevented or detected by management to safeguard Town assets. If segregation is not practical or cost effective, senior management should supervise these duties and follow up on any significant or unusual transactions.</p> <p data-bbox="586 1318 1360 1415">Management has taken steps to segregate duties within their resource capacity and believe the risks have been mitigated to an acceptable level.</p> |

Appendix A

Other required communication (cont'd)

| Area | Comment |
|--|---|
| | <ul style="list-style-type: none">• Fire Department Bank Account <p>The CAO has signing authority on the bank account along with the ability to prepare transactions and reconciliations. We recognize that the CAO does not readily have access to the cheques and does not actively use his signing authority, therefore reducing the risk. A lack of segregation of duties can result in errors and misappropriations. Ideally, the individual responsible for accounting for the funds would not have signing authority on the account. If this is not practical then ideally someone else needs to review the monthly bank statement and returned cheques to ensure that only appropriate cheques are clearing the account. We recommend the Fire Department bank account be reviewed each month by someone not responsible for accounting for the transactions in the account.</p> <p>Management is confident the risks are mitigated because the CAO does not have access to the cheques and is not signing cheques from the fire department bank account.</p> |
| Deficiencies in Internal Controls (cont'd) | <ul style="list-style-type: none">• Access Management <p>During the audit, it was found that there was an employee with access to a module within the accounting software they should not have. We recommend that the restricted access be reviewed and updated for all employees.</p> <p>Management has corrected module settings to ensure only access for authorized modules remains.</p> <hr/> <p>During our audit, we also identified the following deficiencies in internal controls which are not considered significant:</p> <hr/> <ul style="list-style-type: none">• <i>Journal entry approval</i> <p>There is no formal review completed of day to day journal entries or adjustments. Fraudulent transactions or errors may go unnoticed as long as they are within a threshold of what looks reasonable on the actual vs budgeted monthly financial reporting package that is reviewed. We recommend journal entries be reviewed to ensure entries are appropriate.</p> <p>There are not a significant number of manual journal entries created each year, and management ensures supporting documents are attached to all entries. Management also prepares a quarterly financial package with a detailed variance analysis comparing actual vs budgeted amounts and believes this mitigates the risk of inappropriate entries that would have a material impact on the financial statements.</p> |

Appendix A

Other required communication (cont'd)

| Area | Comment |
|--------------------------------------|--|
| | <ul style="list-style-type: none"><li data-bbox="553 422 854 449">• <i>Payroll Report Review</i> <p data-bbox="589 474 1393 653">There is no formal evidence of timely approval of the payroll reports. We are able to identify the report has been reviewed but no documentation, such as initials, are made to indicate the report is approved prior to payroll submission. Documentation of approval ensures items are processed correctly. We recommend payroll reports be signed off once approved.</p> <p data-bbox="589 684 1393 743">Management is implementing steps to provide timely approval of payroll documents to mitigate the risk of errors related to payroll.</p> |
| Disagreements with Management | During our audit, we did not have any disagreements with management. |
| Consultations with Other Accountants | We are not aware of any consultations that have taken place with other accountants. |
| Cooperation of Management | We received full cooperation of management and other personnel during our audit and we had full and unrestricted access to all records and personnel required to complete our audit. We encountered no significant difficulties during our audit that should be brought to the attention of the Town Council. |

for Review — Preliminary Draft — Subject to Change — Not to be Reproduced —

Appendix B

Independent auditor's report and draft financial statements



*PRELIMINARY DRAFT
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INDEPENDENT AUDITOR'S REPORT

To the Members of Council of Town of Bentley

Opinion

We have audited the accompanying consolidated financial statements of Town of Bentley, which comprises of the consolidated statement of financial position as at December 31, 2021 and the consolidated statements of operations and accumulated surplus, changes in net financial assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Bentley as at December 31, 2021, and its result of operations, its changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Red Deer County, Alberta
March 22, 2022

RSM ALBERTA LLP
Chartered Professional Accountants

TOWN OF BENTLEY

Contents December 31, 2021

| Financial Statements | Page |
|--|-------------|
| Consolidated Statement of Financial Position | 1 |
| Consolidated Statement of Operations and Accumulated Surplus | 2 |
| Consolidated Statement of Changes in Net Financial Assets (Debt) | 3 |
| Consolidated Statement of Cash Flows | 4 |
| Consolidated Schedule of Changes in Accumulated Surplus | 5 |
| Consolidated Schedule of Tangible Capital Assets | 6 |
| Consolidated Schedule of Property and Other Taxes | 7 |
| Consolidated Schedule of Government Transfers | 8 |
| Consolidated Schedule of Expenses by Object | 9 |
| Notes to the Consolidated Financial Statements | 10 - 18 |
| Supplementary Financial Information | 19 |

TOWN OF BENTLEY
Consolidated Statement of Financial Position
December 31, 2021

| | 2021 | 2020 |
|--|---------------------|-------------------|
| FINANCIAL ASSETS | | |
| Cash | \$ 1,190,162 | 1,541,416 |
| Trade and other receivables | 182,292 | 140,911 |
| Taxes receivable (note 3) | <u>212,191</u> | <u>218,744</u> |
| | <u>1,584,645</u> | <u>1,901,071</u> |
| LIABILITIES | | |
| Accounts payable and accruals (note 5) | 226,110 | 205,311 |
| Deferred revenue (note 6) | 135,718 | 346,418 |
| Long-term debt (note 7) | 576,433 | 953,459 |
| Trust liabilities | <u>62,988</u> | <u>62,988</u> |
| | <u>1,001,249</u> | <u>1,568,176</u> |
| Contingency (note 9) | | |
| NET FINANCIAL ASSETS | <u>583,396</u> | <u>332,895</u> |
| NON-FINANCIAL ASSETS | | |
| Tangible capital assets (page 6) | 14,306,992 | 13,871,884 |
| Prepaid expenses | 60,922 | 55,851 |
| Inventory for consumption | 10,000 | 10,000 |
| Land for resale inventory (note 10) | <u>664,000</u> | <u>657,000</u> |
| | <u>15,041,914</u> | <u>14,594,735</u> |
| ACCUMULATED SURPLUS (note 11) | <u>\$15,625,310</u> | <u>14,927,630</u> |
| Commitments (note 12) | | |

Approved by Council:

 Mayor

 Chief Administrative Officer

See accompanying schedules and notes.

TOWN OF BENTLEY

Consolidated Statement of Operations and Accumulated Surplus Year Ended December 31, 2021

| | Budget (unaudited) | 2021 | 2020 |
|---|-----------------------|--------------------------|-------------------|
| Revenue | | | |
| Net municipal taxes (page 7) | \$ 1,162,624 | 1,161,186 | 1,151,491 |
| Government transfers for operating (page 8) | 377,385 | 413,375 | 443,967 |
| User fees and sales of goods | 694,350 | 627,775 | 727,151 |
| Other | 97,149 | 152,823 | 66,064 |
| Franchise fees (note 15) | 105,000 | 114,485 | 108,717 |
| Penalties and cost of taxes | 53,500 | 8,435 | 33,353 |
| Licenses and permits | 6,000 | 7,839 | 4,865 |
| Fines | 2,000 | 3,975 | 2,100 |
| Investment income | 7,000 | 2,227 | 5,080 |
| | <u>2,505,008</u> | <u>2,492,120</u> | <u>2,542,788</u> |
| Expenses (page 9) | | | |
| Administrative | 364,474 | 433,989 | 381,604 |
| Parks and recreation | 302,708 | 397,269 | 390,399 |
| Roads, streets, walks and lighting | 246,907 | 380,727 | 379,913 |
| Wastewater treatment and disposal | 125,859 | 236,415 | 242,639 |
| Waste management | 195,016 | 222,822 | 205,855 |
| Water supply and distribution | 137,778 | 202,778 | 203,030 |
| Common services | 142,026 | 163,185 | 156,735 |
| Library | 54,803 | 115,195 | 112,968 |
| Fire | 82,878 | 103,631 | 199,603 |
| Disaster services and bylaws enforcement | 96,657 | 95,597 | 87,968 |
| Municipal planning and zoning | 172,500 | 85,812 | 43,410 |
| Family and community support | 59,200 | 77,505 | 79,806 |
| Legislative | 63,980 | 66,113 | 57,287 |
| Oxford school (heritage) | 7,133 | 6,699 | 7,668 |
| | <u>2,051,919</u> | <u>2,587,737</u> | <u>2,548,885</u> |
| Deficiency of revenue over expenses before the following | 453,089 | (95,617) | (6,097) |
| Other income (expenses) | | | |
| Government transfers for capital (page 8) | 425,123 | 793,297 | 264,214 |
| Impairment of land for resale inventory | - | - | (215,789) |
| Excess of revenue over expenses | 878,212 | 697,680 | 42,328 |
| Accumulated surplus, beginning of year | <u>14,927,630</u> | <u>14,927,630</u> | <u>14,885,302</u> |
| Accumulated surplus, end of year | <u>\$ 15,805,842</u> | <u>15,625,310</u> | <u>14,927,630</u> |

See accompanying schedules and notes.

TOWN OF BENTLEY

Consolidated Statement of Changes in Net Financial Assets (Debt) Year Ended December 31, 2021

| | Budget (unaudited) | 2021 | 2020 |
|---|-----------------------|--------------------------|------------------|
| Excess of revenue over expenses | \$ 878,212 | 697,680 | 42,328 |
| Acquisition of tangible capital assets | (1,024,059) | (968,997) | (233,187) |
| Amortization of tangible capital assets | - | 533,888 | 494,212 |
| Change in prepaid expenses | - | (5,070) | 2,810 |
| Change in land for resale inventory | <u>-</u> | <u>(7,000)</u> | <u>204,601</u> |
| Increase (decrease) in net financial assets | (145,847) | 250,501 | 510,764 |
| Net financial assets (debt), beginning of year | <u>332,895</u> | <u>332,895</u> | <u>(177,869)</u> |
| Net financial assets, end of year | <u>\$ 187,048</u> | <u>\$ 583,396</u> | <u>332,895</u> |

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See accompanying schedules and notes.

TOWN OF BENTLEY
Consolidated Statement of Cash Flows
Year Ended December 31, 2021

| | 2021 | 2020 |
|--|----------------------------|-------------------------|
| CASH PROVIDED BY (USED FOR) | | |
| Operating activities | | |
| Cash receipts from ratepayers, services and agencies | \$ 2,437,050 | 2,962,175 |
| Cash paid to suppliers, employees and agencies | (1,993,073) | (2,086,618) |
| Interest received | 2,227 | 5,080 |
| Interest paid | <u>(45,045)</u> | <u>(59,409)</u> |
| | <u>401,159</u> | <u>821,228</u> |
| Capital activities | | |
| Purchase of tangible capital assets | (968,997) | (233,187) |
| Government transfers for capital | 600,610 | 264,214 |
| Land for resale inventory | <u>(7,000)</u> | <u>(11,188)</u> |
| | <u>(375,387)</u> | <u>19,839</u> |
| Financing activities | | |
| Repayment of long-term debt | <u>(377,026)</u> | <u>(368,963)</u> |
| Increase (decrease) in cash | (351,254) | 472,104 |
| Cash, beginning of year | <u>1,541,416</u> | <u>1,069,312</u> |
| Cash, end of year | <u>\$ 1,190,162</u> | <u>1,541,416</u> |

See accompanying schedules and notes.

TOWN OF BENTLEY
Consolidated Schedule of Changes in Accumulated Surplus
Year Ended December 31, 2021

| | Unrestricted | Reserves | Equity in Library | Equity in Tangible Capital Assets | 2021 | 2020 |
|--|------------------|------------------|-------------------|-----------------------------------|-------------------|-------------------|
| Balance, beginning of year | \$ 918 | 1,554,226 | 35,082 | 13,337,404 | 14,927,630 | 14,885,302 |
| Excess of revenue over expenses | 697,680 | - | - | - | 697,680 | 42,328 |
| Transfer to reserves | (135,000) | 135,000 | - | - | - | - |
| Current year funds used for tangible capital assets | (767,039) | (201,958) | - | 968,997 | - | - |
| Annual amortization expense | 533,888 | - | - | (533,888) | - | - |
| Long-term debt repaid related to tangible capital assets | (242,143) | - | - | 242,143 | - | - |
| Bentley Fire Department excess of revenue over expenses | 244 | (244) | - | - | - | - |
| Bentley Municipal Library excess of revenues over expenses | (4,168) | - | 4,168 | - | - | - |
| Balance, end of year | <u>\$ 84,380</u> | <u>1,487,024</u> | <u>39,250</u> | <u>14,014,656</u> | <u>15,625,310</u> | <u>14,927,630</u> |

See accompanying schedules and notes.

TOWN OF BENTLEY
Consolidated Schedule of Tangible Capital Assets
Year Ended December 31, 2021

| | Land | Buildings | Water distribution systems | Wastewater distribution systems | Engineering structures | Machinery and equipment | Vehicles | 2021 | 2020 |
|---------------------------------|--------------------------|-------------------------|----------------------------|---------------------------------|-------------------------|-------------------------|-----------------------|--------------------------|--------------------------|
| Cost | | | | | | | | | |
| Beginning balance | \$ 405,683 | 3,818,876 | 4,318,348 | 8,491,012 | 8,878,659 | 1,033,745 | 601,348 | 27,547,671 | 27,314,484 |
| Additions | <u>16,378</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>748,759</u> | <u>91,860</u> | <u>112,000</u> | <u>968,997</u> | <u>233,187</u> |
| Ending balance | <u>422,061</u> | <u>3,818,876</u> | <u>4,318,348</u> | <u>8,491,012</u> | <u>9,627,418</u> | <u>1,125,605</u> | <u>713,348</u> | <u>28,516,668</u> | <u>27,547,671</u> |
| Accumulated amortization | | | | | | | | | |
| Beginning balance | - | 1,423,097 | 3,045,083 | 4,767,833 | 3,350,486 | 681,451 | 407,837 | 13,675,787 | 13,181,575 |
| Amortization | <u>-</u> | <u>80,918</u> | <u>66,599</u> | <u>142,996</u> | <u>162,345</u> | <u>59,661</u> | <u>21,369</u> | <u>533,888</u> | <u>494,212</u> |
| Ending balance | <u>-</u> | <u>1,504,015</u> | <u>3,111,682</u> | <u>4,910,829</u> | <u>3,512,831</u> | <u>741,112</u> | <u>429,206</u> | <u>14,209,675</u> | <u>13,675,787</u> |
| Net book value | \$ <u>422,061</u> | <u>2,314,861</u> | <u>1,206,666</u> | <u>3,580,183</u> | <u>6,114,587</u> | <u>384,493</u> | <u>284,142</u> | <u>14,306,993</u> | <u>13,871,884</u> |
| 2020 net book value | \$ <u>405,683</u> | <u>2,395,779</u> | <u>1,273,265</u> | <u>3,723,179</u> | <u>5,528,173</u> | <u>352,294</u> | <u>193,511</u> | <u>13,871,884</u> | |

TOWN OF BENTLEY

Consolidated Schedule of Property and Other Taxes Year Ended December 31, 2021

| | Budget (unaudited) | 2021 | 2020 |
|--------------------------------|-----------------------|-------------------------|------------------|
| Taxation | | | |
| Real property taxes | \$ 1,430,660 | 1,429,353 | 1,420,128 |
| Linear property taxes | <u>25,479</u> | <u>25,908</u> | <u>25,479</u> |
| | <u>1,456,139</u> | <u>1,455,261</u> | <u>1,445,607</u> |
| Requisitions | | | |
| Alberta School Foundation Fund | 287,231 | 287,579 | 287,620 |
| Lacombe Foundation | <u>6,284</u> | <u>6,496</u> | <u>6,496</u> |
| | <u>293,515</u> | <u>294,075</u> | <u>294,116</u> |
| Net municipal taxes | <u>\$ 1,162,624</u> | <u>1,161,186</u> | <u>1,151,491</u> |

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TOWN OF BENTLEY
Consolidated Schedule of Government Transfers
Year Ended December 31, 2021

| | Budget (unaudited) | 2021 | 2020 |
|----------------------------|-----------------------|-------------------------|----------------|
| Operating transfers | | | |
| Provincial Government | \$ 231,433 | 251,873 | 257,299 |
| Other Local Governments | <u>145,952</u> | <u>161,502</u> | <u>186,668</u> |
| | <u>377,385</u> | <u>413,375</u> | <u>443,967</u> |
| Capital transfers | | | |
| Provincial Government | <u>425,123</u> | <u>793,297</u> | <u>264,214</u> |
| | <u>\$ 802,508</u> | <u>1,206,672</u> | <u>708,181</u> |

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TOWN OF BENTLEY
Consolidated Schedule of Expenses by Object
Year Ended December 31, 2021

| | Budget (unaudited) | 2021 | 2020 |
|--|-----------------------|-------------------------|------------------|
| Salaries, wages and benefits | \$ 758,193 | 827,199 | 872,144 |
| Contracted and general services | 819,414 | 721,049 | 612,578 |
| Amortization | - | 533,888 | 494,212 |
| Materials, goods and utilities | 305,125 | 322,032 | 367,818 |
| Transfers to local boards and agencies | 134,187 | 138,521 | 142,724 |
| Interest on long-term debt | 20,000 | 28,792 | 43,228 |
| Bank charges and short-term interest | <u>15,000</u> | <u>16,256</u> | <u>16,181</u> |
| | <u>\$ 2,051,919</u> | <u>2,587,737</u> | <u>2,548,885</u> |

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TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

1. Nature of Activities

The Town of Bentley is incorporated under the Municipal Government Act and carries out the administration and operation of the town.

2. Significant Accounting Policies

The consolidated financial statements of the Town of Bentley are the representations of management prepared in accordance with public sector accounting standards established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted are as follows:

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in net financial assets and cash flows of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources. Included with the municipality are the following:

Bentley Volunteer Fire Department

Bentley Municipal Library

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

Basis of accounting

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes the effect of transactions and events in the period in which the transactions and events occur, regardless of whether there has been a receipt or payment of cash or its equivalent.

i. Revenue

Revenue is recognized as it is earned and measurable. Funds from external parties, and earnings thereon, restricted by agreement or legislation are accounted for as deferred revenue until the related expenses are incurred, services performed or tangible capital assets are acquired.

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

2. Significant Accounting Policies (Continued)

ii. Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

iii. Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

iv. Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Measurement uncertainty

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of estimates include: inventory valuation, land for resale inventory, and estimated useful lives of tangible capital assets. Actual results may differ from management's best estimates as additional information becomes available in the future.

Non-financial assets

Non-financial assets, except land for resale inventory, are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the consolidated changes in net financial assets (debt) for the year. Non-financial assets consist of the following:

i. Inventory for consumption

The cost of inventories of material and supplies for consumption is estimated by management.

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

2. Significant Accounting Policies (Continued)

ii. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over the estimated useful life as follows:

| | |
|---------------------------------|----------------|
| Buildings | 15 to 50 years |
| Wastewater distribution systems | 50 to 83 years |
| Water distribution systems | 15 to 80 years |
| Engineering structures | 25 to 45 years |
| Machinery and equipment | 5 to 45 years |
| Vehicles | 10 to 20 years |

One half the amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposition. Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets are written down when conditions indicate that they no longer contribute to the Town's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. Net write-downs are accounted for as expenses in the Consolidated Statement of Operations and Accumulated Surplus.

iii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are also recorded as revenue.

iv. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

v. Land for resale inventory

Land for resale inventory is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements. Related development costs for infrastructure such as water and waste water services, roads, sidewalks and lighting are recorded as physical assets under their respective functions.

Trust liability - public reserve

Certain funds collected as a result of the development of land are held in trust for the purpose of developing a public park or public recreation area. The funds can also be transferred to a school board or to separate areas of land that are used for different purposes.

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

3. Taxes Receivable

Included in taxes receivable are current taxes and grants in lieu of taxes receivable of \$114,047 (2020 - \$143,862) and taxes in arrears of \$98,144 (2020 - \$74,882).

4. Line of Credit

The Town has an undrawn \$500,000 operating line of credit, bearing interest at the bank prime rate (currently 2.45%). Collateral is provided by a general security agreement.

5. Employee Benefit Obligation

Included in accounts payable is \$21,512 (2020 - \$35,732) of accrued vacation benefits that are being deferred to future years. Employees have earned the benefit and are entitled to use the benefit within the next fiscal year.

| 6. Deferred Revenue | 2021 | 2020 |
|---|-------------------|----------------|
| Alberta Community Partnership | \$ 98,100 | - |
| Municipal Sustainability Initiative | 29,104 | 160,128 |
| Prepayment for animal and business licenses and ice rentals | 8,514 | 14,915 |
| Municipal Stimulus Program | - | 91,779 |
| Federal Gas Tax Funding | - | 61,663 |
| Municipal Operating Support Transfer | - | 17,933 |
| | <u>\$ 135,718</u> | <u>346,418</u> |

The Alberta Community Partnership grant is restricted to development of area structure plans expenditures.

The Municipal Sustainability Initiative consists of grant funding designated for the Concrete Replacement capital project.

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements

December 31, 2021

| 7. Long-Term Debt | 2021 | 2020 |
|---|-------------------|----------------|
| Demand bank loan repayable in monthly installments of \$12,280 including principal and interest at 3.49%, due December 2023. The loan was obtained to purchase the land for resale inventory. Collateral is provided by a general security agreement. | \$ 284,095 | 418,980 |
| Demand bank loan repayable in annual principal installments of \$9,320 and interest of 3.49% paid monthly, due September 2024. Collateral is provided by a general security agreement. | 292,338 | 392,079 |
| Demand bank loan repaid. | <u>-</u> | <u>142,400</u> |
| | <u>\$ 576,433</u> | <u>953,459</u> |

Notwithstanding the demand nature of the loans, the estimated principal and interest repayments for the next three years are as follows:

| | Principal | Interest | Total |
|------|-------------------|---------------|----------------|
| 2022 | \$ 242,815 | 16,385 | 259,200 |
| 2023 | 251,496 | 7,704 | 259,200 |
| 2024 | <u>82,122</u> | <u>1,198</u> | <u>83,320</u> |
| | <u>\$ 576,433</u> | <u>25,287</u> | <u>601,720</u> |

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

8. Debt Limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the municipality as follows:

| | 2021 | 2020 |
|---------------------------------------|-------------------|------------------|
| Total debt limit | \$ 3,738,179 | 3,814,182 |
| Total debt | <u>576,625</u> | <u>953,459</u> |
| Amount of debt limit unused | <u>3,161,554</u> | <u>2,860,723</u> |
| Service limit of debt | \$ 623,030 | 635,697 |
| Service on debt | <u>259,200</u> | <u>408,152</u> |
| Amount of debt servicing limit unused | <u>\$ 363,830</u> | <u>227,545</u> |

The debt limit is calculated at 1.5 times the revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

9. Contingency

The Town of Bentley is a member of the Genesis Reciprocal Insurance Exchange. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

10. Land for resale inventory

The Town owns a subdivision with 30 lots held for resale. The lots are listed with a realtor and are ready to be sold. The lots are included in non-financial assets as it cannot be reasonably anticipated that all the lots will be sold within a one year period.

The purchase of the land for resale inventory and additional costs to get the land available for resale was funded by general operations. When the sale of these lots occur the money will replenish the cash balance held by the Town.

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

| 11. Accumulated Surplus | 2021 | 2020 |
|--|-----------------------------|-------------------|
| Unrestricted surplus | \$ <u>84,380</u> | <u>918</u> |
| Reserves: | | |
| Operating: | | |
| Operating contingencies | 48,199 | 48,199 |
| Recreation and parks | 47,985 | 47,985 |
| Community services | 31,205 | 31,205 |
| Fire department | 28,140 | 28,384 |
| Administration | 6,780 | 6,780 |
| Bike path | 3,214 | 3,214 |
| Bentley Centennial (2015) | <u>1,266</u> | <u>1,266</u> |
| | <u>166,789</u> | <u>167,033</u> |
| Capital: | | |
| General | 531,246 | 562,003 |
| Wastewater | 248,000 | 228,000 |
| Water and wastewater | 208,963 | 198,963 |
| Equipment replacement - public works | 120,952 | 67,097 |
| Arena upgrades | 80,968 | 60,968 |
| Fleet replacement - fire | 59,541 | 87,597 |
| Garbage collection equipment | 36,000 | 148,000 |
| Roads, streets and sidewalks | 29,000 | 29,000 |
| Administration | <u>5,565</u> | <u>5,565</u> |
| | <u>1,320,235</u> | <u>1,387,193</u> |
| Total reserves | <u>1,487,024</u> | <u>1,554,226</u> |
| Equity in tangible capital assets | | |
| Tangible capital assets (page 6) | 14,306,993 | 13,871,884 |
| Related long-term debt | <u>(292,337)</u> | <u>(534,480)</u> |
| | <u>14,014,656</u> | <u>13,337,404</u> |
| Equity in Bentley Municipal Library | <u>39,250</u> | <u>35,082</u> |
| | <u>\$ 15,625,310</u> | <u>14,927,630</u> |

12. Commitments

The Town of Bentley is a member of the Lacombe Regional Solid Waste Services Commission (the "Commission"). Members of the Commission pay a quarterly requisition calculated on a per capita basis. The Commission's estimated budget for the Town of Bentley requisitions for the year-ended December 31, 2022 is \$70,070 (2021- \$70,070).

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements

December 31, 2021

13. Salary and Benefits Disclosure

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

| | Salary (1) | Benefits and allowances (2) | 2021 Total | 2020 Total |
|-------------------------------|-------------------|-----------------------------|-----------------------|----------------|
| Councillors | | | | |
| Greg Rathjen, Mayor | \$ 12,132 | - | 12,132 | 10,184 |
| Neil Maki, Councillor | 4,083 | - | 4,083 | 6,053 |
| Cora Knutson, Councillor | 4,046 | - | 4,046 | 5,225 |
| Joan Dickau, Councillor | 3,935 | - | 3,935 | 5,053 |
| Doug Talsma, Councillor | 3,467 | - | 3,467 | 4,740 |
| Pam Hansen, Councillor | 3,296 | - | 3,296 | - |
| Lenore Eastman, Councillor | 2,795 | - | 2,795 | - |
| Dale Grimsdale, Councillor | 1,893 | - | 1,893 | - |
| Brenda Valiquette, Councillor | 1,889 | - | 1,889 | - |
| Marc Fortais, CAO | 130,000 | 12,848 | 142,848 | 131,758 |
| Elizabeth Smart, CAO | - | - | - | 21,447 |
| | <u>\$ 167,536</u> | <u>12,848</u> | <u>721,536</u> | <u>184,460</u> |

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including health care and RRSP contributions.

14. Contingent Asset

The Town qualifies to receive a Federal Gas Tax Fund grant of \$126,222 for 2021. Project applications need to be completed and submitted in order to receive the government transfers. Receipt of the funds are contingent on the Government of Alberta approving the project applications.

TOWN OF BENTLEY

Notes to the Consolidated Financial Statements December 31, 2021

15. Contractual Rights

The Town has contractual rights to franchise fees from ATCO Gas and Fortis Alberta for 12% of the gross usage charges for gas and 10% of the gross usage charges for electricity respectively each year.

16. Financial Instruments

The Town's financial instruments consist of cash, taxes receivable, trade and other receivables, accounts payable and accruals, and long-term debt. The fair value of these financial instruments approximates their carrying value, unless otherwise noted. It is management's opinion that the Town is not exposed to significant interest, currency, market, liquidity or credit risks arising from these financial instruments except as follows:

Interest rate risk

The Town is exposed to interest rate price risk as long-term debt bears interest at fixed interest rates.

Credit risk

The Town is exposed to credit risk with respect to taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and certain rights granted to the town under the Municipal Government Act minimizes the credit risk.

17. Budget Amounts

Council and management approved the 2021 budget for the Town of Bentley on December 15, 2020.

18. Approval of Financial Statements

Council and management have approved these financial statements.

TOWN OF BENTLEY
Supplementary Financial Information
Year Ended December 31, 2021

Reconciliation of 2021 Budget to Operating Results

Effective January 1, 2009 the Town adopted the changes required under the Public Sector Accounting Board (PSAB) Handbook, including Section 1200, "Financial Statement Presentation". Under these requirements, the Town is required to use a full accrual reporting model for preparation of its consolidated financial statements. However, the Town continues to use a cash requirement basis in determining its annual budget. The reconciliation below is for information purposes only to provide users with supplementary comparative information. It should not be used as a replacement for the consolidated financial statements provided and users should note that this information may not be appropriate for their purposes.

| | Budget (unaudited) | 2021 | 2020 |
|---|-----------------------|-------------------------|------------------|
| Excess of revenue over expenses per financial statements | \$ 878,212 | 697,680 | 42,328 |
| Capital expenditures: | | | |
| Add: amortization expense | - | 533,888 | 494,212 |
| Deduct: tangible capital assets acquired | <u>(1,021,059)</u> | <u>(968,997)</u> | <u>(317,835)</u> |
| Excess (deficiency) of operating and capital revenues over expenditures | (142,847) | 262,571 | 218,705 |
| Capital financing: | | | |
| Add: interest on long-term capital debt | 20,000 | 28,791 | 10,591 |
| Deduct: repayment of capital debt, including interest | <u>(153,000)</u> | <u>(270,934)</u> | <u>(249,338)</u> |
| Net surplus (deficiency) before the following | (275,847) | 20,428 | (20,042) |
| Other: | | | |
| Add (Deduct): transfer from (to) operating reserves | (20,000) | 243 | (328) |
| Add (Deduct): transfer to (from) capital reserves | 566,336 | 66,959 | (146,480) |
| Deduct: Bentley Municipal Library excess of revenues over expenses | - | (4,168) | (576) |
| Deduct: repayment of Subdivision loan | <u>(270,000)</u> | <u>-</u> | <u>-</u> |
| Increase (decrease) in unrestricted surplus | \$ <u>489</u> | <u>83,462</u> | <u>(167,426)</u> |

Appendix C

Management representation letter



PRELIMINARY DRAFT
— Subject to Change —
Not to be Reproduced
for Review and Discussion Purposes Only

Town of Bentley

Box 179
Bentley, AB
T0C 0J0

March 22, 2022

RSM Alberta LLP
Chartered Professional Accountants
546 Laura Avenue

Red Deer County, Alberta
T4E 0A5

Dear Sir:

We are providing this letter in connection with your audit of the Consolidated financial statements of Town of Bentley (the "Town") as at December 31, 2021 and for the year then ended, for the purpose of expressing an opinion as to whether the Consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of Town of Bentley in accordance with Canadian Public Sector Accounting Standards.

We acknowledge that we are responsible for the fair presentation of the Consolidated financial statements in accordance with Canadian Public Sector Accounting Standards and for the design and implementation of internal control to prevent and detect fraud and error. We have assessed the risk that the Consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the Consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the Consolidated financial statements would influence the decision of a reasonable person relying on the Consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of March 22, 2022, the following representations were made to you during your audit.

Consolidated financial statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 22, 2021, for the preparation of the Consolidated financial statements in accordance with Canadian Public Sector Accounting Standards; in particular, the Consolidated financial statements are fairly presented in accordance therewith.
2. The Town's significant accounting policies are disclosed in the Consolidated financial statements and:
 - (a) there have been no changes in the Town's accounting policies.
 - (b) the accounting policies selected and applied are appropriate in the circumstances.
 - (c) significant assumptions used in making accounting estimates, including those measured at fair value, are reasonable.
3. Significant matters have not arisen that would require a restatement of the comparative Consolidated financial statements.

Completeness of information

4. We have provided you with:
 - access to all information of which we are aware that is relevant to the preparation of the Consolidated financial statements, such as records, documentation and other matters;
 - additional information that you have requested from us for the purpose of this audit;
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence; and
 - all minutes of the meetings of Town Council or committees there of, or summaries of recent meetings for which minutes have not yet been prepared.
5. The minute books of the Town are a complete record of all meetings and resolutions of the Town throughout the years and to the present date.
6. All transactions have been recorded in the accounting records and are reflected in the Consolidated financial statements.
7. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory agencies, applicable securities commissions or governmental authorities, including their financial reporting requirements.
8. We are unaware of any instances of non-compliance or suspected non-compliance with laws or regulations the effects of which should be considered when preparing Consolidated financial statements.
9. We have identified to you all known related parties and all known related party relationships and transactions, including guarantees, non-monetary transactions and transactions for no consideration.
10. We have communicated to you all deficiencies in internal control of which management is aware.

Fraud and error

11. We have no knowledge of fraud or suspected fraud affecting the Town involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the Consolidated financial statements.
12. We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's Consolidated financial statements communicated by employees, former employees, analysts, regulators or others.
13. We believe that the effects of the uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the Consolidated financial statements taken as a whole.

Recognition, measurement and disclosure

14. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the Consolidated financial statements are reasonable and appropriate in the circumstances.
15. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the Consolidated financial statements.
16. All related party relationships and transactions have been appropriately measured and disclosed in the Consolidated financial statements.

17. We are aware of the environmental laws and regulations that impact our Town and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the Consolidated financial statements.
18. The nature of all material measurement uncertainties has been appropriately disclosed in the Consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the Consolidated financial statements.
19. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel. Any such items have been accounted for and disclosed in accordance with Canadian Public Sector Accounting Standards.
20. We confirm that there are no derivative or off-balance sheet financial instruments held at the year then ended.
21. We confirm that we have made the appropriate determination, accounting and disclosure in the Consolidated financial statements of the costs, assets and obligations associated with employee future benefits.
22. All liabilities, both actual and contingent, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the Consolidated financial statements.
23. The Town has satisfactory title to, or control over, all assets, and there are no liens or encumbrances on the Town's assets or assets pledged as collateral that are not disclosed in the notes to the Consolidated financial statements.
24. We have disclosed to you, and the Town has complied with, all aspects of contractual agreements that could have a material effect on the Consolidated financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
25. We confirm the appropriateness of accounting policies and the application thereof for complex areas of accounting and areas involving management's judgment and estimates, for example:
 - Estimated useful lives of capital assets
 - Land held for sale
26. There have been no events subsequent to Consolidated statement of financial position date up to the date hereof that would require recognition or disclosure in the Consolidated financial statements other than that disclosed in the notes to the Consolidated financial statements. Further, there have been no events subsequent to the date of the comparative consolidated financial statements that would require adjustment of those consolidated financial statements and the related notes.
27. The terms of your engagement, as set out in your letter to us dated November 22, 2021, are still in effect and we agree with the terms as set out.

Journal entry approval

28. We confirm our approval of and acknowledge responsibility for the journal entries listed in the accompanying schedule.

Yours very truly,

Marc Fortais, CAO

Greg Rathjen, Mayor

GDS/

PRELIMINARY DRAFT
— Subject to Change —
Not to be Reproduced
for Review and Discussion Purposes Only

Appendix D

Summary of adjustments



*PRELIMINARY DRAFT
— Subject to Change —
Not to be Reproduced*

Town of Bentley

Year End: December 31, 2021

Journal Entries: Adjusting

Date: 1/1/2021 To 12/31/2021

8010

| | | |
|-------------------------------|----------------|--------------------------------|
| Prepared by JH 2/15/2022 | In-Chrg Review | Manager Review KP 2/23/2022 |
| Partner Review GS 3/5/2022 | EQCR Review | Other Review |

| Number | Date | Name | Account No | Reference | Debit | Credit | Recurrence | Misstatement |
|---|------------|---|----------------|-----------|------------|------------|------------|--------------|
| A1 | 12/31/2021 | Fire Dept - Donations & Fund Raising | 1-23-01-500-00 | 5004 | | 500.00 | | |
| A1 | 12/31/2021 | Fire Dept - Municipal Contributions | 1-23-01-850-00 | 5004 | | 12,076.60 | | |
| A1 | 12/31/2021 | Contributed to Reserve | 2-23-00-764-00 | 5004 | | 243.49 | | |
| A1 | 12/31/2021 | Fire Depart - Purchased Services | 2-23-01-250-00 | 5004 | 832.83 | | | |
| A1 | 12/31/2021 | Fire Depart - General Supplies | 2-23-01-510-00 | 5004 | 4,473.80 | | | |
| A1 | 12/31/2021 | Fire Depart - Equipment/Shop Supplies | 2-23-01-524-00 | 5004 | 2,355.34 | | | |
| A1 | 12/31/2021 | GST INPUT TAX CREDIT - 100.00% | 3-12-00-272-00 | 5004 | 305.40 | | | |
| A1 | 12/31/2021 | Fire Department Bank Account | 3-23-00-100-00 | 5004 | 4,609.23 | | | |
| A1 | 12/31/2021 | Fire Dept. Bank Account | 4-23-00-715-00 | 5004 | 243.49 | | | |
| To consolidate the fire department. | | | | | | | | Factual |
| A2 | 12/31/2021 | Library Board Donations | 1-74-02-590-00 | 5005 | | 15,310.88 | | |
| A2 | 12/31/2021 | Library Board - Prov. Grants | 1-74-02-840-00 | 5005 | | 27,153.04 | | |
| A2 | 12/31/2021 | Library Board - Municipal Grants | 1-74-02-850-00 | 5005 | | 26,250.00 | | |
| A2 | 12/31/2021 | Library Board - Wages/Benefits | 2-74-02-111-00 | 5005 | 51,197.54 | | | |
| A2 | 12/31/2021 | Library Board - Telephone/Fax | 2-74-02-217-00 | 5005 | 427.55 | | | |
| A2 | 12/31/2021 | Library Board - Purchased Services | 2-74-02-290-00 | 5005 | 8,110.44 | | | |
| A2 | 12/31/2021 | Books & General Supplies | 2-74-02-510-00 | 5005 | 372.04 | | | |
| A2 | 12/31/2021 | Library Board - Utilities | 2-74-02-545-00 | 5005 | 4,438.51 | | | |
| A2 | 12/31/2021 | Cash - Bentley Municipal Library | 3-74-00-100-00 | 5005 | 4,167.84 | | | |
| A2 | 12/31/2021 | Net Accumulated Surplus | 4-00-00-910-00 | 5005 | 4,167.84 | | | |
| A2 | 12/31/2021 | Equity in Bentley Municipal Library | 4-74-00-300-00 | 5005 | | 4,167.84 | | |
| To record library consolidation. | | | | | | | | Factual |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-41-00-410-00 | 5210 | | 5,204.82 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-41-00-410-00 | 5210 | | 18,064.08 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-41-00-410-00 | 5210 | | 4,326.49 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-41-00-410-00 | 5210 | | 216.20 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-41-00-410-00 | 5210 | | 38.74 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-42-00-410-00 | 5210 | | 5,001.34 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-42-00-410-00 | 5210 | | 13,843.63 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-42-00-410-00 | 5210 | | 3,096.73 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-42-00-410-00 | 5210 | | 388.26 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-42-00-410-00 | 5210 | | 172.56 | | |
| A3 | 12/31/2021 | Sale of Goods and Services | 1-42-00-410-00 | 5210 | | 30.92 | | |
| A3 | 12/31/2021 | Sale of Service | 1-43-00-410-00 | 5210 | | 8,925.70 | | |
| A3 | 12/31/2021 | Sale of Service | 1-43-00-410-00 | 5210 | | 19,427.01 | | |
| A3 | 12/31/2021 | Sale of Service | 1-43-00-410-00 | 5210 | | 4,366.58 | | |
| A3 | 12/31/2021 | Sale of Service | 1-43-00-410-00 | 5210 | | 1,015.42 | | |
| A3 | 12/31/2021 | Sale of Service | 1-43-00-410-00 | 5210 | | 243.32 | | |
| A3 | 12/31/2021 | Sale of Service | 1-43-00-410-00 | 5210 | | 43.59 | | |
| A3 | 12/31/2021 | WATER SUPPLY ACCTS RECEIVABLE | 3-41-00-274-00 | 5210 | 19,131.86 | | | |
| A3 | 12/31/2021 | WATER SUPPLY ACCTS RECEIVABLE | 3-41-00-274-00 | 5210 | 51,334.72 | | | |
| A3 | 12/31/2021 | WATER SUPPLY ACCTS RECEIVABLE | 3-41-00-274-00 | 5210 | 11,789.80 | | | |
| A3 | 12/31/2021 | WATER SUPPLY ACCTS RECEIVABLE | 3-41-00-274-00 | 5210 | 1,403.68 | | | |
| A3 | 12/31/2021 | WATER SUPPLY ACCTS RECEIVABLE | 3-41-00-274-00 | 5210 | 632.08 | | | |
| A3 | 12/31/2021 | WATER SUPPLY ACCTS RECEIVABLE | 3-41-00-274-00 | 5210 | 113.25 | | | |
| To record November and December utility billings. | | | | | | | | Factual |
| A4 | 12/31/2021 | Loan Repayment - Principle | 2-42-00-810-00 | 6003 | | 142,400.00 | | |
| A4 | 12/31/2021 | Loan Repayment - Principle | 2-42-00-810-00 | 6003 | | 4,218.72 | | |
| A4 | 12/31/2021 | Loan Interest | 2-42-00-831-00 | 6003 | 4,218.72 | | | |
| A4 | 12/31/2021 | Subdivisoin Land Loan Principle Payment | 2-66-00-832-00 | 6003 | | 234,626.32 | | |
| A4 | 12/31/2021 | Sewer System - Bank Loan | 4-42-00-314-00 | 6003 | 142,400.00 | | | |
| A4 | 12/31/2021 | 52 Avenue Subdivision Debenture | 4-66-00-314-00 | 6003 | 134,884.55 | | | |
| A4 | 12/31/2021 | New Beginnings Debenture | 4-66-00-314-01 | 6003 | 99,741.77 | | | |
| To adjust long-term debt to actual | | | | | | | | Factual |
| A5 | 12/31/2021 | Prov.Cond. Grants | 1-32-00-840-00 | 7033-1 | 29,103.89 | | | |
| A5 | 12/31/2021 | Prov.Cond. Grants | 1-32-00-840-00 | 7033-1 | | 313,570.08 | | |
| A5 | 12/31/2021 | Drawn From Reserves | 1-32-00-920-00 | 7033-1 | 313,570.08 | | | |
| A5 | 12/31/2021 | Provincial Cond. Grant | 1-61-00-840-00 | 7033-1 | 98,100.00 | | | |
| A5 | 12/31/2021 | Prepaid Licenses/Permits/Other | 4-12-00-274-00 | 7033-1 | | 127,203.89 | | |

Town of Bentley

Year End: December 31, 2021

Journal Entries: Adjusting

Date: 1/1/2021 To 12/31/2021

8010-1

| | | |
|-------------------------------|----------------|--------------------------------|
| Prepared by JH 2/15/2022 | In-Chrg Review | Manager Review KP 2/23/2022 |
| Partner Review GS 3/5/2022 | EQCR Review | Other Review |

| Number | Date | Name | Account No | Reference | Debit | Credit | Recurrence | Misstatement |
|--------|------------|--|----------------|--------------|------------|------------|------------|--------------|
| | | To adjust deferred revenue to actual. | | | | | | Factual |
| A7 | 12/31/2021 | Capital Projects/Purchases | 2-12-00-762-00 | 5503 | | 30,757.12 | | |
| A7 | 12/31/2021 | Bldg Maintenance - Purchased Services | 2-23-00-250-00 | 5503 | 8,215.22 | | | |
| A7 | 12/31/2021 | Capital Projects/Purchases | 2-23-00-762-00 | 5503 | | 49,957.24 | | |
| A7 | 12/31/2021 | Capital Projects/Purchases | 2-32-00-762-00 | 5503 | | 819,353.06 | | |
| A7 | 12/31/2021 | Capital Projects/Purchases | 2-43-00-762-00 | 5503 | | 47,000.00 | | |
| A7 | 12/31/2021 | New Beginnings Subdivision | 2-66-00-762-00 | 5503 | | 7,001.01 | | |
| A7 | 12/31/2021 | Contributed to Capital | 2-72-00-762-00 | 5503 | | 30,143.32 | | |
| A7 | 12/31/2021 | OFFICE EQUIPMENT | 3-12-00-630-00 | 5503 | 30,757.12 | | | |
| A7 | 12/31/2021 | FIRE FIGHTING EQUIPMENT | 3-23-00-630-00 | 5503 | 49,957.24 | | | |
| A7 | 12/31/2021 | COMMON SERVICES - EQUIPMENT | 3-31-00-630-00 | 5503 | 11,145.00 | | | |
| A7 | 12/31/2021 | COMMON SERVICES - VEHICLES | 3-31-00-650-00 | 5503 | 65,000.00 | | | |
| A7 | 12/31/2021 | STREETS, ROADS, LIGHTING, WALKS | 3-32-00-610-00 | 5503 | 483,159.58 | | | |
| A7 | 12/31/2021 | STREETS, ROADS, LIGHTING, WALKS | 3-32-00-610-00 | 5503 | 265,599.13 | | | |
| A7 | 12/31/2021 | GARBAGE TRUCK | 3-43-00-650-00 | 5503 | 47,000.00 | | | |
| A7 | 12/31/2021 | LAND FOR FUTURE DEVELOPMENT | 3-66-00-570-00 | 5503 | 7,000.00 | | | |
| A7 | 12/31/2021 | RECREATION PARK LAND | 3-71-00-640-00 | 5503 | 16,378.46 | | | |
| | | To reclassify capital asset purchases and adjust capital assets to actual. | | | | | | Factual |
| A8 | 12/31/2021 | COMMUNITY SAVINGS | 3-00-00-124-00 | 5001 | 5,170.72 | | | |
| A8 | 12/31/2021 | YEAR END ACCOUNTS RECEIVABLE | 3-12-00-271-00 | 5001 | | 5,170.72 | | |
| | | To post accrual for account receivable not recorded till after year end. | | | | | | Factual |
| A12 | 12/31/2021 | Administrative Staff | 2-12-00-113-00 | 7301-2 | | 4,285.71 | | |
| A12 | 12/31/2021 | YEAR END ACCOUNTS RECEIVABLE | 3-12-00-271-00 | 7301-2 | 4,285.71 | | | |
| | | To record short term disability reimbursement. | | | | | | Factual |
| A13 | 12/31/2021 | YEAR END ACCOUNTS RECEIVABLE | 3-12-00-271-00 | ACCT 4-72-00 | | 15,939.92 | | |
| A13 | 12/31/2021 | Deferred Revenue - Arena | 4-72-00-274-00 | ACCT 4-72-00 | 15,939.92 | | | |
| | | To adjust arena deferred revenue to actual. | | | | | | Factual |
| A14 | 12/31/2021 | Receiver General Remittance - Reduced | 4-12-00-230-00 | ACCT 4-12-00 | | 5,551.57 | | |
| A14 | 12/31/2021 | Receiver General Remittance | 4-12-00-231-00 | ACCT 4-12-00 | | 2,726.83 | | |
| A14 | 12/31/2021 | Payroll Remittances Payable | 4-12-00-232-00 | ACCT 4-12-00 | 8,278.40 | | | |
| | | To reallocate payroll reassessment payments. | | | | | | Factual |
| A15 | 12/31/2021 | Lacombe County Special Constable Serv. | 2-26-00-300-00 | 6105 | 22,000.00 | | | |
| A15 | 12/31/2021 | Current Accounts Payable | 4-12-00-273-00 | 6105 | | 22,000.00 | | |
| | | To accrue for police service share agreement. | | | | | | Factual |
| A17 | 12/31/2021 | Amortization Expense - Administration | 2-12-00-699-00 | 5512 | 15,447.09 | | | |
| A17 | 12/31/2021 | Amortization Expense - Fire Department | 2-23-00-699-00 | 5512 | 34,061.02 | | | |
| A17 | 12/31/2021 | Amortization Expense - Disaster Services | 2-24-00-699-00 | 5512 | 1,008.00 | | | |
| A17 | 12/31/2021 | Amortization Expense - Common Services | 2-31-00-699-00 | 5512 | 18,340.42 | | | |
| A17 | 12/31/2021 | Amortization Expense - Roads, Walks | 2-32-00-699-00 | 5512 | 184,759.26 | | | |
| A17 | 12/31/2021 | Amortization Expense - Stormwater | 2-37-00-699-00 | 5512 | 17,782.09 | | | |
| A17 | 12/31/2021 | Amortization Expense - Water | 2-41-00-699-00 | 5512 | 67,435.00 | | | |
| A17 | 12/31/2021 | Amortization Expense - Wastewater System | 2-42-00-699-00 | 5512 | 125,214.00 | | | |
| A17 | 12/31/2021 | Amortization Expense - Garbage/Waste | 2-43-00-699-00 | 5512 | 3,492.86 | | | |
| A17 | 12/31/2021 | Amortization Expense - Recreation | 2-72-00-699-00 | 5512 | 61,313.46 | | | |
| A17 | 12/31/2021 | Amortization Expense - Culture | 2-74-00-699-00 | 5512 | 5,035.00 | | | |
| A17 | 12/31/2021 | Accumulated Amortization - Eng. Struct. | 3-12-00-611-00 | 5512 | | 162,344.77 | | |
| A17 | 12/31/2021 | Accumulated Amortization - Buildings | 3-12-00-621-00 | 5512 | | 80,918.65 | | |
| A17 | 12/31/2021 | Accumulated Amortization - Mach & Equip. | 3-12-00-631-00 | 5512 | | 59,660.69 | | |
| A17 | 12/31/2021 | Accumulated Amortization - Vehicles | 3-12-00-651-00 | 5512 | | 21,369.00 | | |
| A17 | 12/31/2021 | Accumulated Depreciation - Water Dist. | 3-41-00-611-00 | 5512 | | 66,599.00 | | |

Town of Bentley

Year End: December 31, 2021

Journal Entries: Adjusting

Date: 1/1/2021 To 12/31/2021

8010-2

| | | |
|-------------------------------|----------------|--------------------------------|
| Prepared by JH 2/15/2022 | In-Chrg Review | Manager Review KP 2/23/2022 |
| Partner Review GS 3/5/2022 | EQCR Review | Other Review |

| Number | Date | Name | Account No | Reference | Debit | Credit | Recurrence | Misstatement |
|--------|------------|---|----------------|--------------|------------|------------|------------|--------------|
| A17 | 12/31/2021 | Accumulated Amortization - Wastewater | 3-42-00-611-00 | 5512 | | 142,996.09 | | |
| | | To record current year amortization. | | | | | | Factual |
| A18 | 12/31/2021 | Other Revenue Own Sources | 1-32-00-590-00 | WP 7035 | 1,750.00 | | | |
| A18 | 12/31/2021 | G.S.T. Collected | 4-12-00-260-00 | WP 7035 | | 1,750.00 | | |
| | | To pick up GST recorded on expense. | | | | | | Factual |
| A19 | 12/31/2021 | Drawn from Reserves | 1-12-00-920-00 | 6922 | | 30,757.12 | | |
| A19 | 12/31/2021 | Contributed to Reserve | 2-23-00-764-00 | 6922 | 20,000.00 | | | |
| A19 | 12/31/2021 | Added to Operating Reserves | 2-32-00-764-00 | 6922 | 65,000.00 | | | |
| A19 | 12/31/2021 | Contributed to Operating Reserves | 2-41-00-764-00 | 6922 | 10,000.00 | | | |
| A19 | 12/31/2021 | Transfer to Reserve | 2-42-00-764-00 | 6922 | 20,000.00 | | | |
| A19 | 12/31/2021 | Transfer to Reserve | 2-72-09-764-00 | 6922 | 20,000.00 | | | |
| A19 | 12/31/2021 | Uncommitted Capital Reserves | 4-12-00-766-00 | 6922 | 30,757.12 | | | |
| A19 | 12/31/2021 | Capital Reserve - Fire Fleet | 4-23-00-766-00 | 6922 | | 20,000.00 | | |
| A19 | 12/31/2021 | Public Works Capital Reserves - Equip. | 4-32-00-763-00 | 6922 | | 65,000.00 | | |
| A19 | 12/31/2021 | Water Capital Reserve | 4-41-00-760-00 | 6922 | | 10,000.00 | | |
| A19 | 12/31/2021 | Sewer Capital Reserves | 4-42-00-761-00 | 6922 | | 20,000.00 | | |
| A19 | 12/31/2021 | Capital Funds Reserve - Arena Building | 4-72-00-765-00 | 6922 | | 20,000.00 | | |
| | | To adjust reserves to actual. | | | | | | Factual |
| A20 | 12/31/2021 | Equity in Fixed Assets | 4-00-00-800-00 | 6923 | | 677,250.10 | | |
| A20 | 12/31/2021 | Net Accumulated Surplus | 4-00-00-910-00 | 6923 | 677,250.10 | | | |
| | | To adjust equity in capital assets. | | | | | | Factual |
| A21 | 12/31/2021 | Audit Fees | 2-12-00-230-00 | ACCT 4-12-00 | 5,625.00 | | | |
| A21 | 12/31/2021 | Accrued Audit Fees | 4-12-00-271-00 | ACCT 4-12-00 | | 5,625.00 | | |
| | | To adjust accounting accrual to actual. | | | | | | Factual |
| PBC-9 | 12/31/2021 | Employer Contributions | 2-12-00-130-00 | 6103 | | 12,196.72 | | |
| PBC-9 | 12/31/2021 | Full Time Salaries | 2-32-00-111-00 | 6103 | | 3,440.18 | | |
| PBC-9 | 12/31/2021 | Accrued TOIL & Vacation Pay | 4-12-00-275-00 | 6103 | 15,636.90 | | | |
| | | To adjust accrued vacation time to actual. | | | | | | Factual |
| PBC-10 | 12/31/2021 | Travel & Subsistence | 2-23-00-211-00 | WP 5004 | 1,337.54 | | | |
| PBC-10 | 12/31/2021 | Training/Course/Conference | 2-23-00-214-00 | WP 5004 | 183.00 | | | |
| PBC-10 | 12/31/2021 | Training/Course/Conference | 2-23-00-214-00 | WP 5004 | 173.99 | | | |
| PBC-10 | 12/31/2021 | Freight & Postage | 2-23-00-215-00 | WP 5004 | 16.62 | | | |
| PBC-10 | 12/31/2021 | Advertising, P/R, Memberships | 2-23-00-220-00 | WP 5004 | 235.00 | | | |
| PBC-10 | 12/31/2021 | Advertising, P/R, Memberships | 2-23-00-220-00 | WP 5004 | 240.00 | | | |
| PBC-10 | 12/31/2021 | Equip. Repair/Maint. - Purchased Service | 2-23-00-251-00 | WP 5004 | 1,725.31 | | | |
| PBC-10 | 12/31/2021 | Bunker Gear/Personal Protective Equipmen | 2-23-00-512-00 | WP 5004 | 417.84 | | | |
| PBC-10 | 12/31/2021 | General Supplies & Small Tools | 2-23-00-519-00 | WP 5004 | 50.90 | | | |
| PBC-10 | 12/31/2021 | General Supplies & Small Tools | 2-23-00-519-00 | WP 5004 | 184.74 | | | |
| PBC-10 | 12/31/2021 | Vehicle Repair & Maint. Parts/Supplies | 2-23-00-523-00 | WP 5004 | 97.34 | | | |
| PBC-10 | 12/31/2021 | GST INPUT TAX CREDIT - 100.00% | 3-12-00-272-00 | WP 5004 | 190.44 | | | |
| PBC-10 | 12/31/2021 | Year End Accounts Payable | 4-12-00-272-00 | WP 5004 | | 4,852.72 | | |
| | | To accrue fire department expenses. | | | | | | Factual |
| PBC-11 | 12/31/2021 | Business Licenses | 1-12-00-522-00 | ACCT 4-12-00 | | 450.00 | | |
| PBC-11 | 12/31/2021 | Animal Licences | 1-26-00-520-00 | ACCT 4-12-00 | | 635.00 | | |
| PBC-11 | 12/31/2021 | Prepaid Licenses/Permits/Other | 4-12-00-274-00 | ACCT 4-12-00 | 1,085.00 | | | |
| | | To adjust accrued ice rental balance to actual. | | | | | | Factual |
| PBC-16 | 12/31/2021 | Audit Fees | 2-12-00-230-00 | ACCT 4-12-00 | 7,500.00 | | | |

Town of Bentley

Year End: December 31, 2021

Journal Entries: Adjusting

Date: 1/1/2021 To 12/31/2021

8010-3

| | | |
|-------------------------------|----------------|--------------------------------|
| Prepared by JH 2/15/2022 | In-Chrg Review | Manager Review KP 2/23/2022 |
| Partner Review GS 3/5/2022 | EQCR Review | Other Review |

| Number | Date | Name | Account No | Reference | Debit | Credit | Recurrence | Misstatement |
|--------------------------|------------|---|-------------------|--------------|--------------|--------------|------------|--------------|
| PBC-16 | 12/31/2021 | GST INPUT TAX CREDIT - 100.00% | 3-12-00-272-00 | ACCT 4-12-00 | 375.00 | | | |
| PBC-16 | 12/31/2021 | Accrued Audit Fees | 4-12-00-271-00 | ACCT 4-12-00 | | 7,875.00 | | |
| | | To record RSM accounting fees for interm audit work. | | | | | | Factual |
| | | | | | 3,445,732.79 | 3,445,732.79 | | |
| Net Income (Loss) | | | 764,882.62 | | | | | |

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Appendix E

Summary of uncorrected misstatements

| Description | Effect: Increase / (Decrease) | | | | | |
|---|-------------------------------|-------------|-------------|----------|-------------|-------------------------------|
| | Assets | Liabilities | Net Assets | Revenue | Expenses | Revenue over (under) expenses |
| Unrecorded misstatement - Factual | | | | | | |
| SLAM01 - To record accounts receivable for Fire Department revenue. | \$ 4,662 | \$ - | \$ - | \$ 4,662 | \$ - | \$ 4,662 |
| SLAM02 - To reclassify customer deposits. | (20,649) | (20,649) | - | - | - | - |
| SLAM03 - To record prior year unrecorded amortization. | - | - | (17,133) | - | (17,133) | 17,133 |
| SLAM04 - To adjust payroll remittance payable for overstatement of liability. | - | (5,585) | - | - | (5,585) | 5,585 |
| SLAM05 - PY: To record opening uncorrected insurance liability. | - | - | (4,582) | - | (4,582) | 4,582 |
| Unrecorded misstatement - Projected | | | | | | |
| None present | | | | | | |
| Unrecorded misstatement - Judgmental | | | | | | |
| None present | | | | | | |
| Total uncorrected misstatements | \$ (15,987) | \$ (26,234) | \$ (21,715) | \$ 4,662 | \$ (27,300) | \$ 31,962 |
| Cumulative net assets misstatements | | | \$ 10,247 | | | |

Appendix F

Upcoming accounting standard changes

The following standard changes are effective for the Town's December 31, 2023 fiscal year end.

- PS 3280 Asset Retirement Obligations:

This section establishes the recognition, measurement, and disclosure for asset retirement obligations. This section requires management to prepare a best estimate of the obligation when there is a legal obligation to incur retirement costs, the transaction giving rise to the liability has occurred and future costs will be incurred. The liability must be reassessed at each financial statement date.

- PS 1201 - Financial Statement Presentation:

The implementation of this standard requires a new statement of re-measurement gains and losses separate from the statement of operations. This new statement will include the unrealized gains and losses arising from the re-measurement of financial instruments and items denominated in foreign currency.

- PS 3450 - Financial Instruments:

This section establishes recognition, measurement, and disclosure requirements for derivative and non-derivative instruments. The standard requires fair value measurements of derivative instruments and equity instruments; all other financial instruments can be measured at either cost or fair value depending upon elections made by the Entity. Unrealized gains and losses will be presented on the new statement of re-measurement gains and losses arising from the adoption of PS 1201. There will also be a requirement to disclose the nature and extent of risks arising from financial instruments and clarification is given for the de-recognition of financial liabilities.

- PS 3041 - Portfolio Investments:

This section removes the distinction between temporary and portfolio investments and provides additional guidance on recognition, measurement, presentation and disclosure of portfolio investments. Upon adoption of this section and PS 3450, PS 3040 - Portfolio Investments will no longer be applicable.

- PS 2601 - Foreign Currency Translation:

This section establishes guidance on the recognition, measurement, presentation and disclosure of assets and liabilities denominated in foreign currencies. The Section requires monetary assets and liabilities, denominated in a foreign currency, and non-monetary items value at fair value, denominated in a foreign currency, to be adjusted to reflect the exchange rates in effect at the financial statement date. The resulting unrealized gains and losses are to be presented in the new statement of re-measurement gains and losses.

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TOWN OF BENLTLEY

RESERVE LISTING AS AT DECEMBER 31, 2021

| OPERATING RESERVES | | | | | | | | | | | | | | | |
|--|--------------|--|-------------------|-----------|------------|-----------------------|-------------------|-------------|-------------|--------------------------|-----------------------|-------------------|--------------|----------------------|------------------------|
| GL Account | Reserve Type | Reserve Name | 2019 Actual | | | | 2020 Actual | | | | 2021 Actual | | | | |
| | | | Beginning Balance | Additions | Deletions | Closing Bal Dec 31/19 | Beginning Balance | Additions | Deletions | Required Changes per RSM | Closing Bal Dec 31/21 | Beginning Balance | Additions | Deletions | RSM Deferred ACP Grant |
| 4-97-00-710-00 | Operating | Operating Contingency | \$ 48,199 | \$ - | \$ - | \$ 48,199 | \$ 48,199 | \$ - | \$ - | | \$ 48,199 | \$ 48,199 | | | \$ 48,199.00 |
| 4-72-09-711-00 | Operating | Playground Equip Replacement/Upgrades | \$ 30,985 | \$ 7,000 | \$ - | \$ 37,985 | \$ 37,985 | \$ 10,000 | \$ - | | \$ 47,985 | \$ 47,985 | | | \$ 47,985.00 |
| 4-72-02-766-00 | | Parks Equip Reserve | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | | | \$ - |
| | | Ending Balance Recreation and Parks | | | | \$ 37,985 | | | | | \$ 47,985 | | | | |
| 4-23-00-715-00 | Operating | Fire Department Bank Account | \$ 25,263 | \$ 2,793 | \$ - | \$ 28,056 | \$ 28,056 | \$ 7,472 | \$ - | \$ (7,144) | \$ 28,384 | \$ 28,383.50 | \$ - | 243.50 | \$ 28,140.00 |
| 4-51-00-710-00 | Operating | Community Services Reserve | | | | | | | | | | | | | |
| | | 2014 | \$ 4,745 | \$ - | \$ - | \$ 4,745 | \$ 4,745 | \$ - | \$ - | | \$ 4,745 | \$ 31,205.43 | | | \$ 31,205.43 |
| | | 2015 | \$ 5,543 | \$ - | \$ - | \$ 5,543 | \$ 5,543 | \$ - | \$ - | | \$ 5,543 | | | | |
| | | 2016 Donations | \$ 9,239 | \$ 3,455 | \$ - | \$ 12,694 | \$ 12,694 | \$ - | \$ - | | \$ 12,694 | | | | |
| | | 2017 | \$ 6,224 | \$ - | \$ - | \$ 6,224 | \$ 6,224 | \$ - | \$ - | | \$ 6,224 | | | | |
| | | Parent Link | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | | | | |
| | | General Reserve Transfer | \$ - | \$ 2,000 | \$ - | \$ 2,000 | \$ 2,000 | \$ - | \$ - | | \$ 2,000 | | | | |
| | | Ending Bal Community Services Reserve | | | | \$ 31,205 | | | | | \$ 31,205 | | | | |
| | | Administration Reserve | \$ 2,530 | \$ - | \$ - | \$ 2,530 | \$ 2,530 | \$ - | \$ - | | \$ 2,530 | \$ 6,779.83 | | | \$ 6,779.83 |
| | | J/E YE reconcile acct balance | \$ 186 | \$ - | \$ (865) | \$ (679) | \$ (679) | \$ - | \$ - | | \$ (679) | | | | |
| | | Canada Day | \$ (0) | \$ 429 | \$ - | \$ 429 | \$ 429 | \$ - | \$ - | | \$ 429 | | | | |
| | | GIS System cost share | \$ 5,000 | \$ - | \$ - | \$ 5,000 | \$ 5,000 | \$ - | \$ - | | \$ 5,000 | | | | |
| | | Servus Credit Union Canada Day Donation | \$ (500) | \$ - | \$ - | \$ (500) | \$ (500) | \$ - | \$ - | | \$ (500) | | | | |
| 4-12-00-762-00 | Operating | Municipal Planning unspent ACP GRANT | | | | | | | | | | | \$ 98,090.43 | | |
| | | Ending Balance Admin Reserve | | | | \$ 6,780 | | | | | \$ 6,780 | | | | |
| 4-72-09-710-00 | Operating | Bike Path | \$ 4,085 | | | \$ 4,085 | \$ 4,085 | \$ - | \$ (871) | | \$ 3,214 | \$ 3,214.00 | | \$ 3,214.00 | |
| | | Centennial (2015) Reserve | | | | | | | | | | | | | |
| | | Entrance Signs | \$ 2,514 | \$ - | \$ (2,514) | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ 1,266.20 | | \$ 1,266.20 | |
| | | Community/Church Sign | \$ 666 | \$ - | \$ - | \$ 666 | \$ 666 | \$ - | \$ - | | \$ 666 | | | | |
| | | Donation - COP | \$ 100 | \$ - | \$ - | \$ 100 | \$ 100 | \$ - | \$ - | | \$ 100 | | | | |
| | | Canada Day Donation Coding Error | \$ 500 | \$ - | \$ - | \$ 500 | \$ 500 | \$ - | \$ - | | \$ 500 | | | | |
| 4-12-00-760-00 | Operating | Ending Balance Centennila Reserve | | | | \$ 1,266 | \$ 1,266 | \$ - | \$ - | | \$ 1,266 | | | | |
| Operating Reserve Totals (Balance to Financial Statement) | | | | | | \$ 167,033 | | | | | \$ 167,032.96 | | | \$ 166,789.46 | |

TOWN OF BENTLEY

RESERVE LISTING AS AT DECEMBER 31, 2021

| CAPITAL RESERVES | | 2019 Actual | | | | 2020 Actual | | | | 2021 Actual | | | | | | |
|---|--------------|--|-------------------|-----------|--------------|-----------------------|-------------------|------------|--------------|--------------|-----------------------|-------------------|--------------|----------------|--------------|-------------------------|
| GL Account | Reserve Type | Reserve Name | Beginning Balance | Additions | Deletions | Closing Bal Dec 31/19 | Beginning Balance | Additions | Deletions | RSM Deferred | Closing Bal Dec 31/20 | Beginning Balance | Additions | Deletions | RSM Deferred | Closing Bal Dec 31/2021 |
| | | Uncommitted Reserve | | | | \$ - | | | | | | | | | | |
| | | Summersault (restricted) (\$160,000) | \$ 160,000 | | \$ (160,000) | \$ - | \$ - | | | | | | | | | |
| | | Franchise Fees | \$ - | \$ 99,943 | | \$ 99,943 | \$ 99,943 | | | | \$ 99,943 | \$ 562,003.25 | | -\$ 30,757.12 | | \$ 531,246.13 |
| | | Year-end Surplus | \$ 659,323 | | \$ (365,607) | \$ 293,716 | \$ 293,716 | \$ 175,561 | \$ (7,217) | | \$ 462,060 | | | | | |
| | | MSI Funds (recorded to deferred revenue) | \$ 145,790 | | \$ (145,790) | \$ - | \$ - | \$ 160,128 | deferred | \$ (160,128) | \$ - | | | | \$ 29,104.00 | |
| | | Federal Gas Tax Fund (recorded to deferred) | \$ 59,456 | | \$ (59,456) | \$ - | \$ - | \$ 61,663 | deferred | \$ (61,663) | \$ - | | | | | |
| | | Municipal Stimulus Fund (recorded to deferred) | | | | | \$ - | \$ 91,779 | deferred | \$ (91,779) | \$ 0 | | | | | |
| | | New Beginnings WSP and Legal Fees | | | | | \$ - | \$ - | | \$ (13,165) | \$ (0) | | | | | |
| 4-12-00-766-00 | Capital | Ending Balance Uncommitted Reserve | | | | \$ 393,659 | \$ 393,659 | | | \$ 13,165 | \$ 562,003 | | | | | \$ 531,246.13 |
| 4-42-00-761-00 | Capital | Sewer | \$ 173,000 | \$ 35,000 | \$ - | \$ 208,000 | \$ 208,000 | \$ 20,000 | | | \$ 228,000 | \$ 228,000.00 | \$ 20,000.00 | | | \$ 248,000.00 |
| 4-23-00-762-00 | Capital | Fire Department | | | | | | | | | | | | | | |
| | | Building | \$ 27,885 | \$ - | \$ - | \$ 27,885 | \$ 27,885 | | | | \$ 27,885 | \$ 27,884.66 | | | | \$ 27,884.66 |
| 4-23-00-766-00 | Capital | Fire Fleet Replacement | | | | | | | | | | | | | | |
| | | Fire Fleet (2016 end balance was diff then what liz had - changed to reflect proper balance) | \$ 103,815 | \$ 8,000 | \$ - | \$ 111,815 | \$ 111,815 | \$ 44,896 | \$ (145,000) | | \$ 11,711 | \$ 11,711.42 | | | | |
| | | Rapid Response Vehicle | \$ 24,000 | \$ 12,000 | \$ - | \$ 36,000 | \$ 36,000 | \$ 12,000 | | | \$ 48,000 | \$ 48,000.00 | | | | |
| 4-23-00-766-00 | Capital | Ending Balance Fire Fleet Replacement | | | | \$ 147,815 | | | | | \$ 59,711 | \$ 59,711.42 | \$ 20,000.00 | -\$ 48,055.64 | | \$ 31,655.78 |
| | | Total Fire Department Reserves | | | | \$ 175,700 | | | | | \$ 87,596 | | | | | \$ 59,540.44 |
| 4-41-00-760-00 | Capital | Water Supply/Distribution | \$ 143,963 | \$ 35,000 | \$ - | \$ 178,963 | \$ 178,963 | \$ 20,000 | | | \$ 198,963 | \$ 198,962.90 | \$ 10,000.00 | | | \$ 208,962.90 |
| 4-43-00-766-00 | Capital | Garbage Truck Replacement | \$ 127,000 | \$ 21,000 | \$ - | \$ 148,000 | \$ 148,000 | \$ - | | | \$ 148,000 | \$ 148,000.00 | | -\$ 112,000.00 | | \$ 36,000.00 |
| 4-32-00-763-00 | Capital | Public Works Equipment | \$ 66,986 | \$ 20,000 | \$ - | \$ 86,986 | \$ 86,986 | \$ 20,000 | \$ (39,890) | | \$ 67,097 | \$ 67,096.51 | \$ 35,000.00 | -\$ 11,145.00 | | \$ 90,951.51 |
| | | Public Works Shop Reserve | | | | | | | | | | | \$ 30,000.00 | | | \$ 30,000.00 |
| | | | | | | | | | | | | | | | | \$ 120,951.51 |
| 4-72-00-765-00 | Capital | Arena Building | \$ 20,968 | \$ 15,000 | \$ - | \$ 35,968 | \$ 35,968 | \$ 25,000 | \$ - | | \$ 60,968 | \$ 60,968.00 | \$ 20,000.00 | | | \$ 80,968.00 |
| 4-12-00-765-00 | Capital | Adminstration - Tree Donations | \$ 5,565 | \$ - | \$ - | \$ 5,565 | \$ 5,565 | \$ - | \$ - | | \$ 5,565 | \$ 5,565.00 | | | | \$ 5,565.00 |
| 4-32-00-764-00 | Capital | Roads/Streets & Sidewalks | \$ 2,000 | \$ 15,000 | \$ - | \$ 17,000 | \$ 17,000 | \$ 12,000 | \$ - | | \$ 29,000 | \$ 29,000.00 | | | | \$ 29,000.00 |
| | | Grader Replacement included here starting 2019) | | | | | | | | | | | | | | |
| TOTAL CAPITAL RESERVES INCLUDING ALL 2021 TRANSFERS END OF 2021 YEAR | | | | | | \$ 1,320,234 | | | | | | | | | | |
| TOTAL OPERATING RESERVES END OF 2021 YEAR | | | | | | \$ 166,789 | | | | | | | | | | |
| TOTAL RESERVES PRIOR TO 2021 SURPLUS (DEFICIT) | | | | | | \$ 1,487,023 | | | | | | | | | | |
| 2021 Unrestricted Surplus Recommended to be Transferred to Uncommitted Capital Reserve | | | | | | | | | | | | | | | | |
| NOTE: Upon reconciliation of reserves it was discovered that \$14,000 was missing from Park Equip Reserve - this amt is reflected in the uncommitted capital reserves from surpluses of prior years | | | | | | | | | | | | | | | | |
| TOTAL RESERVE BALANCE TOWN OF BENTLEY AS AT DECEMBER 31, 2020 | | | | | | \$ 1,487,023 | | | | | | | | | | |
| OTHER RESERVES | | | | | | | | | | | | | | | | |
| 4-66-00-477-00 | Trust | Public Reserve - Restricted Section 671(4) of the MGA | \$ 62,988 | \$ - | \$ - | \$ 62,988 | | | | | | | | | | |



Agenda Date: March 22, 2022

Agenda Item: New Business: Volunteer Week Proclamation: April 24 – 30, 2022

SUMMARY AND BACKGROUND

National Volunteer Week for 2022 will be recognized April 24 - 30. This is a time to recognize and celebrate Canada's 12.7 million volunteers who give their time to help others, contributing close to 2 billion volunteer hours per year. From coast to coast, Canada's volunteers work tirelessly to spur progress in their community, city and country. They give their time in support of causes and programs they believe in and ask for nothing in return.

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

Volunteers form part of the backbone of a community and in Bentley volunteers mean so much too so many people, therefore Mayor and Council make this proclamation to formally recognize and declare April 24 - 30, 2022, National Volunteer Week in Bentley.

RATIONALE FOR REQUEST

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

BUDGET AND FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

THAT Mayor and Council approve the attached declaration to recognize April 24 – 30, 2022 as National Volunteer Week.

ATTACHMENTS

- 1) Volunteer Week Mayoral Proclamation April 24 - 30

Marc Fortais, CAO



TOWN OF BENTLEY MAYORAL PROCLAMATION NATIONAL VOLUNTEER WEEK

WHEREAS, 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and

WHEREAS, volunteers in *The Town of Bentley* mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in *The Town of Bentley* have stepped up during the COVID-19 pandemic to support families, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, The Town of Bentley's volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our city's volunteers is that *The Town of Bentley* is a more desirable place to live; and

WHEREAS, our dedicated and talented residents, graciously share their skills and abilities through volunteering. Some are attached to organizations, while others are general helpers, who help, just because. They are citizens that help their neighbors, pick up garbage on the street, volunteer at school or support their staff to encourage volunteerism and

NOW, THEREFORE, I, *Greg Rathjen*, Mayor of *The Town of Bentley*, do hereby proclaim April 24-30, 2022, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.



Town of Bentley

Box 179, 4918 - 50 Avenue

Bentley, AB T0C 0J0

403-748-4044 Fax: 403-748-3213

www.townofbentley.ca

March 22, 2022

Bentley Rodeo Committee
C/O Stephanie Smith
Box 47
Bentley AB T0C 0J0

RE: Letter of Support for Community Facilities Enhancement Program (CFEP Grant)

To Whom It May Concern,

The Bentley Rodeo Committee works hard every year to host a major community event (The Bentley Rodeo), which supports local businesses, sport and recreation and promotes community economic development as well as tourism attraction to our community.

The event is a Central Alberta Rodeo Association (CARA) registered event on the rodeo circuit. CARA hosts 9 rodeos a year plus finals at the end of each season and is a sanctioned rodeo that includes bull riding, bareback, saddle bronc, barrel racing, ladies cow riding, steer riding and breakaway roping. The Town of Bentley is proud of the efforts put forth by the Bentley Rodeo Committee to host this event and fully supports their application for funding.

The Committee has been saving every year to fundraise for needed equipment replacement, however, the pandemic impacted their ability to be able to replace chutes, railings, and panels due to not being able to host a rodeo for 2020 and 2021 seasons. This equipment is necessary to host a successful rodeo and is old and outdated. Replacement is necessary to ensure the continued safety of participants and spectators. The good news is the rodeo will be a go for 2022 and we are excited it is back!

As mayor of the Town of Bentley and on behalf of the Town Council we hope that you will approve the Bentley Rodeo Committee's funding request to replace their aging infrastructure and continue to support this fantastic annual event

Sincerely,

Greg Rathjen
Mayor
Town of Bentley



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MARCH 10, 2022

COVID-19 UPDATE

Council was provided with an update on the latest COVID-19 restrictions, statistics and the Province's current vaccine statistics.

RCMP ANNUAL PERFORMANCE PLANS

The following three policing priorities were forwarded to the Blackfalds, Rimbey and Sylvan Lake RCMP Detachments for consideration of inclusion in their respective Annual Performance Plans.

- Communication with Public
- Cooperation/Communication with Lacombe County Community Peace Officers
- Movement of Organized Crime into Rural Areas

TOWN OF ECKVILLE NURSE PRACTITIONER

The County Manager was directed to prepare a report and recommendation for Council's consideration at a future Council meeting regarding Lacombe County's participation in the Nurse Practitioner program proposed by the Town of Eckville.

RMA SPRING CONVENTION RESOLUTIONS

The resolutions to be presented at the RMA Spring Convention were reviewed and received for information by Council.

BYLAW NO. 1368/22 - Pt. NW 21-39-03 W5M – ALBERTA VIEWS RV & GOLF COURSE

Bylaw No. 1368/22, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to change the zoning of approximately 61.95 hectares (153.07 acres) on Pt. NW 21-39-03 W5M, from Agricultural 'A' District to Recreation "PR" District was given first reading by Council. A public hearing will be held on April 14, 2022 commencing at 9:00 a.m.

BYLAW NO. 1367/22– W1/2 34-39-02 W5M - PALM COVE

Bylaw No. 1367/22, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17, to change the zoning of approximately 3.65 hectares (9.04 acres) on W1/2 34-39-02 W5M, from Agricultural 'A' District to Residential Conservation Cluster "R-RCC" District was given first reading by Council. A public hearing will be held on April 14, 2022 at 9:15 a.m.

MUNICIPAL DEVELOPMENT PLAN & LAND USE BYLAWS 2021 REVIEW - ANNUAL REPORT & MONITORING MATRIX

The Municipal Development Plan & Land Use Bylaws 2021 Review - Annual Report & Monitoring Matrix was presented for Council's information.

BYLAW NO. 1365/22 AND BYLAW NO. 1366/22

Bylaw No. 1365/22, a bylaw of Lacombe County to amend the Lacombe County Municipal Development Plan Bylaw No. 1238/17 as it relates to general regulations and district requirements, was given first reading by Council.

Council gave first reading to Bylaw No. 1366/22, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 as it relates to general regulations and district requirements.

A public hearing regarding Bylaw Nos. 1365/22 and 1366/22 will be held on April 14, 2022 commencing at 9:30 a.m.



WHERE PEOPLE ARE THE KEY

POLICING OVERSIGHT & CONTRACT POLICING/POLICE ADVISORY COMMITTEES

A presentation on Policing Oversight and Contract Policing and Police Advisory Committees was received for information. Following the presentation, the County Manager was directed to prepare a report regarding Lacombe County appointing a representative to the Blackfalds RCMP/Red Deer County Police Advisory Committee to be presented for Council's consideration at a future meeting.

LACOMBE COUNTY ECONOMIC DEVELOPMENT STRATEGY – CONSULTANT PROPOSALS

Three proposals were presented for Council's consideration for the development of the Lacombe County Economic Development Strategy.

By resolution of Council Factor5Group was selected to proceed with the development of the Lacombe County Economic Development Strategy.

COUNTY ROAD TOUR

Council will undertake their annual road tour on June 14 and 15, 2022.

Next Regular Council Meeting is
Thursday, March 24, 2022 - 9:00 a.m.

Next Committee of the Whole Meeting is
April 5, 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.**

Lacombe County is holding a PUBLIC HEARING

and you're invited...



Thursday, April 14 @ 9:30 am



**In Person: Lacombe County Office,
Council Chambers**

Located 2½ miles west of Highway 2 at the intersection of Spruceville Road and Highway 12.



Virtual Meeting: Zoom

Meeting ID: 821 6437 6482

Join Zoom Meeting with a **phone**: 587-328-1099

Join Zoom Meeting with a **computer/laptop**:

<https://us02web.zoom.us/j/82164376482>

Personal ID: if you do not have a Personal ID, select # to continue

This public hearing will be live-streamed through Zoom and members of the public are welcome to attend virtually. The public will be able to listen/observe the entire meeting, but like in face-to-face meetings, there will only be certain times that the public can comment. Anyone wishing to speak via Zoom will have to indicate that they wish to speak:

*By phone: Hit *9 to indicate you would like to speak*

By computer: Use the "Raise Hand" option on Zoom

For more information, please contact Planning Services or visit the County's website

Cajun Paradis, Senior Planner

Email: planning@lacombecounty.com

Phone: 403-782-8389

www.lacombecounty.com

PROPOSED AMENDMENTS TO THE COUNTY'S MUNICIPAL DEVELOPMENT PLAN (MDP) & LAND USE BYLAW (LUB)

Bylaw Nos. 1365/22 and 1366/22

The County's MDP and LUB were adopted in July 2017. A full review of the plans are completed every year, to evaluate the success or failure of the policies to indicate if they are meeting the plan's objectives. This year's review has identified some areas for improvement, to which amendments are proposed. Staff have also found some housekeeping amendments.

A full copy of the proposed bylaws can be viewed on the County's website. Highlights include:

- a new Acknowledging Land and Peoples section,
- a new Agri-commercial use in commercial districts, and
- a new Agri-industrial use in industrial districts.

HOW DO I COMMENT?



Anyone wishing to comment on the proposed amendments will have an opportunity to do so at a public hearing. If you are unable to attend the hearing, written submissions can be made to the County. You will, however, need to ensure that your comments are received by the County prior to the date of the hearing. Your comments can be sent by:

EMAIL planning@lacombecounty.com

FAX 403-782-3820, or

MAIL RR 3, Lacombe AB, T4L 2N3

All submissions will be public information.