



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

1. Call to Order

2. Indigenous Acknowledgement

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

3. Amendments & Acceptance of Agenda

4. Adoption of Previous Minutes:

a) Regular Meeting of Council November 8, 2022

5. Financial:

a) Prepaid Cheque Listing – Cheques No. 20220840 to 20220876

6. New Business

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

- Power Point Presentation from CAO

b) Safety Update and Playground Inspections

- Power Point Presentation Parks Supervisor/Safety Officer Chris Loov
- OHS Inspection Oxford Demolition

7. Correspondence

a) Council Highlights Lacombe County November 14, 2022

8. Other Business

a) Oxford School Demolition Public Notice and Next Steps

9. Adjournment



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

November 8, 2022

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

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

Call to Order Mayor Greg Rathjen called the regular 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 219/2022 Moved by Councillor Hansen, “THAT the agenda of the November 8, 2022, regular meeting of council, be accepted.”

Carried

Previous Minutes

Motion 220/2022 Moved by Councillor Grimsdale, “THAT the minutes of the October 25th, 2022, Regular Meeting of Council be accepted.”

Carried

Motion 221/2022 Moved by Councillor Grimsdale, “THAT the minutes of the Organizational Meeting held on October 25, 2022, be accepted.”

Carried

Financial

a) Prepaid Cheque Listing Cheques No. 20220804 to 20220839

Motion 222/2022 Moved by Councillor Eastman, "THAT Cheque No. 20220804 to 20220839 be received for information."

Carried

New Business

a) Lacombe Regional Tourism

A presentation was given by Lacombe Regional Tourism executive director Austin Weaver and the board chair Merry Kuchle. The presentation provided a summary of support for the Town of Bentley and associated metrics.

Motion 223/2022 Moved by Councillor Grimsdale, "THAT Mayor and Council accept the presentation provided by Lacombe Tourism as information."

Carried

b) Arena Rental Rates 2022 to 2023 Season

Motion 224/2022 Moved by Deputy Mayor Valiquette, "THAT Mayor and Council authorize CAO Marc Fortais to freeze arena rental rates for the 2022 to 2023 season at the same rates charged for the 2021 to 2022 season."

Carried

Correspondence

a) Council Highlights Lacombe County October 27, 2022

Motion 225/2022 Moved by Councillor Eastman, "THAT Correspondence item a) be accepted for information."

Carried

Other Business

a) Town of Bentley / Lacombe County Joint Development Initiative – Bentley Southeast Area Structure Plan – Notice of Public Open House reminder

b) Notice of Public Land Sale Reminder

Motion 226/2022 Moved by Councillor Grimsdale, "That Other Business item a) to b) be accepted as information."

Carried

Council Reports

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

Motion 227/2022 Moved by Councillor Grimsdale, "THAT the council reports be accepted as information."

Carried

Adjournment Mayor Rathjen, adjourned the meeting at 7:50 pm

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20220840	2022-11-15	CARSON, BARBARA J				
20220841	2022-11-15	JENSEN, DARREN J				
20220842	2022-11-15	MEREDITH, SANDRA L				
20220843	2022-11-15	GIBSON, COLE C				
20220844	2022-11-15	DENNEHY, NATHAN				
20220845	2022-11-15	GREAVES, LORYANNE				
20220846	2022-11-15	FORTAIS, MARC C				
20220847	2022-11-15	KIKSTRA, ROBERT B				
20220848	2022-11-15	LOOV, CHRISTOPHER D				
20220849	2022-11-15	RATHJEN, ARTHUR M				
20220850	2022-11-15	VALIQUETTE, BRENDA C				
20220851	2022-11-15	HANSEN, PAMELA				
20220852	2022-11-15	GRIMSDALE, DALE A				
20220853	2022-11-15	EASTMAN, LENORE M				
20220854	2022-11-09	PARKLAND COMMUNITY PLANNING SERVICES		PAYMENT		702.50
			21858	DAY TO DAY	37.50	
			21859	GIS BUILD, ENHANCEMENTS & C	665.00	
20220855	2022-11-09	STANTEC CONSULTING LTD.		PAYMENT		2,648.42
			1752900	NEW BEGINNINGS FEASIBILITY :	1,069.08	
			1752901	SOUTHEAST ASP TIA	1,579.34	
20220856	2022-11-09	NEVILLE VIDEO PRODUCTIONS		PAYMENT		5,250.00
			252.	VIDEO FILMING OF BENTLEY	5,250.00	
20220857	2022-11-10	327241 ALBERTA LTD.		PAYMENT		1,176.00
			10312022	OCTOBER ANIMAL CONTROL PA	1,176.00	
20220858	2022-11-10	EASTMAN, LENORE		PAYMENT		43.66
			31102022	REIMBURSEMENT MILEAGE LRV	43.66	
20220859	2022-11-10	LACOMBE SIGNMASTERS		PAYMENT		66,526.95
			33885	HIGHWAYS SIGNS AT THE 12/20	66,526.95	
20220860	2022-11-10	OLDS CONCRETE SERVICES (2014) LTD.		PAYMENT		154,474.43
			2628	CONCRETE 50 AVE, SIDEWALK F	154,474.43	
20220861	2022-11-15	ADT SECURITY SERVICES CANADA INC.		PAYMENT		42.00
			30026065	PUMPHOUSE MONTHLY SECURI	42.00	
20220862	2022-11-15	BENTLEY ESSO		PAYMENT		1,479.56
			31102022	OCTOBER VEHICLE/EQUIPMENT	1,479.56	
20220863	2022-11-15	CAMPUS ENERGY PARTNERS LP		PAYMENT		17,269.26
			1000894-202210	OCTOBER ELECTRICITY BILLING	9,860.96	
			1000895-202210	OCTOBER STREET LIGHTS ELEC	5,926.26	
			2688ZC-2210-1	OCTOBER NATURAL GAS BILLIN	1,482.04	
20220864	2022-11-15	CANOE PROCUREMENT GROUP OF CANADA, D		PAYMENT		1,660.31
			AB133155	LABOUR AND PARTS FOR JOHN	435.86	
			AB137734	OFFICE SUPPLIES & NN PAPER	1,224.45	
20220865	2022-11-15	G.L.D.C. GAS CO-OP LTD.		PAYMENT		219.58
			636608	BENTLEY FIRE HALL NATURAL G	219.58	
20220866	2022-11-15	GO SERVICES INC.		PAYMENT		338.63
			15160473	PARKS & RECREATION PORTA P	338.63	
20220867	2022-11-15	GOVERNMENT OF ALBERTA, AB QUEEN'S PRIN'		PAYMENT		61.90
			S096220	LOCAL GOVERNMENT BINDER L	61.90	



TOWN OF BENTLEY

Cheque Listing For Council

2022-Nov-16
8:04:29AM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20220868	2022-11-15	GREGG DISTRIBUTORS LP	059-498393	PAYMENT P.W. MAINTENANCE SUPPLIES	184.46	184.46
20220869	2022-11-15	HHID	01112022	PAYMENT DEM NOVEMBER PAYMENT	787.50	787.50
20220870	2022-11-15	MUNISIGHT LTD.	INV4313577	PAYMENT NOVEMBER MONTHLY SOFTWARE	828.48	828.48
20220871	2022-11-15	SEEVIRTUAL	132856	PAYMENT CO ANNUAL HOSTING RENEWAL	135.45	135.45
20220872	2022-11-15	STANTEC GEOMATICS LTD	1701735 1716665	PAYMENT ASSET MANAGEMENT PROGRAM ASSET MANAGEMENT PROGRAM	55,020.00 13,755.00	68,775.00
20220873	2022-11-15	TELUS COMMUNICATIONS INC.	04112022 04112022 NOV042022	PAYMENT INTERAC LINE BILLING FOR NOV ARENA WIFI FOR NOVEMBER 20 TELUS BILL FOR NOVEMBER 20	37.55 68.25 764.74	870.54
20220874	2022-11-15	TELUS MOBILITY INC.	09112022	PAYMENT TELUS MOBILITY BILL FOR NOV	122.45	122.45
20220875	2022-11-15	PIGEON LAKE HORSE DRAWN RIDES	2022WR019.	PAYMENT BALANCE DEPOSIT OF PIGEON	485.62	485.62
20220876	2022-11-15	SUNBELT RENTALS	75151462-0001	PAYMENT RENTAL FOR ARENA/CURLING R	550.47	550.47

Total 345,137.71

*** End of Report ***



Town of Bentley

2022 Budget – Projections Q3

Including Actuals to October 31, 2022


TABLE OF CONTENTS

2022 Budget

- **Where do your dollars go?**
 - **By Function**
 - **By Statistic**

- **2022 Strategic Plan Goals Update Q2**
 - **Council Workshops**
 - **Vision and Mission**
 - **Goals of the Plan**
 - **Progress Update by Goal**

- **CAO Summary Budget Recap**
- **Revenue by Category**
- **Expenses by Category**
- **Revenue Increases and Decreases Projections Q3**
- **Expense Increases and Decreases Projections Q3**
- **Capital Plan Update**



Where do your budget dollars go?

Where do your budget dollars go?

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

Statistics

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



Strategic Plan Goals Update Q2



Council Workshops/Strategic Planning

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



Background

Bentley Community Strategic Plan

Vision:

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

Mission:

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



Background Bentley Community Strategic Plan

Goals of the Strategic Plan

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

Project & Goal Update

Effective Communication and Engagement

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

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

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

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

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

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

Project & Goal Update

Effective Communication and Engagement (Cont'd)

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

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

Project & Goal Update

Financial Stability

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

- ▶ 2021 Audit Completed and Financial Statements Presented and Approved by Council, all reporting submitted to Province

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

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

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

Project & Goal Update

Financial Stability (Cont'd)

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

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

Project & Goal Update

Economic Growth

► Alberta Community Partnership Application (On Schedule)

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

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

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

Project & Goal Update

Economic Growth (Cont'd)

► Tourism Relief Fund Application

- Exploring opportunities for further recreational development at Medicine Lodge Ski Hill
- Meetings held between Medicine Lodge Ski Club and Red Deer Mountain Bike Club regarding the potential for mountain biking
- Partnered with Medicine Lodge Ski Club, Central Alberta Economic Partnership, Lacombe Tourism and Town of Bentley to apply for a Tourism Relief Fund Grant to develop an asset utilization study and Master Plan that looks at opportunities at the hill
- Mayor and Council approved up to \$50,000 in funding if we are successful with our application to fund the asset utilization study and master plan

Project & Goal Update

Enriched and United Community

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

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

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

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

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

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

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

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

Project & Goal Update

Organizational Successes

➤ Explore online options for Online Council Meeting Technology (was anticipated to be Q2)

- Look at options to increase accessibility of council meetings
- Cost prohibitive at this point based on estimates
- Seniors were are looking to add a simple cameral in the Drop In that we can utilize for call in by councilors
- 2023 will review and create policy for online meetings and continue to explore options for better online technology at a reasonable cost

➤ Community Events Strategy Falls into this category as well (2022)

- Engage organizations and form additional community partnerships
- Bentley Days and Rodeo a go for 2022 and occurred from August 4,5 and 6th (was a success)

➤ Continue to Lobby for reopening of Dr. Office at Care Centre (Ongoing)

- Contacted Nurse Practitioners of Alberta
- Requested formal meeting with AHS and received a response that a meeting will take place in early fall
- Connected with Eckville regarding their continued push for Nurse Practitioner
- Continue to follow up with AHS

➤ Drive Happiness Program Launched (Q2)

- Volunteer recruitment was successful in finding a couple of volunteers
- Program is currently running and available in the community



2022 Budget – CAO Summary Budget Recap

2022 BUDGET CAO SUMMARY

Revenue:

- No tax increases for municipal purposes (small increase to offset Provincial Policing Cost Increase)
- No additional borrowing with a focus to pay off outstanding debenture
- Penalties on late payments of taxes and utilities will be resumed
- Franchise Fee rates have been held at current rates – revenue is increasing
- Garbage rates continue to be frozen at 2020 rates
- Utility & Sewer Rates continue to be frozen at 2020 rates

Expenses

- CPI Index increases for wages for both staff and Mayor and Council absorbed in budget
- 1 Additional Full Time Equivalent FTE for Public Works (Parks and Recreation)
- Focus on improvements for economic development/tourism attraction:
 - ACP grant - area structure plan
 - Website redevelopment and branding project
 - Continued signage enhancement to move Bentley out to Hwy 20 & 12 Junction
 - Redesign of New Beginnings Subdivision into SFD lots underway
 - Begin Land Use Bylaw consolidation and revisions to promote better interface for development
- Planned Website revamp and branding exercise for Bentley underway
- Continuation of Asset Management implementation – Phase 1 water completed, Phase 2 2023



2022 Budget

Revenue by Category and Function Q3 (Includes Oct 31, 2022, actuals)

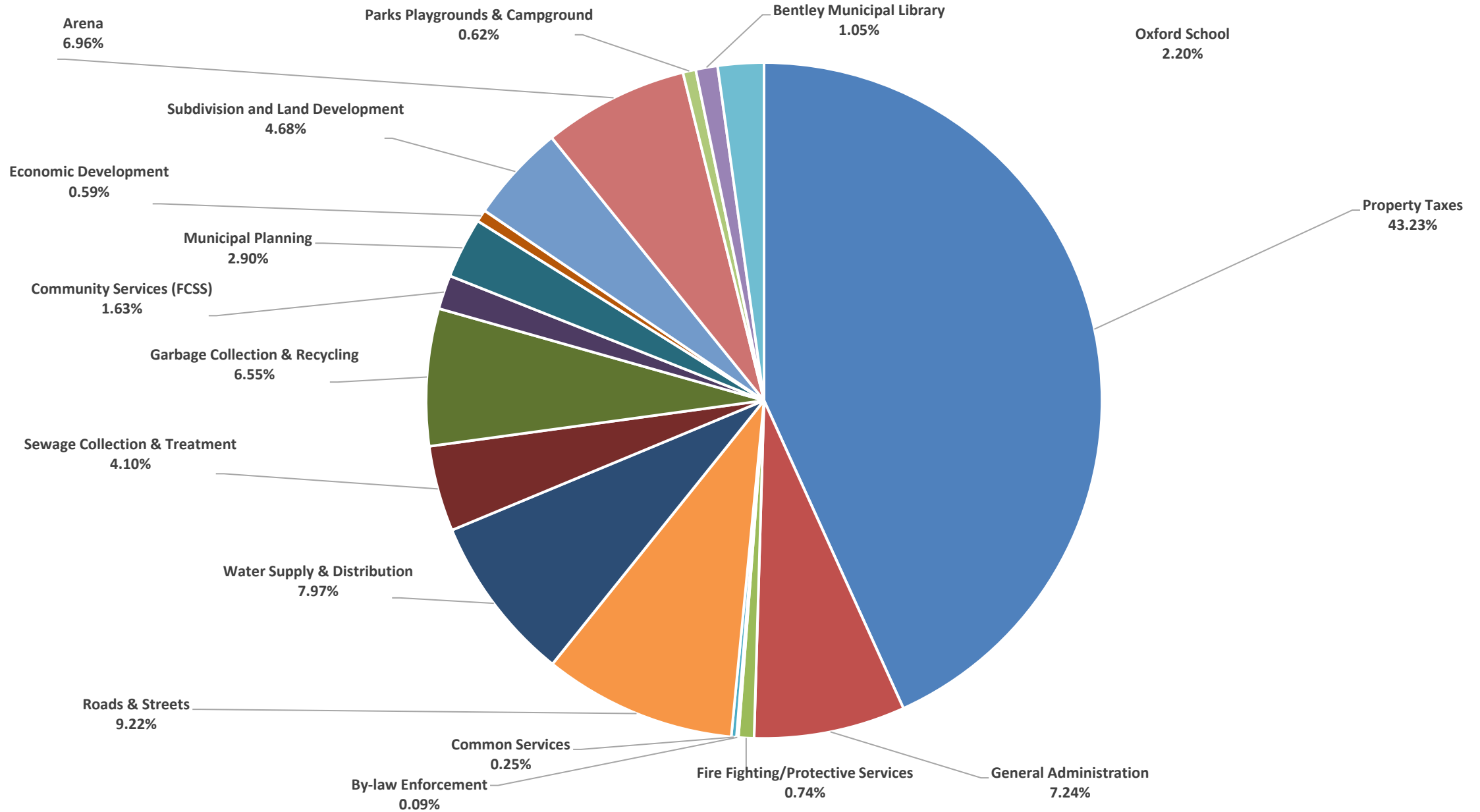
Revenue Collected by Category

Revenue Category	Amount	Percentage
Property Taxes	\$1,475,192.00	43.23%
Penalties and Fines	\$74,000.00	2.17%
Licenses and Permits	\$9,695.00	.28%
Sale of Goods and Services	\$550,274.00	16.13%
Rentals	\$186,113.00	5.45%
Franchise Fees	\$130,000.00	3.81%
Provincial and Federal Grants	\$445,146.00	13.05%
Other Government Transfers	\$169,147.00	4.96%
Other Transfers	0	0%
Other Revenue	\$372,682.00	10.92%
TOTALS	\$3,412,249.00	100%

- Education Tax \$299,329.63
- Seniors Requisitions \$ 6,558.06
- Policing Invoice \$ 38,689.00
- Designated Industrial \$ 107.78

Are paid from the property tax
Collected. Net Municipal
Revenue \$3,061,691.53

Revenue Collected by Municipal Function





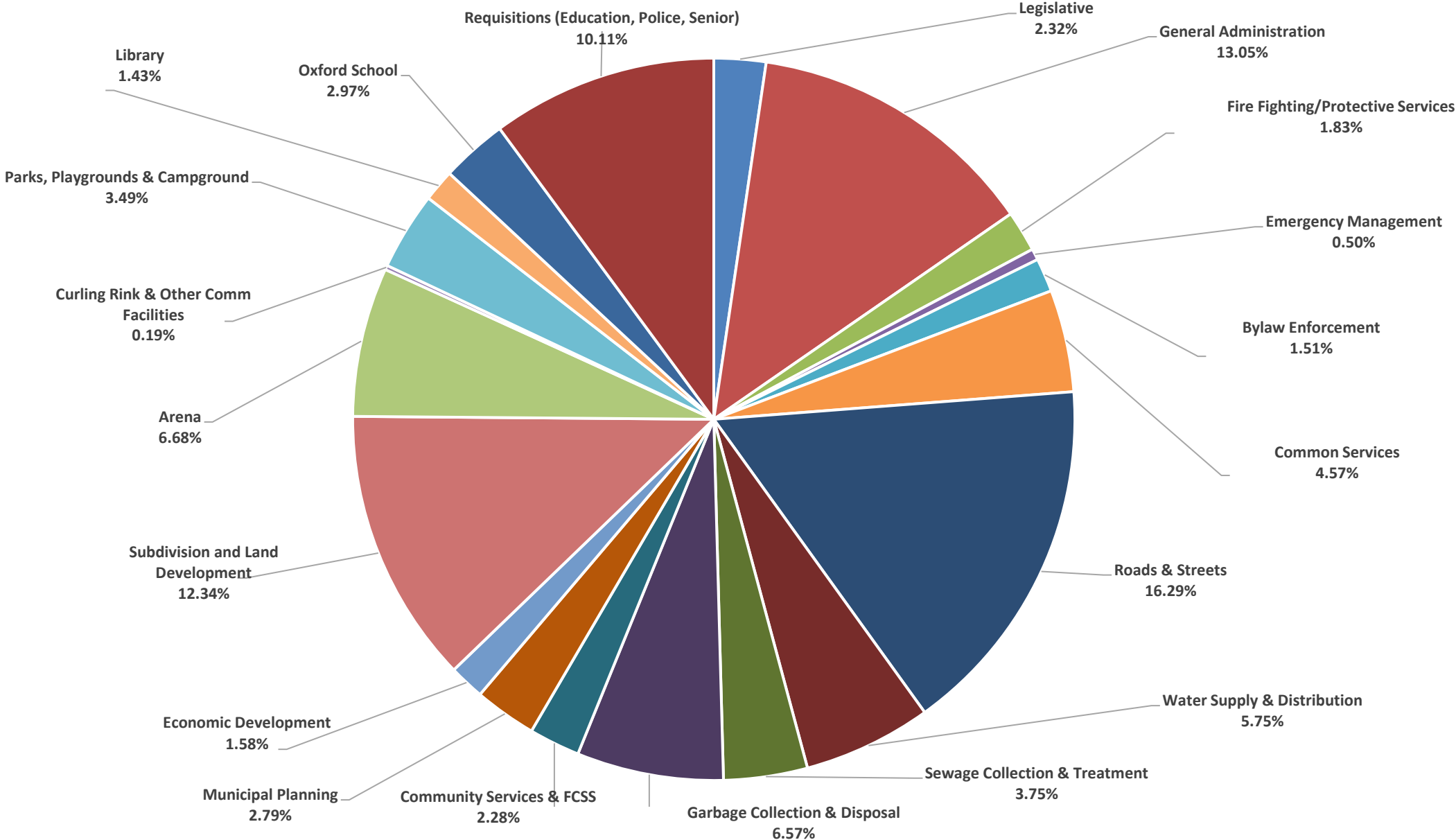
2022 Budget

Expense By Category and Function Q3 (Includes Oct 31, 2022, actuals)

Expenses Paid by Category

Revenue Category	Amount	Percentage
Wages/Benefits & Remuneration	\$803,376.00	23.56%
Memberships/Partnerships/Training/ Conferences and Licenses	\$55,999.00	1.64%
Mileage and Sustenance	\$8,462.00	.25%
Postage/Freight, phone & internet	\$28,875.00	.85%
Purchased Services	\$894,632.00	26.23%
Utilities	\$196,000.00	5.75%
Insurance	\$97,145.00	2.85%
Materials/Goods & Supplies	\$127,770.00	3.75%
Bank Charges and Loan Payments	\$279,199.00	8.19%
Grants & Donations	\$58,205.00	1.70%
Other Transfers (includes MSI & Gas Tax Grants to fund capital projects)	\$40,286.00	1.18%
Other	\$23,000.00	.67%
Capital	\$452,781.00	13.28%
Requisitions (Ed., Seniors, Police)	\$344,684.00	10.10%
TOTALS	\$3,410,414.00	100%

Expense Collected by Municipal Function





2022 Revenue Increases and Decreases

2022 Budget to Q3 Projection (includes Oct 31 actuals)

SUMMARY OF 2022 BUDGET REVENUE INCREASES/DECREASES

Summary of major changes Q3 Projections

	<u>2022 Budget</u>	<u>2022 Q1 Projection</u>	<u>2022 Q2 Projection</u>	<u>2022 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$4,318,282.56	\$2,968,392.06	\$3,406,376.21	\$3,412,249.81	\$ 906,032.75 Revenue Decrease
Expenditure	\$4,317,048.90	\$2,964,232.32	\$3,406,314.43	\$3,410,414.05	\$ 906,634.85 Expense Decrease
Net (Surplus)/Deficit	\$ (1,233.66)	\$ (\$4,159.74)	\$ (62.00)	\$ (1,835.76)	\$ (602.10) increase in surplus from 2022

Revenue Increases and Decreases from 2022 Budget to Q3 Projected 2022 Budget

- **Property Taxes - \$9,471.00 Increased Revenue** – Assessment change for house that burned down on 50th street, was not reflected in original role, corrected by assessor after resulting in a net decrease in tax revenue of \$3,064.00. This is offset by increase of \$12,473.81 increase in school foundation taxes and \$61.56 increase in Seniors Requisition.
- **Penalties and Fines - \$20,500 Increased revenue** – based on actuals and projection to year end , anticipate higher penalty revenue than budgeted as well as small increase in fine revenue from bylaw enforcement
- **Licenses and Permits - \$2,500 Increased revenue** due to higher number of development permits issued than anticipated
- **Sale of Good and Services - \$93,576 decreased revenue** due to \$1,600 additional revenue anticipated for tax certificates requested and issued, \$7,492 additional revenue for sale of woodchipper, misc. unused pipe, As well as additional revenue from campground fees of \$382. This is offset by decreases in revenue: Less \$2,000 in bulk water revenue projected to year end, less \$1,650 in revenue from FCSS related to Lacombe County contributions, revenue recovered through programs, neighborhood notes revenue and donations. Also projected lot sales in the New Beginnings Subdivision to zero as reconfiguration took longer than anticipated therefore decrease of \$99,800
- **Rentals - \$913 Increased revenue** due to \$1,413 increase in revenue as a result of a donation and additional summer rentals. This is offset by a revenue decrease of \$500.00 no rent charged to seniors drop in for rent in exchange for our permanent use of the drop in for council meetings
- **Franchise Fees - \$2,000 Increased revenue** - Franchise Fee Revenue (Franchise Fee Percentages have been frozen since 2020) but higher distribution and transmission charges by service providers FORTIS and ACCESS GAS have increased resulting in higher revenues for the Town anticipate this trend to continue
- **Provincial /Federal Grants - \$755,500 Decreased revenue**
 - Decrease of \$1,063,197 in Arena Funding for Slab Replacement \$720,000 Canada Community Revitalization Grant and \$343,197 MSI and Gas Tax funding
 - Decrease of \$4,698 in Operating MSI funding as follows:
 - \$2,698 in MSI operating funding to Community Services, \$2,000 decrease MSI Arena Funding
 - Decrease of \$50,000 in ACP grant not applied for yet as project not finalized – will be applied for in 2023
 - Offset by increased revenue of \$362,389.30 comprised of \$202,586 MSI & Gas Tax Funding to be used to fund Concrete Program and \$159,803.30 to fund New Beginnings and Concrete Program (any unused funds will be transferred into reserve at year end)

SUMMARY OF 2022 BUDGET REVENUE INCREASES/DECREASES

Summary of major changes Q3 Projections

	<u>2022 Budget</u>	<u>2022 Q1 Projection</u>	<u>2022 Q2 Projection</u>	<u>2022 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$4,318,282.56	\$2,968,392.06	\$3,406,376.21	\$3,412,249.81	\$ 906,032.75 Revenue Decrease
Expenditure	\$4,317,048.90	\$2,964,232.32	\$3,406,314.43	\$3,410,414.05	\$ 906,634.85 Expense Decrease
Net (Surplus)/Deficit	\$ (1,233.66)	\$ (\$4,159.74)	\$ (62.00)	\$ (1,835.76)	\$ (606.56) increase in surplus from 2022

Revenue Increases and Decreases from 2022 Budget to Q3 Projected 2022 Budget

► **Other Government Transfers - \$313,105 Decreased revenue**

- Decrease of \$360,000 Lacombe County support for the Arena Slab project, which is not moving forward
- Decrease of \$4,241 in Lacombe County funding to support the Bentley Library
- Decrease of \$864 Lacombe Counting funding for FCSS
- Offset by an increase of \$2,000 in additional AB Gov't fines revenue
- Increase of \$50,000 for asset management grant anticipated to be received now that we have met all the reporting requirements

► **Other Revenue - \$220,762 Increased revenue**

- Decrease of \$5,693 due to Canada Day not moving forward and only funding fireworks (last year were expenses related to car show as well)
- Increase of \$500 in rentals for senior yoga
- Increase of \$15,000 in anticipated interest income due to increased interest rates
- Increase of \$201 for refund of insurance for volunteer firefighters with submission of new list
- Increase of \$111,926 reserve transfer to fund purchase of Tool cat and roundabout signage
- Increase of \$23,793 for reserve transfer to fund unexpected failure of actuator at pump house \$8,793 and \$15,000 to fund remaining costs of asset management program over and above the grant
- increase of \$35 in Sani dump revenue
- increase of \$75,000 reserve transfer for oxford school demolition cost



2022 Expense Increases and Decreases
2022 Budget to Q3 Projection

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

- ▶ **Requisitions to Other Governments and Agencies & Tax Corrections (\$9,471 Increase in Expense for Tax Requisitions paid out)**
 - \$61.56 Increased related to senior's requisition
 - \$12,473.81 Increase for School Foundation higher than originally estimated
 - Offset by \$3,064.00 decrease in tax for house that burned down on 50th street – missed by the assessor and later corrected

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

	<u>2022 Budget</u>	<u>2022 Q1 Projection</u>	<u>2022 Q2 Projection</u>	<u>2022 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

► Wages Benefits & Remuneration - \$312 Increased Expenditure due to:

- \$880 Increase in General Administration Costs due to increases in WCB premium costs
- \$1,000 increase in Common Services costs related to increased costs related to employee benefit premiums
- \$2,700 increase in Water Supply and Distribution related to increased costs related to employee benefit premiums
- \$1,000 increase in Garbage Collection and Disposal related to increased costs related to employee benefit premiums
- \$10,546 increase in FCSS Wages due to error in recording amount in budget (recorded the incorrect number in 2022 budget spreadsheet)
- \$8,661 increase in Parks & Rec due to higher benefits costs than anticipated as well as more wages allocated to Parks Budget in 2022 than originally anticipated
- \$50.00 decrease in Legislative costs for Mayor and Council – minor decrease
- \$10,000 decrease in volunteer remuneration paid through the county instead of directly from Bentley (we only pay for calls in town of Bentley)
- \$700 decrease in Emergency Management Honorarium due to budgeted for whole year but increase did not come into effect until after March
- \$4,633 decrease in Roads and Streets based on charge out and projections to year end
- \$7,349 decrease in Arena due to charge out and projections to year end
- \$743 decrease in Library wages due to minimal staff time associated to maintenance
- \$1,000 decrease in Oxford School wages due to demolition occurring in 2022

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

	<u>2022 Budget</u>	<u>2022 Q1 Projection</u>	<u>2022 Q2 Projection</u>	<u>2022 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

- ▶ **Advertising /Memberships/Conferences/Training - \$1,751.00 increased Expenditure** due to:
 - Decrease \$1,740 in legislative expenses due to \$500.00 decrease in council public relations budget to year end, \$100 decrease savings in memberships budget, \$2,140 savings in Registration Fees, offset by \$1,000 increase in public relations fees that should have been coded here
 - Decrease \$817 Fire Fighting and Protective Services general savings in budget
 - Decrease \$600 Sewage Collection and Treatment for course registration fees not needed in 2022 for compliance
 - Increase of \$3,000 Administrative budget due to invoice received by Neville Productions \$4,000 for 3 days filming, drone footage and stills photography in 2021 not invoiced until 2022, offset by \$1,000 savings in conference, seminar and course fees
 - Increase of \$17 in Water Supply and Distribution for water meter reader subscription
 - Increase \$600 Community Services original budget \$1,000 coded to wrong G/L should have been here so original budget was should have been \$2,500 but was shown as \$1,500– decreased projection to year end to \$400 savings in training net change is a \$600 increase over original budget
 - Increase \$1,000.00 Planning original budget coded to wrong category s/b here
 - Increase \$291 regional library membership fee higher than budgeted

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

	<u>2022 Budget</u>	<u>2022 Q1 Projection</u>	<u>2022 Q2 Projection</u>	<u>2022 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
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Net (Surplus)/Deficit	\$ (1,233.66)	\$ (\$4,159.74)	\$ (62.00)	\$ (1,835.76)	\$ (606.56) increase in surplus from 2022 Budget

Expenditure Increases & Decreases from 2022 Budget to Q2 Projected 2022 Budget

► **Mileage & Sustenance \$363 increase in expenditure due to:**

- Increase of \$2,200 in additional mileage expense anticipated for Mayor and Council
- Decrease of \$1,437 in accrual for Fire Department at year end that is reversed in 2022, however accrued in 2021 and expense was recorded in 2021 instead of 2022 where it should have been recorded
- Decrease of \$400 in FCSS mileage expenses projected to year end

► **Postage/Freight and Telephone/Internet increase of \$1,100**

- Decrease of \$400 General Administration due to savings anticipated in telephone charges to year end based on actuals
- Decrease of \$50 Firefighting due to savings anticipated in postage to year end
- Decrease of \$500 in Sewage Collection and Treatment due to savings projected from less shipping required
- Decrease of \$300 in Community Services and FCSS as less telephone expense anticipated offset by higher postage costs
- Increase of \$800 in Common Services due to upgrade of internet at Public Works to Shaw as they had poor performance with TELUS
- Increase of \$1,550 in Water Supply and Distribution due to increased shipping costs inflation and fuel charges

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

► Purchased Services increase of \$90,390 due to:

- **Legislative Services Decrease of \$1,800 due** to decrease of \$1,000 public relations being coded here in error in original budget, decrease of \$800 in assessment review board fees – no appeals
- **Fire Fighting and Protective Services decrease \$2,300** due to anticipated savings in equipment repair and maintenance
- **Bylaw Services decrease \$1,000** due to legal services projected to zero to year end based on no utilization for the year
- **Roads and Streets decrease \$22,200** due to significant savings in purchased services throughout the year and less work required than anticipated
- **Sewage Collection and Treatment decrease of \$4,528** due to general savings in professional fee allowance and sludge survey coming in less than anticipated and 3 valve replacements coming in less than anticipated
- **Community Services / FCSS decrease of \$1,500** due to savings in facilitation of program expenses offset by additional costs for contract for color copies for neighborhood notes
- **Municipal Planning decrease of \$76,000** due to unable to complete land use bylaw consolidation \$20,000 and \$5,000 for Jupa in 2022 due to staff turnover at PCPS will be moved to 2023 as well as remaining Area Structure Plan work will occur in 2023 this will be offset by the grant which will utilize the remaining funds in 2023 and will be applied to the province for the additional funds in 2023 \$50,000, there was also additional savings in public notice advertising of \$1,000
- **Subdivision and Land Development decrease of \$5,328** based on general savings in professional and consulting fee allowance outside of consolidation project
- **Curling rink & Other decrease of \$500** based on general savings in repair and maintenance allowance

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

► Purchased Services increase of \$90,390 due to:

- Administration increase of \$16,350 due:

- \$5,000 decrease computer support fees based on trend and upgraded equipment
- \$4,000 decrease fees based on a smaller number of properties being considered for tax sale
- \$9,650 increase audit fees based on competitive bid
- \$3,000 increase in legal fees to assist with Sewage Bylaw drafting
- \$10,000 increase in expenditure related to replacement of light fixtures P&R building and complete painting of community room downstairs, air conditioning repair, hot water tank replacement
- \$700 increase in janitorial fees due to more programming downstairs and agreement to clean seniors drop in because of council meetings
- \$2,000 increase in equip purchased repair and maintenance for copier costs for increased utilization public engagements and community newsletter

- **Water Supply and Distribution increase of \$65,239** due to successful completion of asset management program and invoice received, increase of \$64,500 increase of \$1,511 water system service repairs related to unexpected broken cc at Bentley Cycle when water tie in was underway, offset by savings of \$772 in building repair and maintenance and security charges

- **Garbage Collection and Disposal increase of \$8,700** mainly due to increased costs for recycling based on fuel and transportation surcharges as well as contractor sending notice of contract change, we disputed contract change, and they retroactively reversed some of the charges but not for the first 3 months

- **Emergency Management increase \$200** due to late cancellation of Covid forms subscription

- **Common Services increase of \$2,427** due to public works shop appraisal completed and not anticipated during budget

- **Economic Development increase of \$14,000** due to adding \$15,000 additional budget for branding and website project based on responses received to RFP offset by decrease \$1,000 due to previous misallocation of budget to this category instead of Adv memberships & conference training

- **Arena increase of \$7,200** due to additional \$12,000 cost for engineering support for Canada Green and Inclusive Buildings as well as Stantec Slab Analysis to support Grant Application for energy efficiency analysis, As well as an additional \$200 for rental of a floor buffer. This is offset by savings of \$5,000 in general building repair and maintenance

- **Parks and Recreation increase of \$5,000** due to trouble shooting zero turn mower and miscoding in original budget between purchased services and materials goods and supplies as well as additional campground caretaker fees due to more bookings

- **Library increase of \$150** due to slightly higher contracted repair and maintenance costs

- **Oxford School increase of \$86,268 increase due to** costs associated to completing comprehensive building assessment awarded through competitive bid and competitive demolition contract with contingency projected to year end

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

- ▶ **Utilities increase of \$1,000** due to:
 - **Firefighting decrease of \$1,200** due to savings in electricity of \$3,000 offset by increase natural gas cost of \$1,800
 - **Roads and Streets decrease of \$500** in electricity savings
 - **Administrative increase of \$700** in natural gas costs
 - **Common Services increase of \$1,500** in natural gas costs
 - **Water Supply and Distribution increase of \$500** in natural gas costs

- ▶ **Insurance increase of \$216** due to small increase in library insurance

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

- ▶ **Materials Goods and Supplies decrease of approximately \$7,080** due to:
 - **Legislative decrease of \$250** due to projection decrease for materials goods and supplies to year end
 - **Emergency Management decrease of \$500** due to anticipated savings in general supplies to year end
 - **Common Services decrease of \$4,900** due to significant savings in equipment vehicle and parts supplies and small tools offset by increased fuel costs
 - **Roads and Streets decrease of \$4,500** due to savings of \$7,500 in sand, gravel and road repair costs, street signs replacement costs and general supplies. This is offset by additional expenditure for rising fuel prices approximately \$3,000
 - **Water Supply and Distribution decrease of \$5,940** due to savings in water pipe and fitting, building material and supplies and general supplies
 - **Sewage Collection and Treatment decrease of \$1,500** due to savings in chemicals and materials and general supplies
 - **FCSS decrease of \$500** in general supply and program expenses

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

- ▶ **Materials Goods and Supplies decrease of approximately \$7,080 (Cont'd)** due to:
 - **Municipal Planning decrease of \$500** in materials and supplies
 - **Curling Rink decrease of \$500** in savings for materials and supplies
 - **Library Decrease of \$500** due to projecting materials and supplies to zero to end of year
 - **Administrative increase of \$3,000** due to anticipated increase paper and office supply costs as well as construction of cabinet downstairs for community room
 - **Garbage Collection and Disposal increase of \$550** due to increased fuel costs anticipated to year end
 - **Arena increase of \$3,000** due to purchase of Olympia gas edger and additional light changes to LED in lobby, this is offset by savings in janitorial and general supplies
 - **Parks Playgrounds & Campground Increase of \$5760** due to higher fuel costs, new decals for tool cat and mower batteries, and additional costs for flower order due to some hail damage at beginning of summer
 - **Oxford increase of \$200** for furnace repair in late winter

SUMMARY OF 2022 BUDGET EXPENSE INCREASES/DECREASES

Summary of major changes Q3 Projections

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Expenditure Increases & Decreases from 2022 Budget to Q3 Projected 2022 Budget

- **Grants and Donations decrease of \$2,695** due to and increase of \$1,545 in additional funding to school drama program and small additional amount approved through Tourism Rec and culture grants for local Bentley organizations. This is offset by \$4,240 decrease in library grant funding provided by Lacombe County for 2022
- **Bank Charges and Loans increase of \$4,000** due to higher financial service charges related to Debit, MC, Visa Transactions
- **Other Transfers increase of \$40,286** due to additional transfer to reserve for unspent gas tax \$39,590 and unspent MSI \$696 funding at year end due to savings in capital projects
- **Other Amounts increase of \$1,800** due to increased expenditure for rodeo for dignitary's luncheon catering, tent rental etc. offset by less expenditure for Canada Day events cancelled and only fireworks being paid for during Rodeo Weekend
- **Capital decrease of \$1,050,719** due to
 - decrease of \$1,440,000 arena slab project not moving forward
 - Increase of \$55,545 budget for tool cat
 - increase of \$13,359 budgeted for the roundabout signage over original budget
 - increase of \$170,878 for concrete program (original budget in Q2 was \$202,586)
 - increase of \$8,768 for actuator valve replacement in water treatment plant that failed
 - increase of \$141,231 capital project for Reconfiguration of New Beginnings (original budget in Q2 was \$227,226.89)
 - decrease \$500 due to savings in new laptop for PW,



2022 Capital

Capital 2022

► Proposed Projects for 2022

(Did not receive approval for Canada Community Revitalization Grant)

1.) Bentley Arena Slab Replacement \$1,440,000

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

- Movement has resulted in uneven ice coverage which creates inefficient ice plant operation, additional operational time to repaint lines during the season and melting of ice during chinooks
- The project will replace the entire arena slab contingent on our success with the Canada Community Revitalization Grant
- **We will continue to seek out options and grant funding to support the Arena Slab Replacement along with the ice plant.**
- **Currently preparing an application to the Green an Inclusive Community Buildings Grant Program – this will include an energy efficiency study of the rink specifically related to the slab envelope repair and ice plant replacement.**
- **This will be a contemplated item in the 2023 budget year**

Capital 2022

➤ Completed Projects for 2022

2.) Bentley Concrete Program Phase 2

- The Town of Bentley is a beautiful community with amazing views of the Blindman Valley throughout town.
- Sidewalk, curb and gutter continue to age throughout the community and the Concrete Program is designed to replenish and rejuvenate aging sidewalk infrastructure in either key major traffic areas or in high-risk areas due to failure of the asset.
- Assessments were completed by the Town Foreman and in collaboration with our engineer Stantec Consulting
- Phase two completed the sidewalk repair along 50th avenue between 47th street and 48th street, as well as address an area of identified concern on 52nd Ave.
- MSI and Gas Tax funding will be utilized to fund the project

- **Budget is approximately \$202,586.00 for 2022**

- **Actual Expenditure \$170,877 (underbudget)**

- **Completed in Fall**

Capital 2022

► Completed Projects for 2022

Project Description:

Original Project Budget \$50,000 funded by Franchise Fees

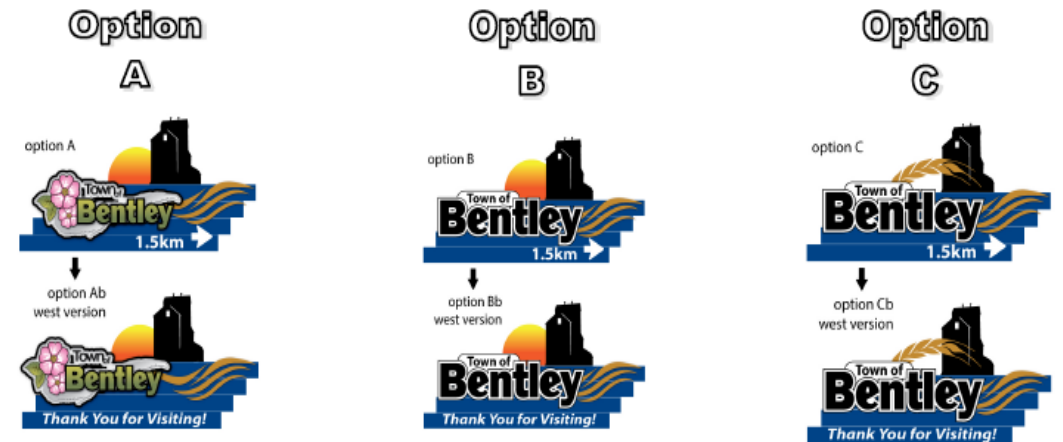
Revised Project Budget \$63,359 approved by Council and

To be funded via operational budget or reserves

3.) Town of Bentley Roundabout Signage **(Completed October)**

- Alberta Transportation is planning to construct a single land roundabout at the intersection of Highway 20 and Highway 12, west of Bentley to improve both traffic safety and traffic capacity
- The Town of Bentley has negotiated with Alberta Transportation the ability to place Town directional and gateway signage in the center of the roundabout to Enhance tourism and inform the vehicular traffic that we are here and only a short Distance up the road.
- Signage Survey Completed and option B chosen by community, installation to take place this summer

Please Circle Your Preference. Return to Town Office by April 15th, 2022



Capital 2022

► In Progress Projects for 2022

Project Description:

4.) Branding and Website (Branding Completed at end of October – Website in progress)

Original Budget - \$30,000 funded via \$20,000 unspent prior years budget transferred to reserves and \$10,000 funded via Franchise fee revenue)

- Revised Budget \$45,000 additional \$15,000 to be funded via operating budget (included in 3rd quarter projection)

- Is not truly a capital project, but is a major project for the Town
- RFP was posted and closed, and we are currently evaluating proposals (we received a total of 12 proposals)
- This focuses on a goal to continue to support Mayor and Council's goal of Effective Communication and Engagement as Economic Growth
- The intent is to provide a refined platform to engage citizens and share information as well as market the community and support tourism and business attraction and retention
- Substantial engagement via working group, survey, staff and Mayor and Council engagement
- New Brand established, marketing collateral being produced, once website complete official launch

Capital 2022

► Completed Projects for 2022

Project Description:

5.) Computer Replacement Public Works \$3,500 original budget (Came in just under \$3,000) - Completed

- Most of the Computer infrastructure was upgraded in 2021, however I could not replace the Public Works Foreman's computer or the Community Services/FCSS computer (which was newer)
- 2022 will replace the Public Works Foreman computer infrastructure
- 2023 will replace the Community Services/FCSS computer
- Both computers are outdated
 - Public Works Computer was replaced more than 6 years ago
 - Community Services / FCSS computer more than 6 years ago
 - The older computer equipment will be repurposed to support Public Works and Parks staff

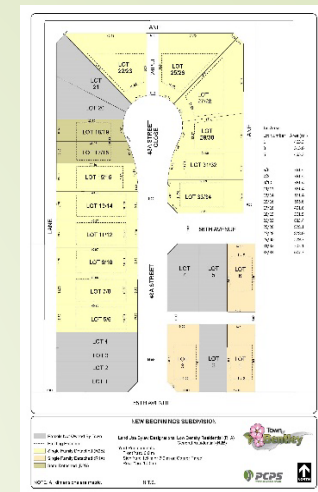
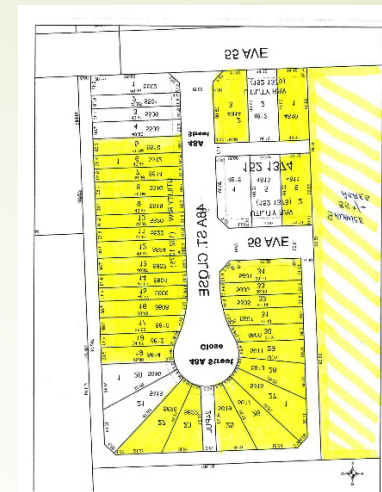
Capital 2022

► In Progress Projects for 2022

Project Description:

6.) New Beginnings Subdivision Re-design

- Subdivision Re-design to consolidate lots to Single Family Dwelling Lots from Multi-Family Lots
- Public Information Session Held on July 5, 2022, to share all information transparently
- Council Approved proceeding forward on July 12, 2022, Regular Meeting of Council
- Anticipated Cost is \$237,226.89 and includes redesign and construction of Fortis, ATCO, Shaw infrastructure as well as water infrastructure. The costs also includes completion and registration of a descriptive plan and ensuring lot pins are accurate
- Water Servicing consolidation is completed, Fortis, ATCO, Shaw anticipate completion late November, early December
- Significant savings in Water Consolidation Budget, 3rd quarter projections anticipate entire project cost to be no more than \$151,232.00 based on revised actual and estimates to complete.



Capital 2022

► Completed Projects for 2022

Project Description:

7.) Tool Cat and Attachments Purchase (Completed – Total Cost \$55,545)

- Council approved the acquisition of a used Tool Cat on April 12, 2022, Regular Meeting of Council for up to a purchase price of \$65,000
- Bobcat Tool Cat's are an extremely versatile machine. They can operate 45+ attachments, have all wheel drive steering capabilities offering unparalleled maneuverability and can haul up to 2000lb of payload and tow up to 4,000 lbs.
- Town of Bentley already owns a Bobcat Track Skid Steer and attachments are interchangeable
- The intent of the Tool Cat is to replace equipment with a more useful tool that can assist operations deliver required services
- Town of Bentley sold a wood-chipper, unused and unnecessary water pipe and couplings and will be selling the aging Dodge Dakota and old sweeper to help offset the costs of the tool cat purchase
- Administrative Staff found a used Tool Cat with low hours and purchased it as well as three dedicated attachments for \$55,545:
 - Mower Deck
 - Angle Broom
 - Bucket

Capital 2022

► In Progress Projects for 2022

Project Description:

8.) Oxford School Demolition

- This is not a capital project but is significant and asset will be removed from capital in the financial statements
- Assessment completed and presented to Council beginning of Q2
- Public information session held June 29, 2022, to share information with the public
 - Q & A , Stantec Report, Associated Engineering Report shared and available for the public
- Decision made to undertake demolition September 27, 2022
- Funded from reserves and included in the Q3 projections to year end
- Memorial project will be considered in 2023 along with conceptual park design to incorporate feedback obtained from the public and provide options for consideration of council along with order of magnitude cost estimates



QUESTIONS?



BE SAFE
Safety Program & Playground
Inspections
November 22, 2022

Municipal Safety Program

Currently drafting and implementing:

- Standard operating procedures for all parks & rec equipment.
- Hazard Assessments for all major tasks completed by Public Works/Parks & Rec. These will outline required Personal Protective Equipment (PPE) for each task and any administrative or engineered controls to help ensure tasks are completed safely.
- Will be conducting quarterly safety meetings with Public Works and Summer Staff to review tasks for the upcoming season and review any potential concerns. All meetings will have documentation to record any comments and/or concerns to ensure they are dealt with.
- Forms for building inspections which will be completed following each quarterly safety meeting.
- Traffic Accommodation Strategy for short duration work done on 50th Ave.
- Winter of 2022 training will be completed for pesticide and herbicide application.
- All municipal staff will be receiving First Aid training in the Fall of 2022.

CSA Review for Municipally Owned Playgrounds

- A complete review has been completed of the Canadian Standards Association (CSA) requirements for children's playground equipment and surfacing.

CSA Group standards reflect a national consensus of producers and users — including manufacturers, consumers, retailers, unions and professional organizations, and governmental agencies. The standards are used widely by industry and commerce and often adopted by municipal, provincial, and federal governments in their regulations, particularly in the fields of health, safety, building and construction, and the environment.



50th Ave
Playground
(Beside town
office)





This ramp requires handrails along each side

13.1.4 Handrails

13.1.4.1

For stairways and ramps, with the exception for spiral stairways noted in Clause [13.2.1.3](#), at least two continuous handrails shall be provided on each side, except where protective barriers are used. The handrails attached to the side of the stairs or ramps shall be immediately contiguous with the stepping or walking surface. The lower handrail shall be at approximately 350 to 550 mm (13.78 to 21.65 in) above the step tread, and the upper rails shall be at approximately 725 to 950 mm (28.54 to 37.40 in) above the step tread. See Table [2](#).



- Max allowable height for hanging rings is 2.1 meters
- Max spacing for hanging rings is 37.5cm

15.8 Swinging exercise rings and trapeze bars

Swinging exercise rings, trapeze bars, and swinging gates and doors are not recommended for public playgrounds. This recommendation shall not apply to overhead hanging rings, such as those used in a ring trek or ring ladder. These components shall conform to Clause [15.4](#).

15.4.1

The centre-to-centre distance between rungs on upper body equipment with fixed handgrips shall be not greater than 375 mm (14.76 in).

15.4.5

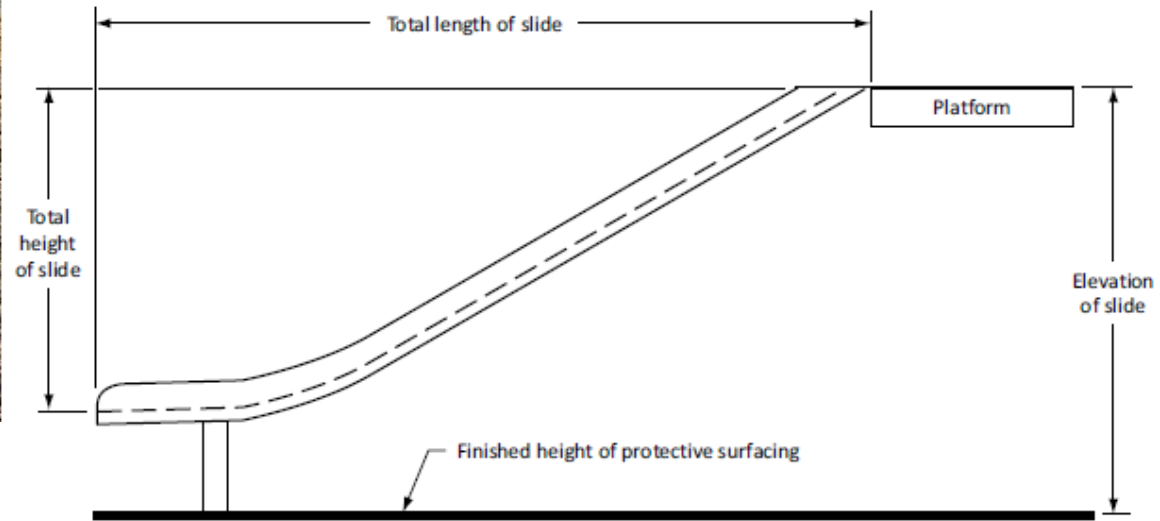
For equipment intended for use by children 18 months to 5 years, the maximum height of the upper devices shall be 1.5 m (59.06 in), measured from the centre of the grasping device to the top of the protective surfacing below. For equipment intended for use by children 5 to 12 years, the maximum height of the upper body devices shall be 2.1 m (82.68 in) measured from the centre of the grasping device to the top of the protective surfacing below.



15.6.5.1

The height/length ratio of the slide shall not exceed 0.577 [see Figure 37a a)].

Figure 37 a)
Height/length ratio of the sliding surface
(See Clause 15.6.5.1.)



Note: The height of the sliding surface divided by the length of the sliding surface shall not exceed 0.577.

Height 1.2 meters = 0.6
Length 2 meters

- This slide is too steep as it exceeds the ratio limit of 0.577



Track Ride height is currently 2.2 meters which exceeds the upper limit of 1.95 meters

15.13 Track rides

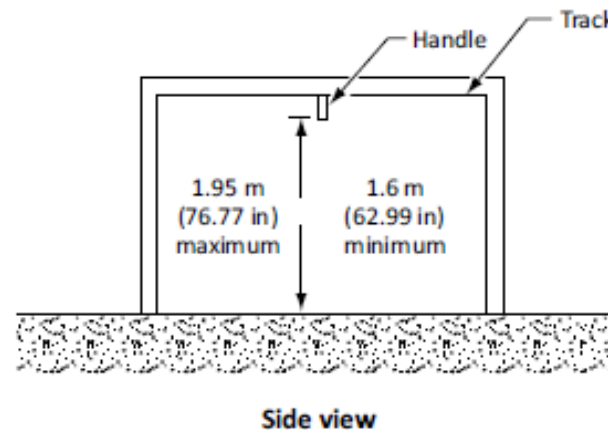
15.13.1 General

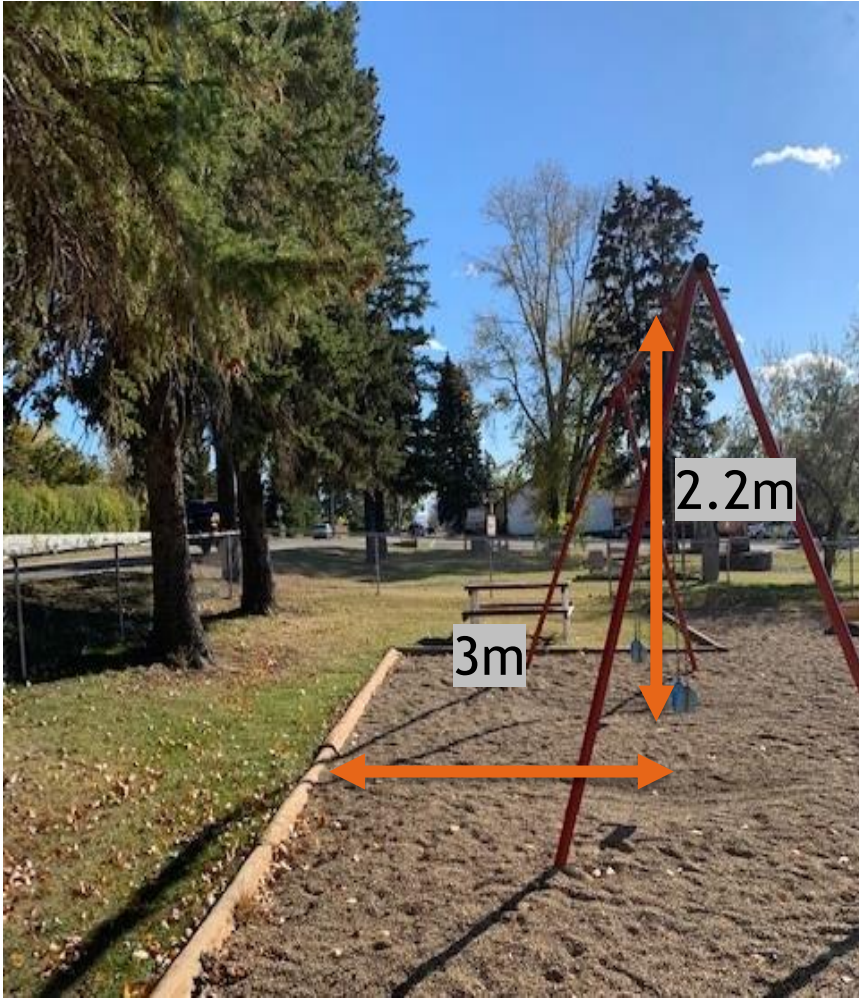
Track rides are not recommended for children less than five years of age.

15.13.4.1

The lowest portion of the handgripping component shall be a minimum of 1.6 m (62.99 in) above the protective surfacing. The maximum height of the handgripping component shall not exceed 1.95 m (76.77 in) above the protective surfacing (see Figure 34).

Figure 34
Details of a track ride
(See Clauses [14.7](#), [15.13.2.1](#), [15.13.3.1](#), and [15.13.4.1](#).)





14.4.1.1

The protective surfacing zone to the front and rear of single axis swings shall be a minimum distance of $2Y$ on a line extending 90° both front and rear from the longitudinal direction of the suspending beam, where Y equals the vertical distance from the top of the sitting surface when occupied by the maximum user to the pivot point of the swing. The total horizontal distance from the front to the rear of the protective surfacing zone shall be not less than $4Y$

The protective surfacing zone for this set of swings currently extends 3 meters and should extend 4.4 meters.



Rigid gaps on playgrounds should not be between 9cm – 22cm due to the risk of head entrapment.

12.2.1.1

To reduce the risk of accidental head or neck entrapment caused by either a head-first or feet-first entry into an opening, public playground equipment shall be designed and constructed or assembled so that any accessible opening shall meet the performance requirements of Clause 12.2.

12.2.2.1

A completely bounded rigid opening is accessible when a torso test probe (see Figure 3) can be inserted into the opening to a depth of 101.60 mm (4.0 in) or more.

12.2.2.2

The torso probe (see Figure 3) shall be placed in the opening with the plane of the base of the probe parallel to the plane of the opening. It shall be rotated to its most adverse orientation (i.e., where the major axis of the base of the probe is parallel to the major axis of the opening). If the torso probe can be inserted into the opening to a depth of 101.60 mm (4.0 in) or more, the head probe (see Figure 4) shall be placed in the opening with the plane of the base of the probe parallel to the plane of the opening.

An opening shall have passed this test if

- a) the opening does not admit the torso probe when it is rotated to any orientation about its own axis; or
- b) the opening admits both the torso probe and the head probe.

An opening shall have failed the test if the opening admits the torso probe but does not admit the head probe.

Figure 3
Torso probe
(See Clauses [12.2.2.1](#), [12.2.2.2](#), and [12.2.3.1](#).)

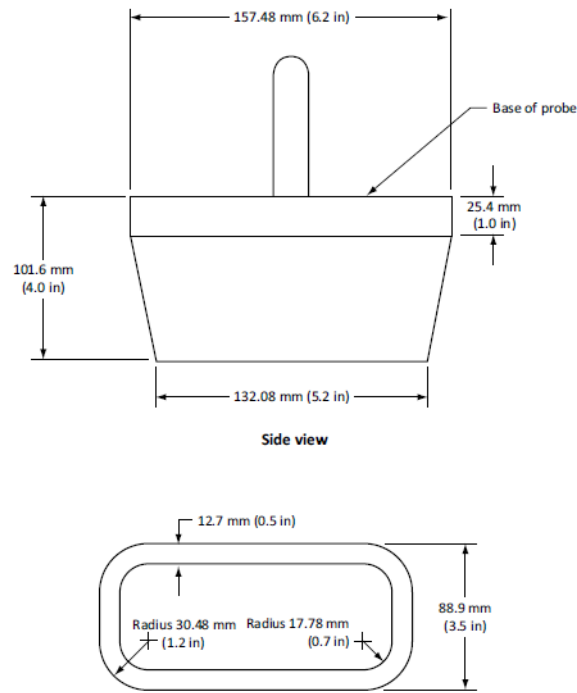
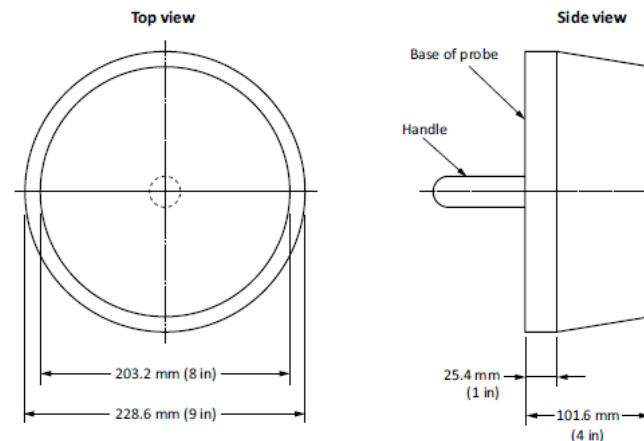


Figure 4
Head probe
(See Clauses [12.2.2.2](#), [12.2.3.1](#), [12.2.4.3](#), and [12.2.5.2](#).)





12.3.1.3

Any exposed bolt end shall not protrude beyond the face of the nut more than two threads after trimming and peening by the installer. A bolt end with more than two threads exposed shall be exempt if it is inaccessible. It shall be considered inaccessible when none of the three protrusion gauges (see Figure 7) can pass over it, or when the bolt end is recessed and the 88.90 mm (3.5 in) outside diameter protrusion gauge cannot be made to contact the bolt end when the outside curve of the gauge is placed over the recessed area (see Figure 11).

Campground Playground



7.2 Metals

Metals that are subject to structural degradation, such as rust or corrosion, shall be painted, galvanized, or otherwise treated.



48 Ave Playground





7.2 Metals

Metals that are subject to structural degradation, such as rust or corrosion, shall be painted, galvanized, or otherwise treated.



53 Ave Close Playground





Rigid gaps on playgrounds should not be between 9cm – 22cm due to the risk of head entrapment.

12.2.1.1

To reduce the risk of accidental head or neck entrapment caused by either a head-first or feet-first entry into an opening, public playground equipment shall be designed and constructed or assembled so that any accessible opening shall meet the performance requirements of Clause 12.2.

Recommendations:

- Council put consideration into allocating funds towards the replacement of the wooden play structure at the 50ave playground as a future capital project
- All other play structures are acceptable from a safety standpoint
- Public Works/Parks & Rec will work to repaint rusty playground components during the summer of 2023

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: TOWN OF BENTLEY	Employer Representative/Title: Marc Fortais / Chief Administrative Officer
Work Site Party Name Provided:	Phone Number: (403) 748-4044
Work Site Address: 4918 50 AVENUE, RED DEER, ALBERTA	Email Address: mfortais@townofbentley.ca
Site Name / Description: Former Oxford School- demolition	Completed By: Trent Sehlstrom

Contact Activities

Item	Details	Date				
Inspection	<p>The OHS Officer met with the Chief Administrative Officer as prime contractor representative, during inspection completed at 11:10 a.m. of the employer completing demolition and removal of debris of a former school building. During the inspection, the OHS Officer and prime contractor discussed prime contractor obligations under the OHS Act.</p> <p>The following observations were made at the time of the inspection:</p> <ul style="list-style-type: none">- Prime contractor had a system to ensure compliance by the employer, including pre-job meeting to confirm safety requirements, regular meetings with the employer, and inspection of work being completed- The prime contractor also posted warnings for the public via social media and physical postings to avoid the work area	November 17, 2022				
Publications Delivered	<p>The OHS Officer discussed and provided the prime contractor with the updated Prime Contractor Role and Duties publication, for information on current requirements under the OHS Act.</p> <table border="1"><thead><tr><th>Catalogue Number</th><th>Document Title</th></tr></thead><tbody><tr><td>LI018</td><td>The Role and Duties of the Prime Contractor</td></tr></tbody></table>	Catalogue Number	Document Title	LI018	The Role and Duties of the Prime Contractor	November 17, 2022
Catalogue Number	Document Title					
LI018	The Role and Duties of the Prime Contractor					

This Contact Report was delivered electronically to: Marc Fortais on November 17, 2022

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit [Labour and Immigration](#) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING NOVEMBER 14, 2022

EAGLE BUILDERS – DEVELOPMENT OF PARKING LOT

A request from Eagle Builders LP to construct a 19-stall public-use parking lot at the North Aspelund Industrial Park Trailhead located on Lacombe County property described as Lot 4MR, Block 6, Plan 1420565 was approved by Council. Eagle Builders will be responsible for all of the costs of this project. The County Manager was authorized to enter into an agreement with Eagle Builders LP regarding the construction, use and maintenance of this public-use parking lot.

HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION – 2023 OPERATING BUDGET

Council received the Highway 12/21 Regional Water Services Commission 2022 Operating budget for information. A letter will be forwarded to the Commission stating that Lacombe County has no comments or questions regarding the proposed budget.

BYLAW NO. 1376/22 – PROCEDURES BYLAW

Bylaw No. 1376/22, a bylaw of Lacombe County to provide for the orderly proceedings of Council meetings and the transacting of business by Lacombe County Council, was read a first, second and third time and passed by Council.

BYLAW NO. 1377/22 – ASSESSMENT REVIEW BOARD BYLAW

Bylaw No. 1377/22, a bylaw of Lacombe County to establish Assessment Review Boards and to enter into agreements to provide Assessment Review Board services to other municipalities, was read a first, second and third time and passed by Council.

BYLAW NO. 1378/22 – SUBDIVISION & DEVELOPMENT APPEAL BOARD

Bylaw No. 1378/22, a bylaw of Lacombe County to establish the Subdivision and Development Appeal Board Bylaw of Lacombe County was read a first, second and third time and so passed by Council.

ENVIRONMENTAL STEWARDSHIP AWARD

Joan Olafson was presented with the Lacombe County 2022 Environmental Stewardship Award. This award highlights a Lacombe County resident who practices environmental conservation and sustainability on their property.

Individuals must be nominated, and the successful recipient is selected by a committee, which is comprised of the Environmental Coordinator, one Councillor, and the previous year's winner.

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

Next Committee of the Whole Meeting is
November 29, 2022 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**



PUBLIC NOTICE DEMOLITION OXFORD SCHOOL NOTICE OF CONSTRUCTION

Date: November 15, 2022

On September 27, 2022, at the Regular Meeting of Council the difficult decision was made to undertake demolition of Oxford School. The decision was not made lightly and was based on the significant cost to repair the building due to major concerns including deterioration of the roof, load-bearing brick walls and foundations. The estimated cost for repairs to the building was more than \$1.2 million dollars. Due to this significant cost to repair, as well as an analysis of current utilization of other community buildings, Mayor and Council approved a motion with the following directions:

- to undertake any required hazardous material abatement and authorized administration to demolish the building.
- Complete a formalized concept plan and present that plan through an additional public information session in the future to seek further feedback and finalize design and cost estimates of park improvements. Also, once that feedback has been incorporated into a finalized design to present it at a future council meeting in 2023
- Once a design has been finalized and been approved by council that a fundraising campaign be established to fund that design.

Subsequent to this decision, Town administration undertook a hazard assessment and identified that there was lead paint only that required specialized disposal, and that there is no asbestos in the building.

Administration also requested quotes from 3 central Alberta demolition contractors that were qualified to undertake the work. Moore's Backhoe was selected through that process and is a local contractor within the Bentley area.

Moore's Backhoe Service will be on site at the Oxford School Building location to undertake demolition of the Oxford School building and salvaging of the bricks beginning today November 15, 2022.

PLEASE REMEMBER THIS IS AN ACTIVE CONSTRUCTION SITE

We ask that you be mindful of the work being undertaken and ensure you maintain a safe distance from Machinery and Equipment. The area has been fenced with construction fencing, however, please ensure that if you are watching the activity being undertaken that the machine operator is aware of your presence, and you maintain a safe distance from the machines and any potential falling debris.

DO NOT ENTER THE FENCED AREA FOR ANY REASON

Sincerely,


Marc Fortais
Chief Administrative Officer

