



AGENDA
Bentley Town Council Regular Meeting
Tuesday February 28, 2023
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 February 14, 2023**

5. Financial:

- a) Prepaid Cheque Listing – Cheques No. 20230097 to 20230143**

6. New Business

- a) 2022 Year end Water and Wastewater Reports**
- b) 2023 Annual Review – Employee Salary Grid and Council Remuneration & Expense**

7. Correspondence

- a) Council Highlights Lacombe County Feb 9, 2023**
- b) January 2023 Crime Statistics**
 - Municipal January 2023 Detachment at a glance**
 - Provincial January 2023 Detachment at a glance**

- c) Bentley Community Hall – Consideration of funding (stair repair)**

8. Other Business

- a) **CAO Update Bentley Southeast Area Structure Plan and Next Steps**

9. Council Reports

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

10. Adjournment



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

February 14, 2023

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, February 14, 2023, at 6:45 p.m., in the Bentley Municipal Office

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

Call to Order Mayor Rathjen called the regular meeting to order at 6:45pm,

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 46/2023 Moved by Councillor Hansen, “THAT the agenda of the February 14, 2023, be amended to include two additional items as other business:

- a) Recycling Services at the Transfer Site – CAO to provide an update on progress to secure a new contract.
- b) Canada Post recent closure – CAO to provide an update on the recent closure and conversations with Canada Post

Carried

Motion 47/2023 Moved by Councillor Valiquette, "THAT the amended agenda of the February 14, 2023, Regular Meeting of Council be accepted."

Carried

Previous Minutes

Motion 48/2023 Moved by Deputy Mayor Grimsdale, "THAT the minutes of the January 24, 2023, Regular Meeting of Council be accepted."

Carried

Financial

a) Prepaid Cheque Listing – Cheques No. 20230034 to 20230096

Motion 49/2023 Moved by Councillor Eastman, "THAT Cheques No. 20230034 to 20230096 be received for information."

Carried

Motion 50/2023 Moved by Councillor Hansen, "THAT the Council Remuneration Listing January 2023 be received for information."

Carried

New Business

a) 2022 Grain Elevator Recommendation for Recovery of Costs

- **Delegation Patrick Morrison Healthy Herds**

Administration presented the report with a recommendation for cost recovery in alignment with Bylaw 128/2008, Policy 50-2014, and the MGA. The recommendation included an amount that was lower than would be billed through the policy, due to the significant cost that would be recovered due to the extended support and fire suppression related to the continued burning of the grain piles.

Mr. Morrison presented to council the significant costs that he was incurring as a result of the fire and that those costs were very high as a result of the volume of water that was used for an extended period of time, based on continued suppression efforts due to smoke complaints. As a result of the water volumes, Mr. Morrison was required to pay significantly more in his landfill fees to dispose of the burnt grain, which was waterlogged. The landfill fees were based on weight and therefore Mr. Morrison presented that his costs were significantly higher to dispose of the grain than normal. He also pointed out that he worked quickly to rectify the situation and undertook the clean up immediately, when he was given the go ahead to do so from insurance. Mr. Morrison asked for council to consider this additional cost that he incurred, his commitment to cleaning up the site and the valuable

contributions that he has made to the community over the years, including allowing the town to utilize his scales free of charge.

Motion 51/2023 Moved by Councillor Hansen, “THAT Mayor and Council authorize CAO Marc Fortais to issue and invoice to the property owner of the property located at 4801 51st Street, Legal Description Lot 3, Block A, Plan 0321787 in the amount of \$13,058.25, the cost of the DB Bobcat invoice and the City of Lacombe Invoice only to be issued to recover a portion of the fire costs of fire response through December 2022 and in relation to the grain elevator fire which occurred on said property and for which the recoverable costs have been charged in accordance with Bylaw 128/2008 and Policy 50/2014 of the Town of Bentley; AND

THAT the amount invoiced and payable by the property owner be payable within 120 days from the date of issue of the invoice; AND

THAT if the invoice remains unpaid after 120 days, the amount be transferred to the associated property tax account in accordance with the Municipal Government Act, RSA 2000, Chapter M-26 of the Revised Statutes of Alberta, Section 553 (1)(g)

The above motion was debated by Mayor and Council and a friendly amendment was requested by Councillor Valiquette that the cost recovery amount be amended from \$13,058.25 to the cost recovery associated to all equipment, including recovery of some of the equipment time for Town of Bentley Equipment. The point being made, that the amounts were already reduced from what the policy stated we could charge. The amendment proposed was to bill \$21,058.25 which was broken down as follows:

City of Lacombe Tower Response	\$ 6,037.50
DB Bobcat Equipment Support	\$ 7,020.75
Engine and Rescue (16 hrs @ 500/hr)	<u>\$ 8,000.00</u>
Total to be billed	\$21,058.25

After debate, Councillor Hansen agreed to the amendment and read the amended motion as follows:

Motion 51/2023(as amended) Moved by Councillor Hansen, “THAT Mayor and Council authorize CAO Marc Fortais to issue and invoice to the property owner of the property located at 4801 51st Street, Legal Description Lot 3, Block A, Plan 0321787 in the amount of \$21,058.25, the cost of the DB Bobcat invoice, City of Lacombe Invoice and a portion of the Town of Bentley Equipment time for the first day of response only, to be issued to recover a portion of the fire costs of fire response in December 2022 and in relation to the grain elevator fire which occurred on said property and for which the recoverable costs have been charged in accordance with Bylaw 128/2008 and Policy 50/2014 of the Town of Bentley; AND

THAT the amount invoiced and payable by the property owner be payable within 120 days from the date of issue of the invoice; AND

THAT if the invoice remains unpaid after 120 days, the amount be transferred to the associated property tax account in accordance with the

Carried

b) Bylaw 238/2023 – Bylaw to establish the position of assessor and declare the position as a designated officer for the Town of Bentley

Motion 52/2023 Moved by Deputy Mayor Grimsdale, THAT Bylaw No. 238/2023 being a bylaw of the Town of Bentley in the Province of Alberta, to establish the position of assessor and declare the position as a designated officer be read a first time this 14th day of February 2023.”

Carried

Motion 53/2023 Moved by Councillor Hansen, THAT Bylaw No. 238/2023 be read a second time this 14th Day of February 2023.”

Carried

Motion 54/2023 Moved by Councillor Eastman, “THAT Bylaw No. 238/2023 be presented and considered for third and final reading this 14th Day of February 2023.”

Carried Unanimously

Motion 55/2023 Moved by Councillor Valiquette, “THAT Bylaw 238/2023 be read a third and final time and passed this 14th Day of February 2023.”

Carried

c) Bylaw 239/2023 – Bylaw to amend Bylaw 211/2019 to include terms of repayment as per the Municipal Accountability Program (MAP) audit findings.

Motion 56/2023 Moved by Councillor Hansen, “THAT Bylaw No. 239/2023 being a Bylaw of the Town of Bentley in the Province of Alberta to amend Bylaw 211/2019 to include terms of repayment, be read a first time this 14th Day of February 2023.”

Carried

Motion 57/2023 Moved by Deputy Mayor Grimsdale, “THAT Bylaw No. 239/2023 be read a second time this 14th Day of February 2023.”

Carried

Motion 58/2023 Moved by Councillor Valiquette, "THAT Bylaw No. 239/2023 be presented and considered for third and final reading this 14th Day of February 2023."

Carried Unanimously

Motion 59/2023 Moved by Councillor Eastman, "THAT Bylaw No. 239/2023 be read a third and final time and passed this 14th Day of February 2023."

Carried

Correspondence

- a) Council Highlights Lacombe County January 26, 2023**
- b) February 22, 2023, 7:30pm to 9:30pm**

Motion 60/2023 Moved by Deputy Mayor Grimsdale, "THAT Correspondence items a) and b) be accepted as information."

Carried

Other Business

- a) Recycling Services at the Transfer Site – CAO to provide an update on progress to secure a new contract.**

CAO Marc Fortais provided an update that we had requested quotations from 4 companies for recycling services at the transfer site. The same information was requested from all vendors and we had reviewed the information including pricing as well as service levels and had decided to go with Empringham Disposal based on their response to the request for quotes. Their services will begin March 1, 2023, and should save the town some money based on their proposal. The Town has been using Waste Management for some time and it was time to request quotes from the Market.

- b) Canada Post recent closure – CAO to provide an update on the recent closure and conversations with Canada Post**

CAO Marc Fortais indicated that he has been in continued contact with Canada Post regarding the closure of the grocery store. It was indicated that Canada Post is following a process to seek out a new business to host postal services in Bentley. The Canada Post contact Mr. Halvorsen has committed to providing weekly updates to the Town and Mayor and Council but would not provide a timeline as to when service would be restored in the community, only that they were working on it.

Motion 61/2023 Moved by Deputy Mayor Grimsdale, "THAT CAO Marc Fortais send an email to Mr. Halvorsen from Canada Post asking for more detail regarding their plan to restore services and provide Mayor and Council with a timeline for the restoration of postal services in Bentley."

Carried

Adjournment

Mayor Rathjen adjourned the meeting, at 8:07pm

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					
20230097	2023-02-15	CARSON, BARBARA J				
20230098	2023-02-15	JENSEN, DARREN J				
20230099	2023-02-15	MEREDITH, SANDRA L				
20230100	2023-02-15	GIBSON, COLE C				
20230101	2023-02-15	DENNEHY, NATHAN				
20230102	2023-02-15	GREAVES, LORYANNE				
20230103	2023-02-15	FORTAIS, MARC C				
20230104	2023-02-15	KIKSTRA, ROBERT B				
20230105	2023-02-15	LOOV, CHRISTOPHER D				
20230106	2023-02-08	TRANSALTA ENERGY MARKETING, C/O C09633C		PAYMENT		19,304.39
			23-1290445	NATURAL GAS BILL FOR DECEM	5,082.23	
			23-1291393	STREET LIGHTING ELECTRICITY	6,023.68	
			23-1291446	TRANSALTA ELECTRICITY BILL F	8,198.48	
20230107	2023-02-15	RATHJEN, ARTHUR M				
20230108	2023-02-15	VALIQUETTE, BRENDA C				
20230109	2023-02-15	HANSEN, PAMELA				
20230110	2023-02-15	GRIMSDALE, DALE A				
20230111	2023-02-15	EASTMAN, LENORE M				
20230112	2023-02-14	327241 ALBERTA LTD.		PAYMENT		981.75
			1122	ANIMAL CONTROL SERVICES FC	981.75	
20230113	2023-02-14	ACCESS GAS SERVICES		PAYMENT		4,346.02
			202201-AB1163	FINAL SETTLEMENT NATURAL G	(21.36)	
			202202-AB1163	SETTLEMENT PROCESS	(39.92)	
			202203-AB1163	SETTLEMENT PROCESS FOR M/	2.45	
			202204-AB1163	SETTLEMENT PROCESS FOR AP	54.09	
			202205-AB1163	NATURAL GAS BILL FOR MAY 20	2.01	
			202301-AB1878	NATURAL GAS BILL FOR JANUAF	4,348.75	
20230114	2023-02-14	BENTLEY ESSO		PAYMENT		2,995.70
			31012023	VEHICLE/EQUIPMENT GAS/DIESI	2,995.70	
20230115	2023-02-14	BUNZL CLEANING & HYGIENE		PAYMENT		971.50
			134663	ARENA GENERAL SUPPLIES	791.41	
			134815	OFFICE SUPPLIES	180.09	
20230116	2023-02-14	CALMONT EQUIPMENT LTD		PAYMENT		310.65
			P16698	SNOW BUCKET BLADE	310.65	
20230117	2023-02-14	CAMPUS ENERGY PARTNERS LP		PAYMENT		25.10
			1000894-20230	ELECTRICITY ADJUSTMENTS FR	(126.18)	
			1000895-20230	ELECTRICITY SETTLEMENT ADJ	(3.49)	
			2688ZC-2301-1	NATURAL GAS SETTLEMENT AD.	154.77	
20230118	2023-02-14	CANOE PROCUREMENT GROUP OF CANADA, D		PAYMENT		31.47
			AB152000	OFFICE SUPPLIES	31.47	
20230119	2023-02-14	G.L.D.C. GAS CO-OP LTD.		PAYMENT		1,202.42
			645913	BENTLEY FIRE DEPARTMENT GA	1,202.42	
20230120	2023-02-14	GREGG DISTRIBUTORS LP		PAYMENT		861.97
			059-519382	ROAD & STREETS ICE MELT ANC	567.22	
			059-519797	P.W. SUPPLIES & GARBAGE BAG	294.75	
20230121	2023-02-14	HHID		PAYMENT		787.50
			01022023	DEM FEBRUARY PAYMENT	787.50	
20230122	2023-02-14	PARKLAND AIRSHED MANAGEMENT ZONE		PAYMENT		347.54
			2023-032	2023 PAMZ AQM PROGRAM FEE	347.54	



TOWN OF BENTLEY

Cheque Listing For Council

2023-Feb-22
1:07:04PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230123	2023-02-14	PITNEYWORKS	03022023	PAYMENT POSTAGE	540.00	540.00
20230125	2023-02-14	TELUS COMMUNICATIONS INC.	04022023 04022023. Feb042023	PAYMENT TELUS BILL FOR FEBRUARY 202 INTERAC LINE ARENA WIFI	765.61 37.55 68.25	871.41
20230126	2023-02-14	TELUS MOBILITY INC.	09022023	PAYMENT P.W. CELL PHONES AND FIRE DE	122.27	122.27
20230127	2023-02-14	VALIQUETTE, BRENDA	31012023	PAYMENT REIMBURSEMENT MILEAGE COL	18.88	18.88
20230128	2023-02-14	WASTE MANAGEMENT	1153961-0613-6	PAYMENT RECYCLING FOR JANUARY	5,669.67	5,669.67
20230129	2023-02-14	AED ADVANTAGE SALES LTD	INV-24664	PAYMENT 2 LIFEPAK CR2 AED'S FOR AREN	3,628.07	3,628.07
20230130	2023-02-14	FORTIS ALBERTA	90235168	PAYMENT LINE MOVE SERVICE SW-26-40-C	64,344.76	64,344.76
20230131	2023-02-14	MY TECH ONSITE	INV 2192	PAYMENT DELL LAPTOP & MONITOR FOR C	4,035.13	4,035.13
20230132	2023-02-15	RATHJEN, GREG	REPL-20230124 REPL-20230124	Replacement Cheque Replacement Cheque	18.88	18.88
20230133	2023-02-16	LACOMBE COUNTY	IVC00043219	PAYMENT FIRE DEPT JANUARY TRAINING /	11,870.36	11,870.36
20230134	2023-02-16	RECEIVER GENERAL FOR CANADA	20230017143	PAYMENT WATER METER READER RADIO /	1,406.52	1,406.52
20230135	2023-02-16	SERVUS CREDIT UNION	381490	PAYMENT SERVUS MASTERCARD BILL FOI	1,453.76	1,453.76
20230136	2023-02-21	ADT SECURITY SERVICES CANADA INC.	31212630	PAYMENT PUMPHOUSE SECURITY	42.00	42.00
20230137	2023-02-21	CANOE PROCUREMENT GROUP OF CANADA, D	AB153952	PAYMENT HIGH YIELD TONER FOR OFFICE	279.18	279.18
20230138	2023-02-21	GREAVES, LORYANNE	17022023	PAYMENT REIMBURSEMENT FOR JANITOR	74.92	74.92
20230139	2023-02-21	INNOV8, DIGITAL SOLUTIONS INC.	INV395666	PAYMENT FCSS PHOTOCOPIER	5.95	5.95
20230140	2023-02-21	PARKLAND COMMUNITY PLANNING SERVICES	21915	PAYMENT GIS BUILD, ENHANCEMENTS & C	118.75	118.75
20230141	2023-02-21	SHAW CABLE	12022023	PAYMENT OFFICE INTERNET	131.25	131.25
20230142	2023-02-21	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	28022023	PAYMENT ARENA MAINTENANCE FEBRUAF	10,500.00	10,500.00
20230143	2023-02-21	WEST COUNTRY INSPECTIONS	021523DM1	PAYMENT HOME INSPECTION MEDICINE LI	1,575.00	1,575.00

Total 158,832.49

*** End of Report ***



Agenda Date: February 28, 2023
Agenda Item: 2022 Water and Wastewater Annual Report

LEGISLATIVE REQUIREMENT/AUTHORITY

Annual reports are required to be completed as a condition of the operating approvals issued by the Alberta government under the Environmental Protection and Enhancement Act Approvals for water and wastewater treatment facilities. Reports may also be required as a condition of the Code of Practice for a specific facility.

SUMMARY AND BACKGROUND

The purpose of these reports is to address the performance of each facility and ensure compliance, quality and safety of the services provided.

The reports provide:

Water Year End Report (Attachment #1)

- Volume summaries by well and by distribution
- Chlorine consumption, dosages and residuals
- Number of samples taken
- Results of water quality testing
- Any operational challenges and issues with the system and how they were addressed
- Any contraventions and what was done to address the contravention (which there were none)

Wastewater Year End Report (Attachment #2)

- Volume summaries
- Lagoon discharge dates and volume discharged
- Volume of digester treatment added to ponds
- Percentages of removal of harmful nutrients
- Results of wastewater testing

It should be noted that all results obtained indicated that the Town of Bentley has excellent water quality and that we comply for both our Water and Wastewater Treatment.

RECOMMENDATION:

THAT the Annual Water & Wastewater Reports for the year ending December 31, 2022, be received, approved, and accepted by Town Council as information.

ATTACHMENTS:

- 1) Water Year End Report
- 2) Wastewater Year End Report

Marc Fortais, CAO



Water Year End Report 2022

Water # 18648-00-00 (SW26-40-1-W5M)

This report was prepared by
Darren Jensen (#4051)
Town of Bentley
Box 179
Bentley, Alberta
T0C 0J0
403 748 4044

Acknowledgement of Water System Report

Water # 18648-00-00 (SW26-40-1-W5M)

Darren Jensen (#4051) Operator

Water Treatment I
Water Distribution I
Wastewater Treatment I
Wastewater Collection I

Cole Gibson (#5404) Operator

Water Treatment I
Water Distribution I
Wastewater Treatment I
Wastewater Collection I

Darren Dempsey (#3175) On Call Contracted Operator

Water Treatment I
Water Distribution I
Wastewater Treatment I
Wastewater Collection I

Mayor and Council of the Town of Bentley have reviewed and accepted this report.

Mayor: _____

Council: _____

Council: _____

Council: _____

Council: _____

Chief Administrative Officer for the Town of Bentley has reviewed and accepted this report.

CAO: _____

Raw Well Water Consumption Report
Water Treatment Distribution System
Town of Bentley
Water # 18648-00-00 (SW26-40-1-W5M)

Month End	Well # 1 Reading	Volume (m3)	Well # 2 Reading	Volume (m3)	Well # 3 Reading	Volume (m3)	Volume #1,2,3	Monthly Avg (m3)	Monthly Min (m3)	Monthly Max (m3)
Dec-13	988483		967483		50688					
Jan	991478	2995	970238	2755	53237	2549	8299	268	0	460
Feb	993969	2491	972379	2141	55352	2115	6747	241	0	466
Mar	996781	2812	974787	2408	57736	2384	7604	245	0	444
Apr	999644	2863	977250	2463	60110	2374	7700	257	0	504
May	1003050	3406	980169	2919	62999	2889	9214	297	23	508
June	1006023	2973	982728	2559	65555	2556	8088	270	113	518
July	1009047	3024	985323	2595	68143	2588	8207	265	0	516
Aug	1012187	3140	988018	2695	70832	2689	8524	275	0	698
Sept	1015164	2977	990560	2542	73378	2546	8065	269	0	613
Oct	1018129	2965	993102	2542	75655	2277	7784	251	17	514
Nov	1020925	2796	995487	2385	77966	2311	7492	250	0	484
Dec	1024662	3737	998653	3166	81155	3189	10092	326	161	1232
Total		36179		31170		30467	97816			

Total Yearly Volume:	97816
Monthly Average:	8151
Daily Average:	268
Peak Month:	Dec-22
Peak Day:	24-Dec-22

Treated Water Consumption Report

Water Treatment Distribution System

Town of Bentley

Water # 18648-00-00 (SW26-40-1-W5M)

Monthly Meter Reads					
Month End	Dist Pump 1 Meter Read	#1 Volume Used (m3)	Dist Pump 2 Meter Read	#2 Volume Used (m3)	1&2 Volume Total (m3)
Dec-13	884415		868782		
Jan	889694	5279	871775	2993	8272
Feb	893156	3462	875067	3292	6754
Mar	897546	4390	878304	3237	7627
Apr	900875	3329	882484	4180	7509
May	905677	4802	886400	3916	8718
June	908680	3003	891451	5051	8054
July	913618	4938	894400	2949	7887
Aug	917273	3655	899164	4764	8419
Sept	920600	3327	903674	4510	7837
Oct	925085	4485	907223	3549	8034
Nov	928530	3445	911184	3961	7406
Dec	932617	4087	915148	3964	8051
Total		48202		46366	94568

Monthly Town Usage (m3)			
	Monthly Avg (m3)	Monthly Min (m3)	Monthly Max (m3)
Jan	267	101	377
Feb	241	139	320
Mar	246	122	365
Apr	250	166	334
May	281	147	397
June	268	82	487
July	254	156	368
Aug	272	106	464
Sept	261	133	361
Oct	259	104	392
Nov	247	184	339
Dec	260	116	418

Total Yearly Volume:	94568	m3
Monthly Average:	7881	m3
Daily Average:	259	m3
Peak Month:	May-22	
Peak Day:	11-Jun-22	

Chlorine Consumption and Chlorine residual Report

Water Treatment Distribution System

Town of Bentley

Water # 18648-00-00 (SW26-40-1-W5M)

Monthly Chlorine Used				
Month	Total (L)	Monthly Avg (L)	Monthly Min (L)	Monthly Max (L)
Jan	240	8	0	13
Feb	196.5	7	0	13.5
Mar	219	7	0	12
Apr	234.5	8	0	14
May	268	9	1	14
June	230	8	2	15
July	231.5	7	0	15
Aug	254	8	0	19
Sept	261	9	0	20
Oct	261	8.4	0.5	17
Nov	246	8.2	0	16
Dec	331	11	5	41
Totals	2972			

Monthly Dosages mg/L			
	Monthly Avg Dosage	Monthly Min. Dosage	Monthly Max. Dosage
Jan	4.1	0	6.0
Feb	4.1	0	4.7
Mar	4.1	0	5.1
Apr	4.3	0	5.1
May	4.3	3.9	6.3
June	4.1	2.6	4.6
July	3.9	0	4.7
Aug	4.1	0	5.4
Sept	4.5	0	5.2
Oct	4.8	3.8	6.0
Nov	4.5	0.0	6.9
Dec	4.8	4.2	5.4

Monthly Free CL2 Residuals (mg/L)						
Month	Free CL2 Mon. Avg Entering Dist.	Free CL2 Mon. Min Entering Dist.	Free CL2 Mon. Max Entering Dist.	Free CL2 Mon. Avg In Dist.Sys	Free CL2 Mon. Min. In Dist.Sys	Free CL2 Mon. Max In Dist.Sys
Jan	0.82	0.65	0.89	0.77	0.58	0.85
Feb	0.82	0.75	0.88	0.77	0.71	0.85
Mar	0.79	0.67	0.91	0.73	0.62	0.81
Apr	0.74	0.57	0.97	0.72	0.58	0.98
May	0.88	0.78	1.03	0.83	0.77	0.91
June	0.75	0.64	0.84	0.70	0.6	0.87
July	0.59	0.44	0.68	0.57	0.48	0.69
Aug	0.54	0.37	0.65	0.49	0.35	0.61
Sept	0.56	0.13	0.80	0.52	0.13	0.81
Oct	0.50	0.38	0.60	0.47	0.37	0.55
Nov	0.77	0.62	0.87	0.71	0.47	0.83
Dec	0.69	0.61	0.76	0.69	0.56	0.86

Monthly Total CL2 Residuals (mg/L)						
Month	Total CL2	Total CL2	Total CL2	Total CL2	Total CL2	Total CL2
	Mon. Avg	Mon. Min	Mon. Max	Mon. Avg.	Mon. Min.	Mon. Max
	Entering Dist.	Entering Dist.	Entering Dist.	In Dist.Sys	In Dist.Sys	In Dist.Sys
Jan	0.95	0.74	1.03	0.89	0.72	1.01
Feb	0.96	0.89	1.05	0.90	0.84	0.96
Mar	0.92	0.84	1.04	0.85	0.76	1.00
Apr	0.89	0.69	1.09	0.84	0.68	1.11
May	0.99	0.90	1.11	0.95	0.89	1.03
June	0.86	0.76	0.99	0.82	0.70	0.97
July	0.71	0.61	0.83	0.67	0.58	0.80
Aug	0.63	0.45	0.81	0.59	0.45	0.75
Sept	0.66	0.26	0.84	0.61	0.25	0.81
Oct	0.63	0.57	0.74	0.56	0.47	0.62
Nov	0.92	0.85	1.00	0.86	0.69	0.97
Dec	0.85	0.80	0.91	0.82	0.69	1.04

Monthly Inline Analyzer CL2			
Month	Free	Free	Free
	Mon. Avg.	Mon. Min.	Mon. Max.
Jan	0.82	0.62	0.87
Feb	0.81	0.76	0.88
Mar	0.76	0.71	0.79
Apr	0.70	0.57	0.87
May	0.87	0.79	0.99
June	0.74	0.64	0.78
July	0.58	0.51	0.64
Aug	0.54	0.37	0.69
Sept	0.58	0.13	0.81
Oct	0.50	0.36	0.58
Nov	0.80	0.67	0.85
Dec	0.74	0.66	0.95

Monthly average chlorine used (12% Sodium Hypochlorite):

248	Litres
-----	--------

Daily chlorine average:

8.1	Litres
-----	--------

Monthly average daily dosage rate:

4.3	mg/L
-----	------

Average yearly FREE CL2 residual (Entering Distribution system)

0.70	mg/L
------	------

Average yearly FREE CL2 residual (In Distribution system)

0.66	mg/L
------	------

Average yearly TOTAL CL2 residual (Entering Distribution System)

0.83	mg/L
------	------

Average yearly TOTAL CL2 residual (In Distribution System)

0.78	mg/L
------	------

CT Virus Report
Water Treatment Distribution System
Town of Bentley
Water # 18648-00-00 (SW26-40-1-W5M)

Month	Free CL2 Resid. Avg.	Free CL2 Resid. Min.	Free CL2 Resid. Max.	Temp °C	CT Required
Jan	0.82	0.65	0.89	6.5	8
Feb	0.82	0.75	0.88	7	8
Mar	0.79	0.67	0.91	7	8
Apr	0.74	0.57	0.97	6.5	8
May	0.88	0.78	1.03	8	8
June	0.75	0.64	0.84	7.5	8
July	0.59	0.44	0.68	8.5	8
Aug	0.54	0.37	0.65	8.5	8
Sept	0.56	0.13	0.80	8.1	8
Oct	0.50	0.38	0.6	7.5	8
Nov	0.77	0.62	0.87	7	8
Dec	0.71	0.61	0.86	7	8

Monthly CT Achieved Avg / Min / Max			
Month	CT Achieved Avg.	CT Achieved Min.	CT Achieved Max.
Jan	1108	883	1209
Feb	1108	1019	1195
Mar	1069	910	1236
Apr	1003	774	1318
May	1201	1060	1399
June	1018	869	1141
July	803	598	924
Aug	729	503	883
Sept	761	177	1087
Oct	682	516	815
Nov	1042	842	1182
Dec	968	829	1168

Free CL2 Residual yearly average:

0.70	mg/L
7.4	
958	
8	
120	

Temperature yearly average:

CT Achieved yearly average:

CT Required yearly average:

CT Performance yearly average:

Monthly CT Proformance Ratio Avg / Min / Max			
Month	CT Proform. Ratio Avg.	CT Proform. Ratio Min.	CT Proform. Ratio Max.
Jan	138	110	151
Feb	139	127	149
Mar	134	114	155
Apr	125	97	165
May	150	132	175
June	127	109	143
July	100	75	115
Aug	91	63	110
Sept	95	22	136
Oct	85	65	102
Nov	130	105	148
Dec	121	104	146

Bacterial Analysis Report
Water Treatment Distribution System
Town of Bentley
Water # 18648-00-00 (SW26-40-1-W5M)

Samples taken throughout the distribution system	
Number of samples required	52
Number of samples submitted	57
Number of samples testing positive	0
Number of late samples	0

Monthly Bacterial Analysis			
Month	Number of Samples	Results of Samples	Dates of Samples
Jan	4	Negative	January 5, 2022/January 12, 2022/January 19, 2022/January 26, 2022
Feb	5	Negative	February 2, 2022(x2)/February 9, 2022/February 16,2022/February 23, 2022
Mar	6	Negative	March 2,2022/March 9, 2022/March 16, 2022(x2)/March 23, 2022/March 30, 2022
Apr	4	Negative	April 6, 2022/April 13, 2022/April 20, 2022/April 27, 2022
May	4	Negative	May 4,2022/May 11,2022/May 18,2022/May 25, 2022
June	6	Negative	June 1,2022/June 8,2022/June 15,2022(x2)/June 22,2022/June 29,2022
July	5	Negative	July 6,2022/July13,2022/July 20,2022/July 27,2022(x2)
Aug	5	Negative	August 3,2022/August 10,2022/August 17,2022/August 24,2022/August 31,2022
Sept	5	Negative	September 7,2022(x2)/September 14,2022/September 21,2022/September 28,2022
Oct	5	Negative	October 5,2022/October 12,2022(x2)/October19,2022/October 26,2022
Nov	5	Negative	November 2,2022/November 9,2022/November 16,2022/November 23,2022/November 30,2022
Dec	3	Negative	December 7,2022/December 14,2022/December 21, 2022

Description of Operational Problems and Corrective Actions

Town of Bentley

Water # 18648-00-00 (SW26-40-1-W5M)

Wastewater # 415-02-00 (SW22-NW26-40-1-W5M)

October- Water Treatment Plant Actuator malfunction on valve between reservoir 1 & 2.

New Actuator was installed, valve was not replaced, no disruption to service.

Valve was manually operated while new Actuator was in transit.

Drinking Water Safety Plan

Town of Bentley

Water # 18648-00-00 (SW26-40-1-W5M)

The Drinking Water Safety Plan has been reviewed and updated as required by Alberta Environment & Parks.

ANALYTICAL REPORT

Client: Town of Bentley
 Box 179
 Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	328057
DATE RECEIVED:	22-Nov-2022
DATE REPORTED:	06-Dec-2022
PROJECT ID:	Water Analysis 2022
LOCATION:	

KaizenLAB Sample #: 328057_001 **Sample ID:** Annual Water Analysis
Date Sampled: 9:00 22-Nov-2022

Parameter Description	Units	Result	Guideline Limits*	Comment
Routine Water Potability Analysis (Potability pkg #2)				
Electrical Conductivity (EC)	uS/cm	972		
pH		8.6	7.0-10.5 (AO)	Acceptable
Total Dissolved Solids (calculated)	mg/L	624	500 (AO)	Unacceptable
True Colour	TCU	<4	15 (AO)	Acceptable
Turbidity	NTU	0.63	0.1/0.3/1.0 <small>see notes</small>	See notes
Alkalinity Parameters of Water				
Alkalinity (phenolphthalein, as CaCO3)	mg/L	15.8		
Alkalinity (total, as CaCO3)	mg/L	436.1		
Bicarbonate (as HCO3)	mg/L	493.2		
Carbonate (as CO3)	mg/L	18.9		
Hydroxide (as OH)	mg/L	<0.5		
Anions in Water by IC				
Bromide	mg/L	<0.10		
Chloride	mg/L	12.14	250 (AO)	Acceptable
Fluoride	mg/L	0.41	1.5 (MAC)	Pass
Nitrate-N	mg/L	<0.010	10 (MAC)	Pass
Nitrite-N	mg/L	0.027	1 (MAC)	Pass
Nitrite-N + Nitrate-N	mg/L	0.027		
Phosphate	mg/L	<0.10		
Sulphate	mg/L	91.64	500 (AO)	Acceptable
Cations in Water by ICP-OES				
Dissolved Calcium	mg/L	2.8		
Dissolved Iron	mg/L	<0.05	0.3 (AO)	Acceptable

*CDWQG = Canadian Drinking Water Quality Guidelines, Health Canada 2020: MAC = Maximum Acceptable Concentration (affects health), AO = Aesthetic Objective (does not affect health but affects color, taste, etc.), OG = Operational Guidance

KaizenLAB Sample #: 328057_001 **Sample ID:** Annual Water Analysis
Date Sampled: 9:00 22-Nov-2022

Parameter Description	Units	Result	Guideline Limits*	Comment
Dissolved Magnesium	mg/L	0.9		
Dissolved Manganese	mg/L	<0.05		
Dissolved Potassium	mg/L	1		
Dissolved Sodium	mg/L	249.5	200 (AO)	Unacceptable
Hardness (calculated, as CaCO3)	mg/L	10.8		
Sodium Adsorption Ratio		33.06		
Total Metals for Drinking Water				
Total Mercury	ug/L	<0.001	1 (MAC)	Pass
Total Metals in Water by ICP-MS				
Total Aluminum	mg/L	0.007	0.1/0.2 ^{see notes}	See notes
Total Antimony	mg/L	<0.0006	0.006 (MAC)	Pass
Total Arsenic	mg/L	0.00105	0.010 (MAC)	Pass
Total Barium	mg/L	0.024	2.0 (MAC)	Pass
Total Boron	mg/L	0.18	5 (MAC)	Pass
Total Cadmium	mg/L	<0.00004	0.007 (MAC)	Pass
Total Chromium	mg/L	<0.0008	0.05 (MAC)	Pass
Total Copper	mg/L	0.0071	1.0 (AO)	Acceptable
Total Iron	mg/L	<0.02	2.0 (MAC)	Pass
Total Lead	mg/L	<0.0003	0.005 (MAC)	Pass
Total Manganese	mg/L	0.001	0.12 (MAC)/ 0.02 (AO)	Pass
Total Selenium	mg/L	<0.0006	0.05 (MAC)	Pass
Total Silver	mg/L	<0.00007		
Total Strontium	mg/L	0.076	7.000 (MAC)	Pass
Total Uranium	mg/L	0.00036	0.02 (MAC)	Pass
Total Zinc	mg/L	<0.007	5.0 (AO)	Acceptable

*CDWQG = Canadian Drinking Water Quality Guidelines, Health Canada 2020: MAC = Maximum Acceptable Concentration (affects health), AO = Aesthetic Objective (does not affect health but affects color, taste, etc.), OG = Operational Guidance

KaizenLAB Sample #: 328057_001 **Sample ID:** Annual Water Analysis
Date Sampled: 9:00 22-Nov-2022

Parameter Description	Units	Result	Guideline Limits*	Comment
Ammonia in water				
Ammonia-N	mg/L	<0.05		
Cyanide, Total	mg/L	<0.003	0.2 (MAC)	Pass
Glyphosate	mg/L	<0.020	0.28 (MAC)	Pass
Nitritotriacetic Acid (NTA)	mg/L	<0.4	0.4 (MAC)	Pass
Sulphide	mg/L	<0.010	0.05 (AO)	Acceptable
Total Microcystins	mg/L	<0.00015		
Total Residual Chlorine	mg/L	0.71	see notes	
Total Organic Carbon	mg/L	0.96		
Oxyhalides in Water by IC				
Bromate	mg/L	<0.005	0.01 (MAC)	Pass
Chlorate	mg/L	<0.05	1 (MAC)	Pass
Chlorite	mg/L	<0.05	1 (MAC)	Pass
Herbicides in Water				
2,4-D	mg/L	<0.002	0.1 (MAC)	Pass
Bromoxynil	mg/L	<0.002	0.005 (MAC)	Pass
Dicamba	mg/L	<0.002	0.12 (MAC)	Pass
MCPA	mg/L	<0.002	0.1 (MAC)	Pass
Picloram	mg/L	<0.002	0.19 (MAC)	Pass
Bromoacetic Acid	mg/L	<0.004		
Bromochloroacetic Acid	mg/L	<0.004		
Chloroacetic Acid	mg/L	<0.004		
Dibromoacetic Acid	mg/L	<0.004		
Dichloroacetic Acid	mg/L	0.004		
Trichloroacetic Acid	mg/L	<0.004		
Total Haloacetic Acids	mg/L	<0.016	0.08 (MAC)	Pass
Volatile Organic Compounds in Water				
1,1-Dichloroethene	mg/L	<0.002	0.014 (MAC)	Pass
1,2-Dichlorobenzene	mg/L	<0.0005	0.2000 (MAC)	Pass
1,2-Dichloroethane	mg/L	<0.002	0.005 (MAC)	Pass
1,4-Dichlorobenzene	mg/L	<0.0005	0.005 (MAC)	Pass
Benzene	mg/L	<0.001	0.005 (MAC)	Pass
Carbon Tetrachloride	mg/L	<0.0005	0.002 (MAC)	Pass
Chlorobenzene	mg/L	<0.001	0.08 (MAC)	Pass

*CDWQG = Canadian Drinking Water Quality Guidelines, Health Canada 2020: MAC = Maximum Acceptable Concentration (affects health), AO = Aesthetic Objective (does not affect health but affects color, taste, etc.), OG = Operational Guidance

KaizenLAB Sample #: 328057_001 **Sample ID:** Annual Water Analysis
Date Sampled: 9:00 22-Nov-2022

Parameter Description	Units	Result	Guideline Limits*	Comment
Dichloromethane	mg/L	<0.002	0.05 (MAC)	Pass
Ethylbenzene	mg/L	<0.001	0.14 (MAC)	Pass
m,p-Xylenes	mg/L	<0.002		
MTBE	mg/L	<0.004	0.015 (AO)	Acceptable
o-Xylenes	mg/L	<0.001		
Tetrachloroethene	mg/L	<0.001	0.01 (MAC)	Pass
Toluene	mg/L	<0.002	0.06 (MAC)	Pass
Total Xylenes	mg/L	<0.003	0.090 (MAC)	Pass
Trichloroethene	mg/L	<0.002	0.005 (MAC)	Pass
Vinyl Chloride	mg/L	<0.001	0.002 (MAC)	Pass

Base/Neutral and Acid Extractable Organic Compounds in Water				
2,3,4,6-Tetrachlorophenol	mg/L	<0.002	0.1 (MAC)	Pass
2,4,6-Trichlorophenol	mg/L	<0.002	0.005 (MAC)	Pass
2,4-Dichlorophenol	mg/L	<0.002	0.9 (MAC)	Pass
Atrazine + Metabolites	mg/L	<0.001	0.005 (MAC)	Pass
Benzo(a)Pyrene	mg/L	<0.000005	0.00004 (MAC)	Pass
Chlorpyrifos	mg/L	<0.002	0.09 (MAC)	Pass
Cyanazine	mg/L	<0.002		
Diazinon	mg/L	<0.002	0.02 (MAC)	Pass
Diclofop-methyl	mg/L	<0.002	0.009 (MAC)	Pass
Dimethoate	mg/L	<0.002	0.02 (MAC)	Pass
Diuron	mg/L	<0.003	0.15 (MAC)	Pass
Malathion	mg/L	<0.002	0.19 (MAC)	Pass
Methoxychlor	mg/L	<0.002		
Metolachlor	mg/L	<0.002	0.05 (MAC)	Pass
Metribuzin	mg/L	<0.002	0.08 (MAC)	Pass
Pentachlorophenol	mg/L	<0.002	0.06 (MAC)	Pass
Simazine	mg/L	<0.002	0.01 (MAC)	Pass
Terbufos	mg/L	<0.0005	0.001 (MAC)	Pass
Triallate	mg/L	<0.002		
Trifluralin	mg/L	<0.002	0.045 (MAC)	Pass

Notes:

- Aluminum: This Operational Guideline applies only to drinking water treatment plants using aluminum-based coagulants: conventional systems - 0.1 mg/L, other systems - 0.2 mg/L
- Total residual chlorine analysis is performed in lieu of chloramines analysis.
- Turbidity: Based on slow sand or diatomaceous earth filtration (1.0 NTU) / membrane filtration (0.1 NTU) / conventional treatment (0.3 NTU). No limits apply for well water not under the influence of surface water. For further details and additional guidance restriction, see Guidelines for Canadian Drinking Water Quality (GCDWQ 2019).

*CDWQG = Canadian Drinking Water Quality Guidelines, Health Canada 2020: MAC = Maximum Acceptable Concentration (affects health), AO = Aesthetic Objective (does not affect health but affects color, taste, etc.), OG = Operational Guidance

Test Methodologies

Alkalinity in Water: Modified from SM 2320B
Ammonia in Water: Modified from SM 4500-NH3 F
Anions in Water: Modified from SM 4110B
Base/Neutral and Acid Extractable Organic Compounds in Water: Modified from EPA 8270D and EPA 3510C
Cations in Water: Modified from SM 3030B and SM 3120B
Cyanide, Total, in Water: Modified from ISO 14403:2012 (E)
Electrical Conductivity in Water: Modified from SM 2510B
Glyphosate in Water: Modified from New methods for determination of glyphosate and (aminomethyl)phosphonic acid in water and soil. Journal of Chromatography A., 690 (1995) 109-118
Haloacetic Acids in Water: Modified from EPA 552.3
Herbicides in Water: Modified from EPA 8151A and EPA 3510C
Microcystin in Water: Modified from Microcystin-ADDA ELISA (Microtiter Plate) Instructional Booklet, Abraxis Inc.
Nitrilotriacetic Acid in Water: Modified from Journal of Chromatography A., 690 (1995) 109-118
Oxyhalides in Water: Modified from SM 4110D
pH of Water: Modified from SM 4500-H+ B
Sulphide in Water: Modified from SM 4500-S2- D and HACH Method 8131
Total Dissolved Solids (calculated): Modified from SM 1030E
Total Mercury in Water: Modified from EPA 1631 Revision E
Total Metals in Water: Modified from EPA 200.2 and SM 3125B
Total Residual Chlorine in Water: Modified from SM 4500-Cl I
Total/Dissolved Organic Carbon in Water: Modified from SM 5310B
True Colour in Water: Modified from SM 2120 C
Turbidity in Water: Modified from SM 2130B
Volatile Organic Compounds in Water: Modified from EPA 8260B and EPA 5030B/EPA 5021A

Final Review by:



Irene De Leon
Client Services Representative

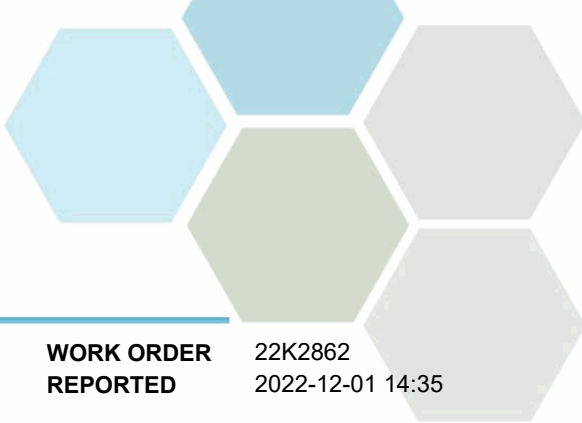
Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

Pass/Acceptable: The measurement result conforms with the specification limit when the measurement uncertainty is taken into account.

Pass/Acceptable:** It is not possible to state conformance using a 95 % coverage probability for the expanded uncertainty although the measurement result is below the limit.

Fail/Unacceptable: The measurement result does not conform with the specification limit when the measurement uncertainty is taken into account.

The statement of conformity is based on a 95% coverage probability for the expanded uncertainty. The test results and the statement of conformance with specification in this report relate only to the test sample as analysed/tested and not to the sample/item from which the test sample was drawn.

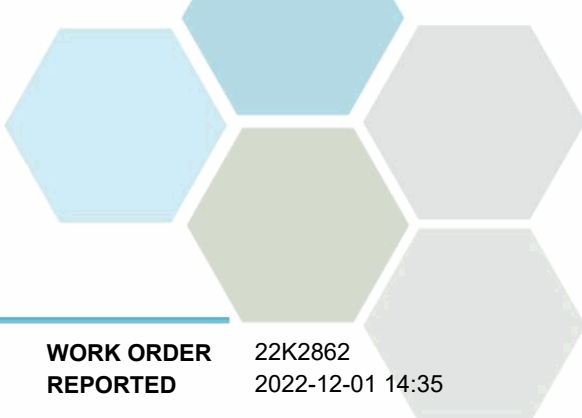


TEST RESULTS

REPORTED TO PROJECT Kaizen Lab
328057

WORK ORDER REPORTED 22K2862
2022-12-01 14:35

Analyte	Result	Guideline	RL	Units	Analyzed	Qualifier
Annual Water Analysis (328057) (22K2862-01) Matrix: Water Sampled: 2022-11-22 09:00						
Carbamates						
Carbaryl	< 0.0010	MAC = 0.09	0.0010	mg/L	2022-11-30	
Carbofuran	< 0.0010	MAC = 0.09	0.0010	mg/L	2022-11-30	
Miscellaneous Herbicides						
Diquat	< 0.0100	MAC = 0.05	0.0100	mg/L	2022-11-29	
Paraquat	< 0.0050	MAC = 0.007	0.0050	mg/L	2022-11-29	
Pesticides, Herbicides, and Fungicides						
Azinphos-methyl	< 0.200	MAC = 20	0.200	µg/L	2022-11-30	
Phorate	< 0.100	MAC = 2	0.100	µg/L	2022-11-30	



APPENDIX 1: SUPPORTING INFORMATION

REPORTED TO PROJECT Kaizen Lab
328057

WORK ORDER REPORTED 22K2862
2022-12-01 14:35

Analysis Description	Method Ref.	Technique	Accredited	Location
Carbamates in Water	EPA 531.2*	Direct Aqueous Injection HPLC with Post-Column Derivatization and Fluorescence Detection	✓	Richmond
Diquat/Paraquat in Water	EPA 549.2*	Liquid-Solid Extraction and HPLC-DAD	✓	Richmond
Pesticides in Water	EPA 3510C* / EPA 8270D*	Liquid-Liquid DCM Extraction (B/N) / GC-MSD (SIM)	✓	Richmond

Note: An asterisk in the Method Reference indicates that the CARO method has been modified from the reference method

Glossary of Terms:

RL	Reporting Limit (default)
<	Less than the specified Reporting Limit (RL) - the actual RL may be higher than the default RL due to various factors
MAC	Maximum Acceptable Concentration (health based)
mg/L	Milligrams per litre
µg/L	Micrograms per litre
EPA	United States Environmental Protection Agency Test Methods

Guidelines Referenced in this Report:

[Guidelines for Canadian Drinking Water Quality \(Health Canada, June 2019\)](#)

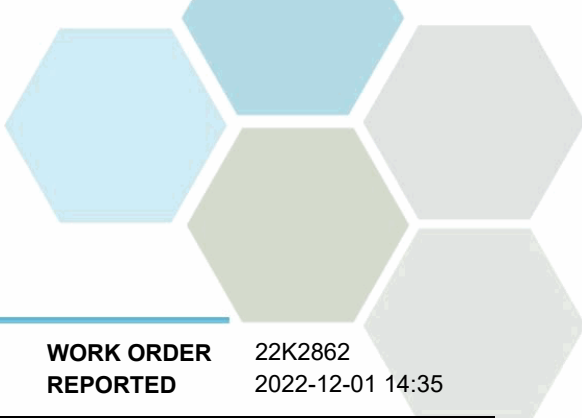
Note: In some cases, the values displayed on the report represent the lowest guideline and are to be verified by the end user

General Comments:

The results in this report apply to the received samples analyzed in accordance with the Chain of Custody document. This analytical report must be reproduced in its entirety. CARO is not responsible for any loss or damage resulting directly or indirectly from error or omission in the conduct of testing. Liability is limited to the cost of analysis. Samples will be disposed of 30 days after the test report has been issued or once samples expire, whichever comes first. Longer hold is possible if agreed to in writing.

Results in **Bold** indicate values that are above CARO's method reporting limits. Any results that are above regulatory limits are highlighted **red**. Please note that results will only be highlighted red if the regulatory limits are included on the CARO report. Any Bold and/or highlighted results do not take into account method uncertainty. If you would like method uncertainty or regulatory limits to be included on your report, please contact your Account Manager: TeamCaro@caro.ca

Please note any regulatory guidelines applied to this report are added as a convenience to the client, at their request, to help provide some initial context to analytical results obtained. Although CARO makes every effort to ensure accuracy of the associated regulatory guideline(s) applied, the guidelines applied cannot be assumed to be correct due to a variety of factors and as such CARO Analytical Services assumes no liability or responsibility for the use of those guidelines to make any decisions. The original source of the regulation should be verified and a review of the guideline(s) should be validated as correct in order to make any decisions arising from the comparison of the analytical data obtained to the relevant regulatory guideline for one's particular circumstances. Further, CARO Analytical Services assumes no liability or responsibility for any loss attributed from the use of these guidelines in any way.



APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO PROJECT Kaizen Lab
328057

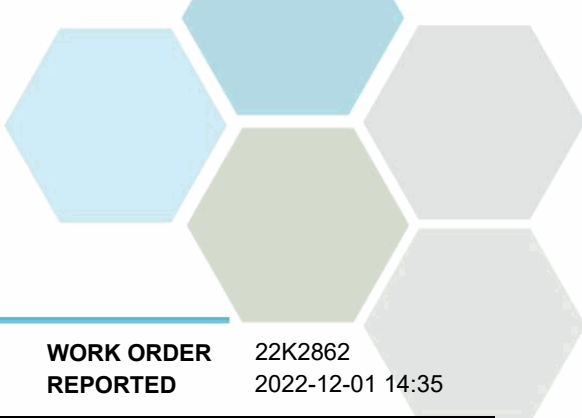
WORK ORDER REPORTED 22K2862
2022-12-01 14:35

The following section displays the quality control (QC) data that is associated with your sample data. Groups of samples are prepared in "batches" and analyzed in conjunction with QC samples that ensure your data is of the highest quality. Common QC types include:

- **Method Blank (Blk):** A blank sample that undergoes sample processing identical to that carried out for the test samples. Method blank results are used to assess contamination from the laboratory environment and reagents.
- **Duplicate (Dup):** An additional or second portion of a randomly selected sample in the analytical run carried through the entire analytical process. Duplicates provide a measure of the analytical method's precision (reproducibility).
- **Blank Spike (BS):** A sample of known concentration which undergoes processing identical to that carried out for test samples, also referred to as a laboratory control sample (LCS). Blank spikes provide a measure of the analytical method's accuracy.
- **Matrix Spike (MS):** A second aliquot of sample is fortified with a known concentration of target analytes and carried through the entire analytical process. Matrix spikes evaluate potential matrix effects that may affect the analyte recovery.
- **Reference Material (SRM):** A homogenous material of similar matrix to the samples, certified for the parameter(s) listed. Reference Materials ensure that the analytical process is adequate to achieve acceptable recoveries of the parameter(s) tested.

Each QC type is analyzed at a 5-10% frequency, i.e. one blank/duplicate/spike for every 10-20 samples. For all types of QC, the specified recovery (% Rec) and relative percent difference (RPD) limits are derived from long-term method performance averages and/or prescribed by the reference method.

Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
Carbamates, Batch B2K3246									
Blank (B2K3246-BLK1)			Prepared: 2022-11-30, Analyzed: 2022-11-30						
Carbaryl	< 0.0010	0.0010 mg/L							
Carbofuran	< 0.0010	0.0010 mg/L							
LCS (B2K3246-BS1)			Prepared: 2022-11-30, Analyzed: 2022-11-30						
Carbaryl	0.0157	0.0010 mg/L	0.0200		79	80-120			SPK1
Carbofuran	0.0178	0.0010 mg/L	0.0200		89	80-120			
LCS Dup (B2K3246-BSD1)			Prepared: 2022-11-30, Analyzed: 2022-11-30						
Carbaryl	0.0177	0.0010 mg/L	0.0200		89	80-120	12	20	
Carbofuran	0.0188	0.0010 mg/L	0.0200		94	80-120	6	20	
Miscellaneous Herbicides, Batch B2K3281									
Blank (B2K3281-BLK1)			Prepared: 2022-11-29, Analyzed: 2022-11-29						
Diquat	< 0.0100	0.0100 mg/L							
Paraquat	< 0.0050	0.0050 mg/L							
LCS (B2K3281-BS1)			Prepared: 2022-11-29, Analyzed: 2022-11-29						
Diquat	0.0562	0.0100 mg/L	0.0250		225	70-130			SPK1
Paraquat	0.0465	0.0050 mg/L	0.0250		186	70-130			SPK1
LCS Dup (B2K3281-BSD1)			Prepared: 2022-11-29, Analyzed: 2022-11-29						
Diquat	0.0541	0.0100 mg/L	0.0250		216	70-130	4	20	SPK1
Paraquat	0.0502	0.0050 mg/L	0.0250		201	70-130	8	20	SPK1
Pesticides, Herbicides, and Fungicides, Batch B2K3134									
Blank (B2K3134-BLK1)			Prepared: 2022-11-28, Analyzed: 2022-11-29						
Azinphos-methyl	< 0.200	0.200 µg/L							
Phorate	< 0.100	0.100 µg/L							
LCS (B2K3134-BS1)			Prepared: 2022-11-28, Analyzed: 2022-11-29						
Azinphos-methyl	1.37	0.200 µg/L	0.981		139	50-140			
Phorate	0.805	0.100 µg/L	1.00		81	50-140			



APPENDIX 2: QUALITY CONTROL RESULTS

REPORTED TO Kaizen Lab
PROJECT 328057

WORK ORDER 22K2862
REPORTED 2022-12-01 14:35

Analyte	Result	RL Units	Spike Level	Source Result	% REC	REC Limit	% RPD	RPD Limit	Qualifier
<i>Pesticides, Herbicides, and Fungicides, Batch B2K3134, Continued</i>									
LCS Dup (B2K3134-BSD1)				Prepared: 2022-11-28, Analyzed: 2022-11-29					
Azinphos-methyl	1.48	0.200 µg/L	0.981		151	50-140	8	30	SPK
Phorate	0.783	0.100 µg/L	1.00		78	50-140	3	30	

QC Qualifiers:

- SPK The recovery of this analyte was outside of established control limits.
- SPK1 The recovery of this analyte was outside of established control limits. The data was accepted based on performance of other batch QC.

DATA REPORT

Client: KaizenLAB
 Contact: Client Services

Date Extracted: 23-Nov-22
 Date Analysed: 8-Dec-22

Compound	Client ID:	Annual Water Analysis (328057)					
	PRL ID:	PR223811	PR223811D DUPLICATE				
MDL µg/L	0.001	µg/L	µg/L				
NDMA		0.053	0.061				
Standard Recovery (%)							
NDMA-d6		31	28				

ND - none detected

QC REPORT

Client: KaizenLAB
 Contact: Client Services

Date Extracted: 23-Nov-22
 Date Analysed: 8-Dec-22

	Client ID:	BLANK			SPIKE	LOF	Recovery
	PRL ID:	ND220873B			ND220874S		
Compound	MDL						
NDMA	$\mu\text{g/L}$ 0.001	$\mu\text{g/L}$ ND			$\mu\text{g/L}$ 0.018	$\mu\text{g/L}$ 0.020	90%
Standard Recovery (%)							
NDMA-d6		30			26		

ND - none detected

LOF - level of fortification

ANALYTICAL REPORT

Client: Town of Bentley
Box 179
Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	322303
DATE RECEIVED:	14-Apr-2022
DATE REPORTED:	21-Apr-2022
PROJECT ID:	THM's April 2022
LOCATION:	

KaizenLAB Sample #: 322303_001 **Sample ID:** 5017 51 Ave
Date Sampled: 13-Apr-2022 8:30 **Matrix:** Water

<u>Parameter Description</u>	<u>Units</u>	<u>Result</u>	<u>Detection Limit</u>
Trihalomethanes in water			
Chloroform	mg/L	0.0112	0.0010
Bromodichloromethane	mg/L	0.004	0.002
Dibromochloromethane	mg/L	0.002	0.002
Bromoform	mg/L	<0.002	0.002
Total Trihalomethanes	mg/L	0.017	0.008

Test Methodologies

Trihalomethanes in Water: Modified from EPA 8260B, EPA 5030B/EPA 5021A

Final Review by:



Carleen Scott
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

ANALYTICAL REPORT

Client: Town of Bentley
Box 179
Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	324908
DATE RECEIVED:	20-Jul-2022
DATE REPORTED:	26-Jul-2022
PROJECT ID:	THM's July 2022
LOCATION:	

KaizenLAB Sample #: 324908_001 **Sample ID:** 5017 - 51 Ave
Date Sampled: 19-Jul-2022 9:30 **Matrix:** Water

<u>Parameter Description</u>	<u>Units</u>	<u>Result</u>	<u>Detection Limit</u>
Trihalomethanes in water			
Chloroform	mg/L	0.0088	0.0010
Bromodichloromethane	mg/L	0.005	0.002
Dibromochloromethane	mg/L	0.002	0.002
Bromoform	mg/L	<0.002	0.002
Total Trihalomethanes	mg/L	0.016	0.008

Test Methodologies

Trihalomethanes in Water: Modified from EPA 8260B, EPA 5030B/EPA 5021A

Final Review by:



Carleen Scott
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

ANALYTICAL REPORT

Client: Town of Bentley
 Box 179
 Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	326444
DATE RECEIVED:	16-Sep-2022
DATE REPORTED:	22-Sep-2022
PROJECT ID:	
LOCATION:	

KaizenLAB Sample #: 326444_001 **Sample ID:** 5017 51 Ave
Date Sampled: 8:30 15-Sep-2022

Parameter Description	Units	Result	Guideline Limits*	Comment
Trihalomethanes in water				
Bromodichloromethane	mg/L	0.005		
Bromoform	mg/L	<0.002		
Chloroform	mg/L	0.0084		
Dibromochloromethane	mg/L	0.002		
Total Trihalomethanes	mg/L	0.015	0.1 (MAC)	Pass

Test Methodologies

Trihalomethanes in Water: Modified from EPA 8260B, EPA 5030B/EPA 5021A

Final Review by:



Sabrina De Gannes
 Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

Pass/Acceptable: The measurement result conforms with the specification limit when the measurement uncertainty is taken into account.

Pass/Acceptable:** It is not possible to state conformance using a 95 % coverage probability for the expanded uncertainty although the measurement result is below the limit.

Fail/Unacceptable: The measurement result does not conform with the specification limit when the measurement uncertainty is taken into account.

The statement of conformity is based on a 95% coverage probability for the expanded uncertainty. The test results and the statement of conformance with specification in this report relate only to the test sample as analysed/tested and not to the sample/item from which the test sample was drawn.

*CDWQG = Canadian Drinking Water Quality Guidelines, Health Canada 2020; MAC = Maximum Acceptable Concentration (affects health), AO = Aesthetic Objective (does not affect health but affects color, taste, etc.), OG = Operational Guidance

ANALYTICAL REPORT

Client: Town of Bentley
Box 179
Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	328526
DATE RECEIVED:	22-Dec-2022
DATE REPORTED:	30-Dec-2022
PROJECT ID:	Dec THM's
LOCATION:	

KaizenLAB Sample #: 328526_001 **Sample ID:** 5017 -51 Ave
Date Sampled: 11:30 21-Dec-2022

Parameter Description	Units	Result	Guideline Limits*	Comment
Trihalomethanes in water				
Bromodichloromethane	mg/L	0.006		
Bromoform	mg/L	<0.002		
Chloroform	mg/L	0.0119		
Dibromochloromethane	mg/L	0.003		
Total Trihalomethanes	mg/L	0.021	0.1 (MAC)	Pass

Test Methodologies

Trihalomethanes in Water: Modified from EPA 8260B, EPA 5030B/EPA 5021A

Final Review by:



Irene De Leon
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

Pass/Acceptable: The measurement result conforms with the specification limit when the measurement uncertainty is taken into account.

Pass/Acceptable:** It is not possible to state conformance using a 95 % coverage probability for the expanded uncertainty although the measurement result is below the limit.

Fail/Unacceptable: The measurement result does not conform with the specification limit when the measurement uncertainty is taken into account.

The statement of conformity is based on a 95% coverage probability for the expanded uncertainty. The test results and the statement of conformance with specification in this report relate only to the test sample as analysed/tested and not to the sample/item from which the test sample was drawn.

*CDWQG = Canadian Drinking Water Quality Guidelines, Health Canada 2020; MAC = Maximum Acceptable Concentration (affects health), AO = Aesthetic Objective (does not affect health but affects color, taste, etc.), OG = Operational Guidance



Wastewater Year End Report 2022

Wastewater # 415-02-00 (SW22-NW26-40-1-W5M)

**This report was prepared by
Darren Jensen (#4051)
Town of Bentley
Box 179
Bentley, Alberta
T0C 0J0
403 748 4044**

**Acknowledgement of Wastewater System Report
Wastewater # 415-02-00 (SW22-NW26-40-1-W5M)**

Darren Jensen (#4051) Operator

Water Treatment I
Water Distribution I
Wastewater Treatment I
Wastewater Collection I

Cole Gibson (#5404) Operator

Water Treatment I
Water Distribution I
Wastewater Treatment I
Wastewater Collection I

Darren Dempsey (#3175) On Call Contracted Operator

Water Treatment I
Water Distribution I
Wastewater Treatment I
Wastewater Collection I

Mayor and Council of the Town of Bentley have reviewed and accepted this report.

Mayor: _____

Council: _____

Council: _____

Council: _____

Council: _____

Chief Administrative Officer for the Town of Bentley has reviewed and accepted this report.

CAO: _____

Wastewater Lagoon Report

Town of Bentley

Wastewater # 415-02-00 (SW22-NW26-40-1-W5M)

Date	Monthly Volume	Daily Average
Jan	17,564	567m3
Feb	7395	264m3
Mar	10301	332m3
April	8483	283m3
May	8910	287m3
June	12296	410m3
July	29794	961m3
Aug	15473	499m3
Sept	14721	491m3
Oct	7578	244m3
Nov	10103	337m3
Dec	24865	802m3
Total	167,483	

<---(Meter reading higher than normal due to daily frost on transducer from cold temperatures)

<----- (Meter reading higher then normal due to annual line flushing pushing debris into the flume raising the level causing inaccurate recording)

<---(Meter reading higher than normal due to daily frost on transducer from cold temperatures)

Monthly Average:

13957 m3

Daily Average:

459 m3

Lagoon discharge dates:

Open- October 31

Closed- November 21

Approximate discharge:

120,000 m3

(outfall not metered)

Treatment:

January - December (2022)

150 kgs (330 lbs) Acti-Zyme added to Anaerobic Pond One.

Acti-Zyme Commercial Sewage Treatment

The active use of Acti-Zyme MET granules will liquefy bio-solids, increase a systems capacity, stabilizes pH, decreases odour, removes pathogens, and cleans pipes & traps.

Acti-Zyme products are used as a non-toxic, all natural bio-augmentation for digestion of organic wastewater.

Act-Zyme's AZ+ compound is specifically focused on digesting organic wastewater and removes harmful nutrients.

The following is percentage removal rates for top priority nutrients based on optimal performance:

1. Ammonia 97.5%
2. Phosphorus 90.2%
3. TKN 94.1%
4. E. Coli 98.8%
5. Total Coliform 95.1%
6. TOC 94.0%
7. BOD/C-BOD 95.9%

ANALYTICAL REPORT

Client: Town of Bentley
 Box 179
 Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	327238
DATE RECEIVED:	17-Oct-2022
DATE REPORTED:	21-Oct-2022
PROJECT ID:	2022 Lagoon Samples
LOCATION:	

KaizenLAB Sample #: 327238_001 **Sample ID:** Pre Lagoon 2022
Date Sampled: 14-Oct-2022 8:15 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
Chloride	mg/L	14.62	1.00 *
Dissolved Sodium	mg/L	52.7	0.1
Un-ionized Ammonia in water			
pH @ 15°C		8.0	
Ammonia-N in Water			
Ammonia-N	mg/L	<0.05	0.05
Ammonia-N (un-ionized)	mg/L	<0.01	0.01
Total Kjeldahl Nitrogen	mg/L	<2.00	2.00
Total Phosphorus	mg/L	0.045	0.040
Total Suspended Solids	mg/L	3	2

* The detection limit has been adjusted due to sample matrix type and/or insufficient sample volume.

The theoretical holding time requirement for pH in Water of 15 minutes was not met.

Test Methodologies

Ammonia in Water: Modified from SM 4500-NH3 F

Anions in Water: Modified from SM 4110B

Cations in Water: Modified from SM 3030B and SM 3120B

pH of Water: Modified from SM 4500-H+ B

Total Kjeldahl Nitrogen in Water: Modified from SM 4500-N(org) B and D

Total Metals in Water: Modified from EPA 200.2 and SM 3120B

Total Suspended Solids in Water: Modified from SM 2540D

Final Review by:

A handwritten signature in black ink, appearing to read 'Sabrina De Gannes', enclosed in a light grey rectangular box.

Sabrina De Gannes
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

ANALYTICAL REPORT

Client: Town of Bentley
 Box 179
 Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	327240
DATE RECEIVED:	17-Oct-2022
DATE REPORTED:	21-Oct-2022
PROJECT ID:	2022 Lagoon Samples
LOCATION:	

KaizenLAB Sample #: 327240_001 **Sample ID:** Post Lagoon 2022
Date Sampled: 14-Oct-2022 8:45 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
Chloride	mg/L	17.39	1.00 *
Dissolved Sodium	mg/L	49.0	0.1
Un-ionized Ammonia in water			
pH @ 15°C		8.1	
Ammonia-N in Water			
Ammonia-N	mg/L	<0.05	0.05
Ammonia-N (un-ionized)	mg/L	<0.01	0.01
Total Kjeldahl Nitrogen	mg/L	<2.00	2.00
Total Phosphorus	mg/L	0.058	0.040
Total Suspended Solids	mg/L	4	2

* The detection limit has been adjusted due to sample matrix type and/or insufficient sample volume.

The theoretical holding time requirement for pH in Water of 15 minutes was not met.

Test Methodologies

Ammonia in Water: Modified from SM 4500-NH3 F

Anions in Water: Modified from SM 4110B

Cations in Water: Modified from SM 3030B and SM 3120B

pH of Water: Modified from SM 4500-H+ B

Total Kjeldahl Nitrogen in Water: Modified from SM 4500-N(org) B and D

Total Metals in Water: Modified from EPA 200.2 and SM 3120B

Total Suspended Solids in Water: Modified from SM 2540D

Final Review by:

A handwritten signature in black ink, appearing to read "Sabrina De Gannes", enclosed in a light gray rectangular box.

Sabrina De Gannes
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

ANALYTICAL REPORT

Client: Town of Bentley
 Box 179
 Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	327255
DATE RECEIVED:	17-Oct-2022
DATE REPORTED:	21-Oct-2022
PROJECT ID:	2022 Lagoon Samples
LOCATION:	

KaizenLAB Sample #: 327255_001 **Sample ID:** Lagoon 2022
Date Sampled: 14-Oct-2022 8:30 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
Chloride	mg/L	69.63	1.00 *
Dissolved Sodium	mg/L	225.1	0.1
Un-ionized Ammonia in water			
pH @ 15°C		8.0	
Ammonia-N in Water			
Ammonia-N	mg/L	1.43	0.05
Ammonia-N (un-ionized)	mg/L	0.04	0.01
Total Kjeldahl Nitrogen	mg/L	6.48	2.00
Total Phosphorus	mg/L	5.163	0.040
Total Suspended Solids	mg/L	28	2

* The detection limit has been adjusted due to sample matrix type and/or insufficient sample volume.

The theoretical holding time requirement for pH in Water of 15 minutes was not met.

Test Methodologies

Ammonia in Water: Modified from SM 4500-NH3 F

Anions in Water: Modified from SM 4110B

Cations in Water: Modified from SM 3030B and SM 3120B

pH of Water: Modified from SM 4500-H+ B

Total Kjeldahl Nitrogen in Water: Modified from SM 4500-N(org) B and D

Total Metals in Water: Modified from EPA 200.2 and SM 3120B

Total Suspended Solids in Water: Modified from SM 2540D

Final Review by:



Sabrina De Gannes
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.

ANALYTICAL REPORT

Client: Town of Bentley
 Box 179
 Bentley, AB, T0C 0J0

Attention: Darren Jensen

KaizenLAB JOB #:	327445
DATE RECEIVED:	24-Oct-2022
DATE REPORTED:	31-Oct-2022
PROJECT ID:	2022 Lagoon Samples
LOCATION:	

KaizenLAB Sample #: 327445_001 **Sample ID:** Lagoon
Date Sampled: 24-Oct-2022 9:15 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
Total and Thermotolerant (Fecal) Coliforms in water			
Thermotolerant (Fecal) Coliforms	MPN/100mL	<1	1
Total Coliforms	MPN/100mL	<1	1
Carbonaceous Biochemical Oxygen Demand	mg/L	6.6	3.0 *

KaizenLAB Sample #: 327445_002 **Sample ID:** Pre Lagoon
Date Sampled: 24-Oct-2022 9:30 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
Total and Thermotolerant (Fecal) Coliforms in water			
Thermotolerant (Fecal) Coliforms	MPN/100mL	<1	1
Total Coliforms	MPN/100mL	<1	1
Carbonaceous Biochemical Oxygen Demand	mg/L	<3.0	3.0 *

KaizenLAB Sample #: 327445_003 **Sample ID:** Post Lagoon
Date Sampled: 24-Oct-2022 9:00 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
Total and Thermotolerant (Fecal) Coliforms in water			
Thermotolerant (Fecal) Coliforms	MPN/100mL	3	1
Total Coliforms	MPN/100mL	3	1
Carbonaceous Biochemical Oxygen Demand	mg/L	<3.0	3.0 *

* The detection limit has been adjusted due to sample matrix type and/or insufficient sample volume.

Test Methodologies

Carbonaceous Biochemical Oxygen Demand in Water: Modified from SM 5210B

Thermotolerant (Fecal) Coliforms in Water: Modified from SM 9223B

Total Coliforms in Water: Modified from SM 9223B

Final Review by:



Sabrina De Gannes
Client Services Representative

Note: The results in this report relate only to the items tested and as received. Information is available for any items in 7.8.2.1 of ISO/IEC 17025:2017 that cannot be put on a test report. The report shall not be reproduced except in full without written approval of KaizenLAB. The validity of results may be affected if the information is provided by the customer.



Agenda Date: February 28, 2023

Agenda Item: New Business:
Annual Review – Employee Salary Grid and
Council Remuneration & Expense

POLICY GUIDANCE/AUTHORITY

Policy 07/04 Salary Grid and Cost of Living Policy establishes a salary grid for each employment position. Annually, Council shall consider a cost of living increase.

Policy 40-2021 Council Remuneration & Expenses establishes rates and guidelines for the claiming of remuneration by Council and expenses incurred by Council, Staff members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops etc.

SUMMARY AND BACKGROUND:

Annually, pursuant to the Salary Grid and Cost of Living Policy 07/04 (Attachment 1), Council considers a cost of living increase to the Employee Salary Grid (Attachment 2). Council has been using an average of the Statistics Canada Consumer Price Index of the previous year to guide their deliberations.

Council Remuneration & Expense Policy 40/2021 (Attachment 3), as amended, states “annually, the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, as determined by Council, pursuant to the Salary Grid and Cost of Living Policy 07/04”. The changes to Council Remuneration & Expenses are shown in (Attachment 4).

Information from the Statistics Canada Consumer Price Index, for the months of January to December 2022, is as follows.

January	4.80%	July	7.40%
February	5.50%	August	6.00%
March	6.50%	September	6.20%
April	6.30%	October	6.80%
May	7.10%	November	6.60%
June	8.40%	December	6.00%

The average Consumer Price Index for Alberta for the 12 months of 2022 is 6.50% (**rounded from 6.47%**)

RATIONAL FOR RECOMMENDATIONS:

- The annual salary increase has been done in accordance with policy 07/04 approved by Mayor and Council. This salary increase is in alignment with the increased costs of goods and services as per the Statistics Canada Consumer Price Index 12-month average for 2022.
- The amount of increase was anticipated in budget planning and budgeted for within the 2023 budget approved by Mayor and Council in December of 2022. In fact, it was estimated at 6.70% and therefore there will be small savings in 2023 as the actual rate is 6.50%.
- No other performance increases have been contemplated in the 2023 budget, this increase only contemplates the cost-of-living increases faced by staff and all Albertans as reported by Statistics Canada.

BUDGET & FINANCIAL CONSIDERATIONS:

It is anticipated that the impact of this increase over the prior year 2022 budget will be approximately \$31,678 including all wages and benefits for both staff salaries and council remuneration for the 2023 calendar year. This amount was factored into the approved 2023 budget and is slightly less than what was presented as the CPI average rate to the end of the year is 6.50% and 6.70% was budgeted.

RECOMMENDATION:

- a) That pursuant to Policy 07/04, Council approve a cost-of-living increase of 6.50% to the salary grid, to take effect March 1, 2023.
- b) That pursuant to Policy 40/2021, Council approve a cost-of-living increase of 6.50% to the Council remuneration and expense rates, to take effect March 1, 2023.

ATTACHMENTS:

- 1) Policy 07/04 – Salary Grid and Cost of Living Expenses
- 2) Town of Bentley Employee Salary Grid
- 3) Policy 40/2021 – Council Remuneration and Expense
- 4) Council Remuneration and Expense Summary

Marc Fortais, CAO

POLICY NO. 07/04

POLICY TITLE: Salary Grid and Cost of Living Increases

DATE ADOPTED: July 27, 2004

POLICY PURPOSE:

- a) Amendment to Personnel Policy No. 7/2000 Article 17 - Pay Administration
- b) To provide a stable working environment that encourages and rewards employees for their job performance
- c) To maintain salary levels that are current with the (municipal) market place
- d) To establish a fair, impartial and consistent method of determining the salary of each employee.


POLICY STATEMENT: Personnel Policy No. 7/2000, Article 17 - Pay Administration shall be deleted and replaced with the following:

- 17.1 A salary grid is hereby established for each employment position.
- 17.2 Individual employee placement and advancement on the grid shall be determined by the Chief Administrative Officer and shall be based on the following criteria:
 - a) work related experience and knowledge
 - b) results of annual performance review
 - c) recognized further education/training successfully completed
 - d) additional job responsibilities
 - e) budgetary considerations
- 17.3 Annual employee performance appraisals will be undertaken in December of each year.

- 17.4 Annually, during the month of January, Council shall consider a cost of living increase.
- 17.5 Pay periods shall be mid-month and month-end. Payments shall be by direct deposit to the employees' individual bank account.

All employees shall receive an itemized statement showing the period worked, gross earnings and all relevant deductions for the pay period in question.

- 17.6 Copies of daily time records shall be kept on file in the Municipal Office.



Mayor



Chief Administrative Officer

Town of Bentley - Salary Increases

2023 Increases as per Policy 07/04

CPI Increase

6.50%

Position	HRS	1		2		3		4		5		6		7		8		
		2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	
Chief Administrative Officer	35 hrs/wk	\$ 94,311.81	\$ 100,442.08	\$ 97,141.13	\$ 103,455.30	\$ 100,055.38	\$ 106,558.98	\$ 103,057.02	\$ 109,755.73	\$ 106,148.37	\$ 113,048.01	\$ 109,333.40	\$ 116,440.07	\$ 129,000.00	\$ 137,385.00	\$ 134,160.00	\$ 142,880.40	7 hrs per d
Administrative Assistant	32.5 hrs/wk	48,265.63	51,402.90	49,254.77	52,456.33	51,183.33	54,510.25	52,709.21	56,135.31	\$ 54,235.08	57,760.36	\$ 55,926.83	59,562.07	\$ 57,601.97	61,346.10	\$ 59,343.47	63,200.80	6.5 hrs per
Administrative Clerk	26 hrs/wk	34,710.45	36,966.63	35,745.40	38,068.85	36,820.15	39,213.46	37,934.71	40,400.47	\$ 39,062.53	41,601.59	\$ 40,216.89	42,830.99	\$ 42,392.29	45,147.79	\$ 42,684.84	45,459.35	6.5 hrs per
Public Works Foreman	40 hrs/wk	78,234.33	83,319.56	80,580.14	85,817.85	82,996.38	88,391.14	85,486.29	91,042.90	\$ 88,050.86	93,774.17	\$ 90,692.40	96,587.41	\$ 93,413.16	99,485.02	\$ 96,161.02	102,411.49	8 hrs per d
Parks Supervisor/Safety Officer	40 hrs/wk	66,550.35	70,876.12	68,540.53	72,995.66	70,603.55	75,192.78	72,715.10	77,441.58	\$ 74,900.12	79,768.63	\$ 77,156.62	82,171.80	\$ 79,462.36	84,627.41	\$ 81,846.25	87,166.26	8 hrs per d
Assistant Public Works Foreman	40 hrs/wk	66,550.35	70,876.12	68,540.53	72,995.66	70,603.55	75,192.78	72,715.10	77,441.58	\$ 74,900.12	79,768.63	\$ 77,156.62	82,171.80	\$ 79,462.36	84,627.41	\$ 81,846.25	87,166.26	8 hrs per d
Maintenance Worker III	40 hrs/wk	58,419.65	62,216.93	60,191.39	64,103.83	61,987.44	66,016.62	63,855.80	68,006.43	\$ 65,773.96	70,049.27	\$ 67,739.60	72,142.67	\$ 69,778.36	74,313.95	\$ 71,861.91	76,532.93	8 hrs per d
Maintenance Worker II	40 hrs/wk	50,160.79	53,421.24	51,720.90	55,082.76	53,274.24	56,737.07	54,876.13	58,443.08	\$ 56,502.26	60,174.91	\$ 58,201.20	61,984.28	\$ 59,948.69	63,845.35	\$ 61,744.74	65,758.15	8 hrs per d
Maintenance Worker I	per hour	\$ 16.85	17.95	\$ 17.36	18.49	\$ 17.87	19.03	\$ 18.42	19.62	\$ 18.99	20.22	\$ 19.53	20.80	\$ 20.11	21.42	\$ 20.73	22.08	

Seasonal & Part Time (Includes Arena Part Time)

FCSS Program	28 hrs/wk	\$ 41,950.65	44,677.44	\$ 43,204.53	46,012.82	\$ 44,504.83	47,397.64	\$ 45,836.11	48,815.46	\$ 47,213.82	50,282.72	\$ 48,637.98	51,799.45	\$ 50,093.09	53,349.14	\$ 51,548.21	54,898.84	7 hrs per d
Casual Labour	May Vary	2022 low \$ 16.85	2022 high \$ 28.82	2023 low \$ 17.95	2023 high \$ 30.69	Wage varies subject to job duties, experience and knowledge												

Public Works Stand-by-Rates

	2022	2023
Monday - Friday: outside regular work hours	\$24.00	\$ 25.56
Saturday, Sunday: per 24 hour period	\$60.00	\$ 63.90
Holidays: as recognized in the Personnel Policy per 24 hour period	\$72.18	\$ 76.87

Placement and / or Advancement on the Salary Grid is determined by:

- a.) results of performance evaluation
- b.) work related experience & knowledge
- c.) recognized education/training
- d.) additional job responsibilities
- e.) budgetary considerations

6.50% Cost of Living Increase to Salary Grid

Approved by Bentley Town Council - Date:

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

POLICY NO. 40/2021

POLICY TITLE: Council Remuneration & Expenses

DATE ADOPTED: October 12, 2021

DATE EFFECTIVE: January 1, 2022

REPLACES: Policy 40/2011

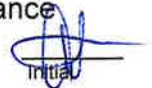
PURPOSE: To recognize the time and out-of-pocket expenses incurred by members of the Bentley Municipal Council on meetings, functions and other activities relating to or required by their elected positions.

To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops, etc.

1. Monthly Council Remuneration

Mayor \$556.84 per month

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations
- To recognize time spent in the Municipal Office signing cheques, letters, and other Municipal Documents
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside the formal meeting setting
- To recognize time spent meeting with other Government Officials, engineers, lawyers, and attending as "exo-ficio" meetings of Council Committee
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor's presence or where good public relations warrants the Mayor's attendance


Initial

- i.e. - groundbreaking ceremonies
- grand openings
- anniversaries/birthdays
- community reunions
- graduation exercises

Deputy Mayor \$250.00 per month

- To recognize the additional time spent, as Deputy Mayor, on Town business and public relations.
- To recognize time spent in the Municipal Office signing cheques, letters, and other municipal documents in the Mayor's absence.
- To recognize any time spent, in the Mayor's absence, reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside of the formal meeting setting.
- To recognize time spent meeting with other Government Officials, engineers, lawyers and attending as "exo-ficio" meetings of Council Committee in the Mayor's absence.
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor's presence or where good public relations warrants the Mayor's attendance and where the Deputy Mayor is attending on behalf of the Mayor.
- i.e. - groundbreaking ceremonies
- grand openings
- anniversaries/birthdays
- community reunions
- graduation exercises

Councillors \$146.57 per month

- to recognize the time spent reviewing/discussing matters with other members of Council and the citizens of Bentley, outside of the formal meeting setting
- attending local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance
- to recognize the time spent on other local matters pertaining to the office of Councillor of the Town of Bentley
- to recognize the representation of Council, at functions in which the Mayor is unable to attend

2. Meeting Rates – Mayor and Council

A.	Regular Council Meetings	\$ 111.38 per meeting
	Budget Meetings	\$ 111.38 per meeting


Initial

- B. Special Council Meetings:
- Up to and including 2hrs. \$ 63.30
 - Over 2hrs. and up to and including 4hrs \$ 111.38
 - Over 4 hrs. - Per day (maximum) \$ 208.83
- C. Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held within the Town – Same rate as Special Council meetings
- D. Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held outside the Town – Same rate as Special Council meetings except that travel time is included in time durations.
- E. Attendance at informal (Public Relations) activities over 1 hour, i.e., parades – Mileage and meal per diem only

3. Expenses

- A. Hotel/Motel Accommodations for attendance at functions, meetings, conferences, conventions, workshops, etc, located more than 100 kilometers from Bentley, requiring an overnight stay shall be paid as per receipts submitted.
- Reimbursement of expenses for overnight stays within 100 km. from Bentley will require prior approval.
- B. Same activities as above, but staying at a friend or relative's residence - **\$41.00** per night
- C. Mileage – will be paid at the rate established by Canada Revenue Agency for reimbursement of mileage.
For example, 2021 CRA Rates are: 59 cents per km – first 5000km and 53 cents per km after that.
- D. Meals – shall be reimbursed for actual expenses (receipts to be submitted) subject to a maximum per meal and daily rate as defined by the Canada Revenue Agency (with no receipt).

For example, 2021 CRA Rates are (Daily Max \$69.00):

Breakfast	\$23.00
Luncheon	\$23.00
Dinner	\$23.00

Gratuities are included in the above

4. Technology/Communication Allowance

The Town shall reimburse Mayor and Council members at a flat rate of \$50.00 per month as an allowance for their use of personal telephone, internet service and cellular phones, and computers in the execution of their duties.



A. Other Expenses

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts

5. Remuneration from Outside Boards and/or Committees

Where Mayor or Councillor receives additional remuneration from another board or committee for which they are attending on behalf of the Town and receiving reimbursement from the town, such additional remuneration should be paid directly to the Town of Bentley.

6. Reporting

It is expected when attending a meeting on behalf of the Town of Bentley and claiming a meeting rate that the Mayor, Deputy Mayor or Councillor will report to their fellow councilors regarding such meetings.

7. Payment Procedures

- The Council member will submit an expense sheet monthly to the CAO for review, prior to the end of the month (at least 5 days in advance). The expense sheet will outline their attendance at approved meetings and the appropriate rate, any expenses they are claiming with supporting receipts and documentation
- Council Members claims will be approved by the Mayor.
- Mayor Claims will be approved by the Deputy Mayor.
- Payments for claims submitted at the end of a month will be made the following month on the 15th day of that month.

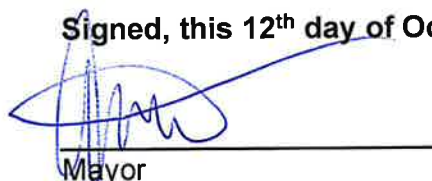
8. Community Citizens serving on Council appointed Committee and Boards shall be subject to the same meeting and expense rates as set out in this policy and amendments thereto.

5. Staff members shall be subject to the same expense rates as set out in this policy and amendments thereto.

6. Annually, Council will determine if the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, pursuant to the Salary Grid & Cost of Living Policy 07/04.

7. This Policy replaces Policy 40/2011

Signed, this 12th day of October 2021



Mayor



Chief Administrative Officer



TOWN OF BENTLEY

POLICY NO. 40/2011

POLICY TITLE: Council Remuneration & Expenses

DATE ADOPTED: March 22, 2011
Amendment Date: February 14, 2012, February 12, 2013, February 11, 2014
Amendment Date: February 10, 2015, February 14, 2017
Amendment Date: March 12, 2019, Feb 11, 2020, Feb 9, 2021

DATE EFFECTIVE: April 1, 2011
Amendment Effective: March 1, 2012, March 1, 2013, March 1, 2014, March 1, 2015
Amendment Effective: March 1, 2017, April 1, 2019, March 1, 2020, March 1, 2021

REPLACES: Policy 24, 2007

PURPOSE: To recognize the time and out-of-pocket expenses incurred by members of the Bentley Municipal Council on meetings, functions and other activities relating to or required by their elected positions.

To establish the rates and guidelines for the claiming of remuneration by Council and the expenses incurred by Council, Staff Members and Citizen Members-at-large attending meetings, conferences, seminars, courses, workshops, etc.

POLICY:

1. Monthly Council Remuneration

Mayor \$556.84 per month

- Established to recognize the additional duties and responsibilities of the "Chief Elected Official" as set out in the Municipal Government Act and the additional time spent, as Mayor, on Town business or public relations
- To recognize time spent in the Municipal Office signing cheques, letters and other Municipal Documents
- To recognize time spent reviewing/discussing matters with the Chief Administrative Officer, members of Council and/or members of the Community, outside the formal meeting setting


Initial

- To recognize time spent meeting with other Government Officials, engineers, lawyers, and attending as “exo-ficio” meetings of Council Committee
- To recognize time spent attending local functions when the presence of the Mayor is requested or when protocol dictates the Mayor’s presence or where good public relations warrants the Mayor’s attendance
 - i.e. - ground breaking ceremonies
 - grand openings
 - anniversaries/birthdays
 - community reunions
 - graduation exercises

Councillors

\$146.57 per month

- to recognize the time spent reviewing/discussing matters with other members of Council and the citizens of Bentley, outside of the formal meeting setting
- attending local functions when the presence of members of Council are requested, when protocol dictates a Council presence or where good public relations warrants Council attendance
- to recognize the time spent on other local matters pertaining to the office of Councillor of the Town of Bentley
- to recognize the representation of Council, at functions in which the Mayor is unable to attend

2. Meeting Rates – Mayor and Council

- | | | |
|----|--|-----------------------|
| A. | Regular Council Meetings | \$ 111.38 per meeting |
| | Budget Meetings | \$ 111.38 per meeting |
| B. | Special Council Meetings: | |
| | • Under 2 hours | \$ 63.30 |
| | • Half day | \$ 111.38 |
| | • Per day (maximum) | \$ 208.83 |
| C. | Attendance at other meetings of Council, Board/Committee, Foundation or Society, Conference, Seminars, Workshops, etc. meetings held <u>within the Town</u> – Same rate as Special Council meetings | |
| D. | Attendance at Board/Committee, Foundation, Society, Conference, Seminars, Workshops, etc., held <u>outside the Town</u> – Same rate as Special Council meetings except that travel time is included in time durations. | |


Initial

- E. Attendance at informal (Public Relations) activities over 1 hour, i.e. parades – Mileage and meal per diem only

3. Expenses

- A. Hotel/Motel Accommodations for attendance at functions, meetings, conferences, conventions, workshops, etc, located more than 100 kilometers from Bentley, requiring an overnight stay shall be paid as per receipts submitted.

Reimbursement of expenses for overnight stays within 100 km. from Bentley will require prior approval.

- B. Same activities as above, but staying at a friend or relative's residence - **\$41.00** per night

- C. Mileage - In recognition of the fluctuation of the cost of gasoline, the mileage rate will be based on the minimum of \$.50 or 50% of a litre of gasoline, per kilometer, whichever is greater. The Chief Administrative Officer will determine what the price of gasoline was for the last week of each month, based on the invoice received from the local supplier. In the event the cost of gasoline is above \$1.00 per litre, 50% of said gas price will be applied as the mileage rate to all expense claims for the said month.

- D. Meals – shall be reimbursed for actual expenses subject to a maximum of **\$68.76** per 24 hour period – receipts will be required

The guideline for individual meals shall be:

Breakfast	\$17.20
Luncheon	\$17.20
Dinner	<u>\$34.36</u>
	\$68.76

Gratuities are included in the above

- E. Other Expenses:

Telephone Calls – actual expense for costs incurred for calls relating to Town business – a copy of telephone bill must be submitted

Parking Charges – actual expense based on submitted receipt, except that no receipts are required for parking meter costs.

Car Rentals – actual expense based on submitted receipts

Miscellaneous – other related expenses based on submitted receipts



Initial

4. Community Citizens serving on Council appointed Committee and Boards shall be subject to the same meeting and expense rates as set out in this policy and amendments thereto.
5. Staff members shall be subject to the same expense rates as set out in this policy and amendments thereto.
6. Annually, the remuneration and expense rates will be adjusted, based on the same cost of living adjustment made to the Employee Salary Grid, as determined by Council, pursuant to the Salary Grid & Cost of Living Policy 07/04.
7. This Policy replaces Policy 24. 2007

Signed, as most recently amended, this 9th day of February 2021

Mayor



Chief Administrative Officer

Town of Bentley - Mayor and Council Renumeration and Expense

2023 Increase as per Policy 40/2011

CPI Index Increase

6.50%

Position	Frequency of Renuumeration	2022	2023
Mayor	Monthly	\$ 574.66	\$ 612.01
Deputy Mayor	Monthly	\$ 258.00	\$ 274.77
Councillors	Monthly	151.26	\$ 161.09
Regular Budget Meetings	As Required	114.94	\$ 122.41
Special Committee & Other Meetings	As Required		
Under 2 hours		65.33	\$ 69.58
Half Day		114.94	\$ 122.41
Per Day (maximum)		215.51	\$ 229.52
Meals *			
Breakfast	Per Day	23.00	\$ 23.00
Lunch	Per Day	23.00	\$ 23.00
Dinner	Per Day	23.00	\$ 23.00

Hotel As Per Actual Expense
 Other As per Actual Expense
 Technology Allowance \$50.00 per month
 Meals As per CRA Rates \$23.00 per meal max (69.00 per day)
 Mileage As per CRA Rates .59 per km 2021

* Gratuities are included in the per day amount

2023 Budget

Mayor	\$	7,269.45	\$	7,269.45
Deputy Mayor	\$	3,263.70	\$	3,263.70
Councillors	\$	1,449.83	\$	5,799.31
Concillor Other Meetings	\$	4,406.80	\$	22,034.00
Technology Allowance	\$	3,000.00	\$	3,000.00
			\$	<u>41,366.46</u>



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING FEBRUARY 9, 2023

SANDY POINT RESORT/SUNBREAKER COVE BOAT LAUNCH PAID PARKING

In 2022, paid parking was implemented for the summer season at Sandy Point Resort and Sunbreaker Cove Boat Launch. By resolution of Council the Lacombe County paid parking program for Sandy Point Resort and the Sunbreaker Cove Board launch will be maintained in its current form.

CERTIFICATE OF RECOGNITION 2022 AUDIT

Lacombe County participates in the voluntary Partnerships in Injury Reduction Program that awards a Certification of Recognition (COR) for the health and safety management system. The program is a collaboration between the Alberta Ministry of Jobs, Economy, and Northern Development, the Workers' Compensation Board (WCB), and employers through certifying partners, such as the Alberta Municipal Health and Safety Association (AMHSA).

To participate in the program, Lacombe County must evaluate its health and safety program annually and complete a recertifying audit every third year. A presentation was provided on the 2022 COR audit for Lacombe County. The 2022 Audit Score was 97%. Lacombe County is recognized as a leader in exceeding regulatory requirements.

POLICY RC(1) ALIX ARENA ASSOCIATION

Lacombe County will provide financial support in the amount of \$ 12,000 to the Alix Arena Association's plexiglass and painting project.

GULL LAKE WATERSHED SOCIETY REQUEST

Lacombe County will write a letter to the Minister of Alberta Environment and Protected Areas and the Minister of Forestry, Parks and Tourism, with copies to Minister Ron Orr and MLA Jason Nixon, urging that the Province of Alberta give a timely response of the Gull Lake Watershed Society's Prussian Carp pressurized filtration system proposal.

ECKVILLE ARENA OPERATING ASSOCIATION – REPRESENTATION

A request from the Eckville Arena Operating Association that Lacombe County appoint a representative to the Association was received for information.

NURSE PRACTITIONER PROGRAM

The County Manager was directed to a report for presentation at a future Council meeting regarding developing a resolution for the 2023 Fall RMA Convention with respect to funding of the Nurse Practitioner Program. .

QUEEN ELIZABETH II JUBILEE MEDALS

Recipients of the Queen Elizabeth II Jubilee Medal, as nominated by Lacombe County, will be presented with their medal at a future Council meeting.

BYLAW NO. 1384/23 – SOUTH OF HIGHWAY 11(East of Haynes) AREA STRUCTURE PLAN

Bylaw No.1384/23, a bylaw of Lacombe County to adopt the South of Highway 11 (East of Haynes) Area Structure Plan received first reading. A public hearing for Bylaw No. 1384/23 will be held on March 9, 2023, commencing at 9:10 a.m.



WHERE PEOPLE ARE THE KEY

BYLAW NO. 1363/22 – PALM COVE AREA OFF-SITE LEVY

Bylaw No.1363/22, a bylaw of Lacombe County to adopt an off-site levy for land that is to be subdivided or developed within the Palm Cove Area on Sylvan Lake received first reading. A public hearing for Bylaw No. 1363/22 will be held on March 9, 2023 commencing at 9:00 a.m.

BYLAW NO. 1385/23 RATES AND FEES 2023

Bylaw No. 1386/23, a bylaw of Lacombe County to authorize the establishment of Council Committees for Lacombe County was read a first, second and third time and so passed by Council.

**Next Regular Council Meeting is
Thursday, February 23, 2023 - 9:00 a.m.**

**Next Committee of the Whole Meeting is
April 4, 2023 – 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.**



Strategic Analysis and Research Unit

Sylvan Lake (Provincial) Crime Statistic Summary – January to January

2023-02-02

Sylvan Lake (Provincial) – Highlights

- **Break & Enters** are showing a -60.0% decrease when compared to the same period in 2022 (January to January). There were -3 fewer actual occurrences (from 5 in 2022 to 2 in 2023).
- **Theft of Motor Vehicles** increased by 200.0% when compared to the same period in 2022 (January to January). There were 2 more actual occurrences (from 1 in 2022 to 3 in 2023).
- **Theft Under \$5,000** decreased by -63.6% when compared to the same period in 2022 (January to January). There were -7 fewer actual occurrences (from 11 in 2022 to 4 in 2023).

Sylvan Lake (Provincial) – Criminal Code Offences Summary

Crime Category	% Change 2022 – 2023 (January to January)
Total Persons Crime	400.0% Increase
Total Property Crime	63.6% Decrease
Total Criminal Code	39.5% Decrease

From January to January 2023, when compared to the same period in 2022, there have been:

- 4 more **Persons Crime** offences;
- 21 fewer **Property Crime** offences; and
- 15 fewer **Total Criminal Code** offences;

Sylvan Lake (Provincial) – January, 2023

- There were 3 **Thefts of Motor Vehicles** in January: 0 cars, 1 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 1 other types of vehicles, and 1 vehicles taken without consent.
- There were 2 **Break and Enters** in January: 0 businesses, 0 residences, 0 cottages/seasonal residences, 1 in some other type of location, and 1 unlawfully being in a dwelling house.
- There were a total of 5 **Provincial Roadside Suspensions** in January (5 alcohol related and 0 drug related). This brings the year-to-date total to 5 (5 alcohol related and 0 drug related).
- There were a total of 2 files with the **Spousal Abuse** survey code in January (January 2022: 3). This brings the year-to-date total to 2 (2022: 3).
- There were 103 files with **Victim Service Unit** referral scoring in Sylvan Lake Provincial: 3 accepted, 18 declined, 0 proactive, 0 requested but not available, and 82 files with no victim.

PROS Data pull 2023/02/02

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Sylvan Lake Provincial Crime Gauge

2023 vs. 2022
January to January

Criminal Code Offences



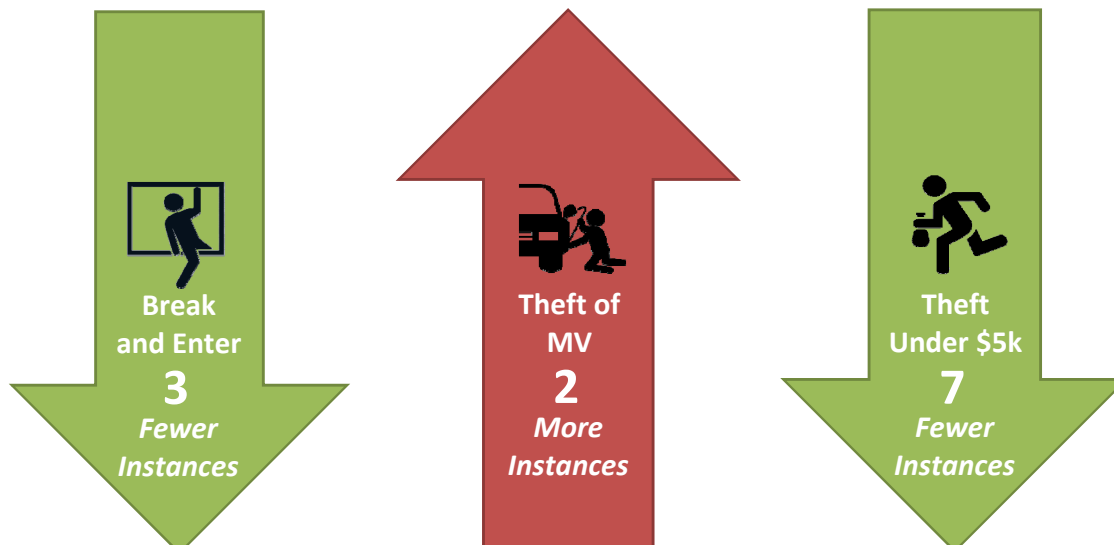
**Total
Criminal Code
Offences:**

39%

Decrease

When compared to
January to January, 2022

Select Property Crime



NOTE: If in both 2021 and 2022 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.

From: [Bentley Community Hall](#)
To: [Marc Fortais TOB](#)
Subject: Grant Application deadline.
Date: February 18, 2023 4:23:31 PM

Dear Marc,

My name is Carol Bayntun and I have just joined the Bentley Community Hall Board as of January of 2023. I have become the new treasurer for the board and have just now become aware of this Recreational, cultural and tourism grant. The hall is in desperate need of new/or repaired concrete steps to replace the cracked and broken front steps that currently adorn our front entry way. We know this is dangerous and must be addressed. Tammy, one of our board members, is in the process of having a quote made up by 3 separate masonry contractors. We know these costs are going to be substantial and this grant would definitely help us deal with the sticker shock.

I know the deadline has come and gone Marc but our community hall needs these necessary repairs. Any help from our Town of Bentley would sure help us reach our goal. Remember the Bentley Community Hall is turning 100 in 2027, that's only 3 1/2 years from now. Our goal as a hall board is to fix up this old girl and have her take us into the next 100 years. Recently our town suffered a huge loss in our grain elevator burning down at Christmas time and it seems like we are losing a lot of our heritage buildings. Please help us find the funds to protect and refurbish our Bentley Community Hall.

Sincerely yours,

Carol Bayntun
Treasurer for the Bentley Community Hall Board



Greg Rathien

REPORT FOR January 2023

- Jan 10 Regular council Meeting
- Jan 13 Special Council Meeting
- Jan 24 Regular council
- Jan 30 Fire Department AGM
- Jan 31 South East ASP Committee Meeting



Dale Grimsdale

REPORT FOR January 2023

- Jan 10 - regular council meeting
- Jan 13 - special council meeting regarding Bentley post office and grain elevator fire
- Jan 23- Bentley Parent School advisory council meeting- highlights include:
 - Give back campaign raised 2500 from basket raffles and donated to families in need.
 - Jocelyn Snow memorial hockey game Feb 8th with 50/50
 - Jr/Sr options tweaked to include day 1 and day 2 options such as guitar, coding, foods, drama, woodworking, fashion, weights, and leadership. This is 7-10 grades.
 - Discussion over inclement weather procedures and upcoming possible changes.
 - 444 kids tentatively enrolled for next year at school with 221 in grades 1-6.
- Jan 24- regular council meeting
- Jan 26- PAMZ board meeting
 - Presentation of financials and grant statuses.
 - Invoicing of municipalities due end of month
 - Went over the monitoring of all stations that saw normal air quality for most of the recorded period with minor elevated pms recorded one day in Red Deer due to persistent inversion conditions.
 - Micro sensors in Lacombe failed in early Jan. Innisfail and Ponoka to be replaced and installed.
 - New communication office Sara MacLeod appointed.
 - Martha Kostuck scholarship applications open until May 31
 - Nominations open for blue sky award for companies or individuals doing work to improve air quality in their area.
 - Boundary discussion about realignment



Pam Hansen

REPORT FOR January 2023

- Jan 10 Regular Council Meeting
- Jan 13 Special Meeting of Council – Post Office and Grain Elevator
- Jan 24 Regular Council Meeting



Lenore Eastman

REPORT FOR January 2023

- January 10 - Regular council meeting
- January 13 - Emergency meeting - In camera regarding postal services
- January 24 - Regular council meeting.



Brenda Valiquette

REPORT FOR January 2023

- Jan 10 Regular Council Meeting
- Jan 13 Special Meeting of Council – Post Office and Grain Elevator
- Jan 24 Regular Council meeting