



## **AGENDA**

**Bentley Town Council Regular Meeting  
Tuesday April 25, 2023  
6:45pm Regular Meeting**

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**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 April 11, 2023**

**5. Financial:**

- a) Prepaid Cheque Listing – Cheques No. 20230270 to 20230296**
- b) Council Remuneration Listing**

**6. New Business**

- a) Public Works Quarterly Report**
  - General Public Works Update (Darren Jensen – Public Works Foreman) and Safety Update (Chris Loov - Parks Supervisor/Safety Officer)**
- b) Ball Diamonds Maintenance Standards (Asset Management)**
- c) Update 52<sup>nd</sup> Street Corridor Tree Planting (Chris Loov)**

**7. Correspondence**

- a) Lacombe Foundation – Audited Financial Statements**
- b) Lacombe Foundation – Advocacy Messages**

**8. Other Business**

None

**9. Council Reports**

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

**10. Adjournment**

***Municipal Planning Commission scheduled after Regular Meeting of Council –  
(approximately 8:00pm) – For more information see separate Agenda Package on the  
Town Website***



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

April 11, 2023

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**Date and Place** Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, April 11, 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 104/2023** Moved by Councillor Valiquette, “THAT the agenda of the April 11, 2023, regular meeting of mayor and council be amended to remove council reports, which will be presented at the April 25, 2023, regular meeting of council.”

**Carried**

**Motion 105/2023** Moved by Councillor Hansen, “THAT the amended agenda of the April 11, 2023, regular meeting of mayor and council be accepted.”

**Carried**

## Previous Minutes

**Motion 106/2023** Moved by Deputy Mayor Grimsdale, “THAT the minutes of the March 28, 2023, Regular Meeting of Council be accepted.”

**Carried**

## Financial

### a) Prepaid Cheque Listing – Cheques No. 20230214 to 20230269

**Motion 107/2023** Moved by Deputy Mayor Grimsdale, “THAT Cheques No. 20230214 to 20230269 be received for information.”

**Carried**

## New Business

### a) Bentley Minor Soccer Letter & Delegation

Bentley Minor Soccer attended the meeting with several delegates from their board and membership. Introduced to Mayor and Council and presenting on behalf of Bentley Minor Soccer was Michelle Lundy (Vice President) & Juanita Bender. The request from Minor Soccer relates to the need for additional field space based on rising participation rates for minor soccer.

**Motion 108/2023** Moved by Councillor Hansen, “THAT CAO Marc Fortais be directed to look for suitable space on Town Owned Land to potentially accommodate a playing field and to bring back to council a report within a month regarding the findings.”

**Carried**

### b) Subdivision Names – New Beginnings Subdivision

**Motion 109/2023** Moved by Councillor Valiquette, “THAT administration be directed to conduct a survey for a maximum time of two weeks, with the residents in the Town of Bentley regarding selecting a name from the following list of names for re-naming the New Beginnings Subdivision:

- **Sunset Heights**
- **Valleyview Estates**
- **Diamond View**
- **Blindman Valleyview**
- **Moonlight Estates**
- **Harvest Heights**

**Carried**



**c) Bylaw 240/2023 A Bylaw to Repeal Bylaw 88-04 Bylaw to appoint Elizabeth Smart as CAO**

**Motion 110/2023** Moved by Councillor Hansen, "THAT Bylaw No. 240/2023 being a bylaw of the Town of Bentley in the Province of Alberta to repeal Bylaw 88-04 a bylaw to appoint Elizabeth Smart as the CAO for the Town be read a first time this 11<sup>th</sup> Day of April 2023."

**Carried**

**Motion 111/2023** Moved by Councillor Eastman, "THAT Bylaw No. 240/2023 be read a second time this 11<sup>th</sup> Day of April 2023."

**Carried**

**Motion 112/2023** Moved by Deputy Mayor Grimsdale, "THAT Bylaw No. 240/2023 be presented and considered for third and final reading this 11<sup>th</sup> Day of April 2023."

**Carried**

**Motion 113/2023** Moved by Councillor Valiquette, "THAT Bylaw No. 240/2023 be read a third and final time this 11<sup>th</sup> Day of April 2023."

**Carried**

## **Correspondence**

**a) Council Highlights Lacombe County March 23, 2023**

**b) Parkland Regional Library Annual Report**

**c) Parkland Community Planning Update**

**Motion 114/2023** Moved by Deputy Mayor Grimsdale, "THAT Correspondence item a) be accepted as information. "

**Carried**

## **Other Business**

**a) Bylaw 127-2008 Procedural Bylaw (discussion surrounding delegations and decisions of council)**

- Mayor and Council discussed when delegations appear before council if it was appropriate to render decisions on the day of the delegation or if those decisions should be deferred to the next meeting.

- CAO Marc Fortais advised that there was nothing in the procedural bylaw that specified decisions had to be deferred to the next meeting.
- It was further clarified that any member of council can make motions in accordance with Roberts Rules of Order and if a councillor wished to make a motion considering a decision by council, any other member of council could subsequently make another motion, requesting that a vote on that motion be deferred to the next meeting to allow time for that member of council to consider his or her decision. Voting would take place on the motion requesting to defer the motion first, then on the first motion if the motion to defer the request was defeated. If it was not defeated, then the vote for the first motion would be deferred till the next meeting.

**No motions were made regarding other business.**

### **Adjournment**

**Motion 115/2023** Moved by Deputy Mayor Grimsdale “THAT the regular meeting of mayor and council be adjourned at 8:11pm.”

**Carried**

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**Mayor Greg Rathjen**

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**CAO Marc Fortais**



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230270	2023-04-11	BLACK PRESS GROUP LTD.		PAYMENT		612.54
			34401597	RIMBEY REVIEW PROPERTY ASSES	612.54	
20230271	2023-04-11	G.L.D.C. GAS CO-OP LTD.		PAYMENT		688.67
			651859	BENTLEY FIRE HALL NATURAL GAS	688.67	
20230272	2023-04-11	HHID		PAYMENT		787.50
			367514	DEM APRIL PAYMENT	787.50	
20230273	2023-04-11	PARKLAND COMMUNITY PLANNING SERVICES		PAYMENT		504.00
			31032023	REGIONAL SDAB - ANNUAL SERVICE	504.00	
20230274	2023-04-11	POPOW AND SONS BODY SHOP		PAYMENT		472.50
			23-23322	SWEPPER HAULING TO AUCTION	472.50	
20230275	2023-04-11	SYLVAN LAKE SUMMER HOCKEY CAMP LTD		PAYMENT		4,200.00
			30042023	ARENA CONTRACT APRIL PAYMENT	4,200.00	
20230276	2023-04-11	TELUS COMMUNICATIONS INC.		PAYMENT		868.33
			04042023	ARENA WIFI	68.25	
			04042023.	INTERAC LINE	37.55	
			APR042023	TELUS BILL FOR APRIL 2023	762.53	
20230277	2023-04-11	BENTLEY I.D.A. PHARMACY		PAYMENT		14.68
			29032023	PW SHOP SUPPLIES	14.68	
20230278	2023-04-11	CHAPMAN RIEBEEK LLP		PAYMENT		4,973.06
			2304025	LEGAL SERVICES MARCH 2023	4,973.06	
20230279	2023-04-11	LACOMBE COUNTY		PAYMENT		1,508.47
			IVC00043406	MARCH 2023 FIRE PAYROLL - TRAIN	1,508.47	
20230280	2023-04-11	SERVUS CREDIT UNION		PAYMENT		2,182.74
			03312023	SERVUS MASTERCARD BILL FOR M/	2,182.74	
20230281	2023-04-11	WOLF CREEK PUBLIC SCHOOL		PAYMENT		239.26
			11042023	SCHOOL TOWN CLEANUP SUPPLIES	239.26	
20230282	2023-04-11	FCSSAA		PAYMENT		205.00
			24907183	DIRECTORS NETWORK CONFERENK	205.00	
20230283	2023-04-15	RATHJEN, ARTHUR M				
20230284	2023-04-15	VALIQUETTE, BRENDA C				
20230285	2023-04-15	HANSEN, PAMELA				
20230286	2023-04-15	GRIMSDALE, DALE A				
20230287	2023-04-15	EASTMAN, LENORE M				
20230288	2023-04-15	CARSON, BARBARA J				
20230289	2023-04-15	JENSEN, DARREN J				
20230290	2023-04-15	MEREDITH, SANDRA L				
20230291	2023-04-15	GIBSON, COLE C				
20230292	2023-04-15	DENNEHY, NATHAN				
20230293	2023-04-15	GREAVES, LORYANNE				
20230294	2023-04-15	FORTAIS, MARC C				
20230295	2023-04-15	KIKSTRA, ROBERT B				
20230296	2023-04-15	LOOV, CHRISTOPHER D				

**Total 38,827.35**

\*\*\* End of Report \*\*\*



# TOWN OF BENTLEY

## Cheque Register

Pay Period M202303 Batch # 15589

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230283	2023-04-15			17 RATHJEN,ARTHUR	1,205.84
20230284	2023-04-15			84 VALIQUETTE,BRENDA	595.07
20230285	2023-04-15			85 HANSEN,PAMELA	757.58
20230286	2023-04-15			86 GRIMSDALE,DALE	749.37
20230287	2023-04-15			87 EASTMAN,LENORE	692.14
				<b>Totals</b>	<b>4,000.00</b>

\*\*\* End of Report \*\*\*



**Council / Public Works  
Meeting  
April 25<sup>th</sup> , 2023**

# Water

- ## September 2022

### Water Summary

THM's analysing was done in this month

There were no operational problems, incidents, or concerns. No failed Bacteria results

Trihalomethanes (THMs) are the result of a reaction between the chlorine used for disinfecting tap water and natural organic matter in the water. At elevated levels, THMs have been associated with negative health effects such as cancer and adverse reproductive outcomes

## TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: September

Year: 2022

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	8065	269	0	613
TOWN USAGE (m3)	7837	261	133	361
CHLORINE USED (L)	261	8.7	0	20
DOSAGE (mg/L)		4.51	0	5.2
FREE CL2(Enter Dist.)mg/L		0.56	0.13	0.8
FREE CL2(In Dist.)mg/L		0.52	0.13	0.81
TOTAL CL2(Enter Dist.)mg/L		0.66	0.26	0.84
TOTAL CL2(In Dist.)mg/L		0.61	0.25	0.81
ONLINE CL2(Free CL2)mg/L		0.58	0.13	0.81
# OF BACTI SAMPLES	5			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfects & Oxidizes) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Havelman Ave., Saskatoon, SK, S7L 5Z3, Canada.  
 P H: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

September THM's

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384  
 Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384  
 Darren Dempsey #3175 (Contracted Operator) Ph: 587-876-0024

Sample ID # / Location / Date Positive Results?

2326941/4602-46st/Sept 7,2022	Yes/No
2326940/5017-51Ave/Sept 7,2022	Yes/No
2326959/5014-49ave/Sept 14,2022	Yes/No
2326944/5218-50st/Sept 21,2022	Yes/No
2326947/4637-53ave cl/Sept 28,2022	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

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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
<b>Trihalomethanes in water</b>				
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



# TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: October

Year: 2022

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	7784	251	17	514
TOWN USAGE (m3)	8034	259	104	392
CHLORINE USED (L)	260.5	8.4	0.5	17
DOSAGE (mg/L)		4.8	3.8	6.0
FREE CL2(Enter Dist.)mg/L		0.50	0.38	0.60
FREE CL2(In Dist.)mg/L		0.47	0.37	0.55
TOTAL CL2(Enter Dist.)mg/L		0.63	0.57	0.74
TOTAL CL2(In Dist.)mg/L		0.56	0.47	0.62
ONLINE CL2(Free CL2)mg/L		0.50	0.36	0.58
# OF BACTI SAMPLES	5			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfectant & Oxidation) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Haiselman Ave., Saskatoon, SK, S7L 5Z3, Canada. P.H: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384

Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384

Darren Dempsey #3175 (Contracted Operator) Ph: 587-876-0024

Sample ID # / Location / Date	Positive Results?
2326949/4622-49ave/Oct 5,2022	Yes/No
2326971/4602-46st/Oct 12,2022	Yes/No
2326975/5017-51ave/Oct 12,2022	Yes/No
2090922/5014-49ave/Oct 19,2022	Yes/No
2090936/5218-50st/Oct 26,2022	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

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- October 2022 Water Summary**

There was no analyzing done in this month

There were no operational problems, incidents, or concerns.  
No failed Bacteria results



# TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: November

Year: 2022

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	7492	250	0	497
TOWN USAGE (m3)	7396	247	184	339
CHLORINE USED (L)	246	8.2	0	16
DOSAGE (mg/L)		4.5	0	6.9
FREE CL2(Enter Dist.)mg/L		0.77	0.62	0.87
FREE CL2(In Dist.)mg/L		0.71	0.47	0.83
TOTAL CL2(Enter Dist.)mg/L		0.92	0.85	1.00
TOTAL CL2(In Dist.)mg/L		0.86	0.69	0.97
ONLINE CL2(Free CL2)mg/L		0.80	0.67	0.85
# OF BACTI SAMPLES	5			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfects & Oxidation) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Halsema Ave., Saskatoon, SK, S7L 5Z3, Canada.  
P H: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

Annual Water Analysis 2022

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384

Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384

Darren Dempsey #3175 (Contracted Operator) Ph: 587-876-0024

Sample ID # / Location / Date	Positive Results?
2326943/4810-51AVE/Nov 2,2022	Yes/No
2090939/4637-53Ave-cl/Nov 9,2022	Yes/No
2343161/4622-49Ave/Nov 16,2022	Yes/No
2343163/5017-51Ave/Nov 23, 2022	Yes/No
2343188/4602-46St/Nov 30, 2022	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

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- November 2022 Water Summary

2022 Annual Water

Analysis was done in this month

There were no operational problems, incidents, or concerns. No failed Bacteria results

# TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: December

Year: 2022

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	10092	326	161	1232
TOWN USAGE (m3)	8051	260	116	418
CHLORINE USED (L)	331	11	5	41
DOSAGE (mg/L)		4.8	4.2	5.4
FREE CL2(Enter Dist.)mg/L		0.69	0.61	0.76
FREE CL2(In Dist.)mg/L		0.69	0.56	0.86
TOTAL CL2(Enter Dist.)mg/L		0.85	0.8	0.91
TOTAL CL2(In Dist.)mg/L		0.82	0.69	1.04
ONLINE CL2(Free CL2)mg/L		0.74	0.66	0.95
# OF BACTI SAMPLES	3			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfectant & Oxidation) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Halseman Ave., Saskatoon, SK, S7L 6Z3, Canada.  
P.H: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

THM's December

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384

Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384

Darren Dempsey #3175 (Contracted Operator) Ph: 587-876-0024

Sample ID # / Location / Date	Positive Results?
2343164/5014-49ave/Dec 7,2022	Yes/No
2343158/5218-50st/Dec 14,2022	Yes/No
2342880/4637-53av cl/Dec 21,2022	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

Structure fire (Grain Elevator)  
Very high well and chlorine usage

## December 2022 Water Summary

THM's analyzing was done in this month

Bentley Elevator Fire, Very High Water and CL2 Usage

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
<b>Trihalomethanes in water</b>				
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.

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

# TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: January

Year: 2023

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	8611	278	24	596
TOWN USAGE (m3)	7889	254	115	516
CHLORINE USED (L)	286	9	1	19
DOSAGE (mg/L)		4.9	3.7	6.0
FREE CL2(Enter Dist.)mg/L		0.76	0.58	1.08
FREE CL2(In Dist.)mg/L		0.70	0.58	1.11
TOTAL CL2(Enter Dist.)mg/L		0.96	0.78	1.26
TOTAL CL2(In Dist.)mg/L		0.88	0.71	1.18
ONLINE CL2(Free CL2)mg/L		0.73	0.62	1.07
# OF BACTI SAMPLES	5			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfects & Oxidation) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Halseman Ave., Saskatoon, SK, S7L 5Z3, Canada.  
P.H: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384

Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384

Darren Dempsey #3175 (Contracted Operator) Ph: 587-876-0024

Sample ID # / Location / Date	Positive Results?
2343154/5017-51ave/Jan 4,2023	Yes/No
2342830/4810-51ave/Jan 11,2023	Yes/No
2343165/4602-46st/Jan 18,2023	Yes/No
2343160/5017-51ave/Jan 18,2023	Yes/No
2326974/5218-50st/Jan 25,2023	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

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## January 2023 Water Summary

There was no analyzing done in this month

There were no operational problems, incidents, or concerns. No failed Bacteria results

# TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: February

Year: 2023

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	7188	257	74	474
TOWN USA GE (m3)	7039	251	40	396
CHLORINE USED (L)	213	8	1	14
DOSAGE (mg/L)		4.23	1.96	4.77
FREE CL2(Enter Dist.)mg/L		1.06	0.96	1.15
FREE CL2(In Dist.)mg/L		1.03	0.89	1.15
TOTAL CL2(Enter Dist.)mg/L		1.27	1.20	1.35
TOTAL CL2(In Dist.)mg/L		1.18	0.98	1.38
ONLINE CL2(Free CL2)mg/L		1.08	1.00	1.16
# OF BACTI SAMPLES	4			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfectant & Oxidant) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Havelman Ave., Saskatoon, SK, S7L 5Z3, Canada.  
PH: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384

Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384

Sample ID # / Location / Date	Positive Results?
2326979/5014-49AVE/FEB 1,2023	Yes/No
2326980/4637-53AVCL/FEB 8,2023	Yes/No
2326987/4622-49AVE/FEB 15,2023	Yes/No
2326973/4810-51AVE/FEB 22,2023	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

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## February 2023 Water Summary

There was no analyzing done in this month

There were no operational problems, incidents, or concerns.  
No failed Bacteria results

## TOWN OF BENTLEY

APPROVAL# 18648-01-00 (Code of Practice)

Month: March

Year: 2023

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	7854	253	0	448
TOWN USA GE (m3)	8125	262	126	488
CHLORINE USED (L)	241.5	8	0	13
DOSAGE (mg/L)		4.3	0	5.3
FREE CL <sub>2</sub> (Enter Dist.)mg/L		0.94	0.86	1.03
FREE CL <sub>2</sub> (In Dist.)mg/L		0.90	0.83	0.96
TOTAL CL <sub>2</sub> (Enter Dist.)mg/L		1.13	1.05	1.23
TOTAL CL <sub>2</sub> (In Dist.)mg/L		1.04	0.95	1.15
ONLINE CL <sub>2</sub> (Free CL <sub>2</sub> )mg/L		0.95	0.86	1.08
# OF BACTI SAMPLES	6			

Chemicals Added to Water: 12% Sodium Hypochlorite (Function: Disinfectant & Oxidation) Max Usage 87mg/L according to the NSF/ANSI Standard 60.

Manufacturer: ClearTech Industries Inc. 2302 Hanselman Ave., Saskatoon, SK, S7L 5Z3, Canada.  
P.H: 1-800-387-7503 or 1-306-664-2522

Any additional analyzing done during month: (i.e., THM's, etc.)

Darren Jensen #4051 (Public Works Foreman) Ph: 403-348-6384

Cole Gibson #5404 (Assistant Public Works Foreman) Ph: 403-348-9384

Darren Dempsey #3175 (Contracted Operator) Ph: 587-876-0024

Sample ID # / Location / Date Positive Results?

2326966/4602-46st/March 1 2023 Yes/No

2326970/5017-51ave/March 1 2023 Yes/No

2326983/5014-49ave/March 8 2023 Yes/No

2326986/5218-50st/March 15 2023 Yes/No

2326977/4622-49ave/March 22 2023 Yes/No

2326964/4810-51ave/March 29 2023 Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

\*A report will be attached for positive test results.

Summary of Operational Problems/ Incidents/ Actions:

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### March 2023 Water Summary

There was no analyzing was done in this month

There were no operational problems, incidents, or concerns. No failed Bacteria results



## Fire Hydrant Replacement

- 3 hydrants will need to be replaced this spring

### Hydrants Being Replaced

1. Hydrant 1 (48<sup>th</sup> Ave & 50<sup>th</sup> Street)
2. Hydrant 10 (49<sup>th</sup> Ave & 49<sup>th</sup> Steet)
3. Hydrant 11 (49<sup>th</sup> Ave & Railway Ave)



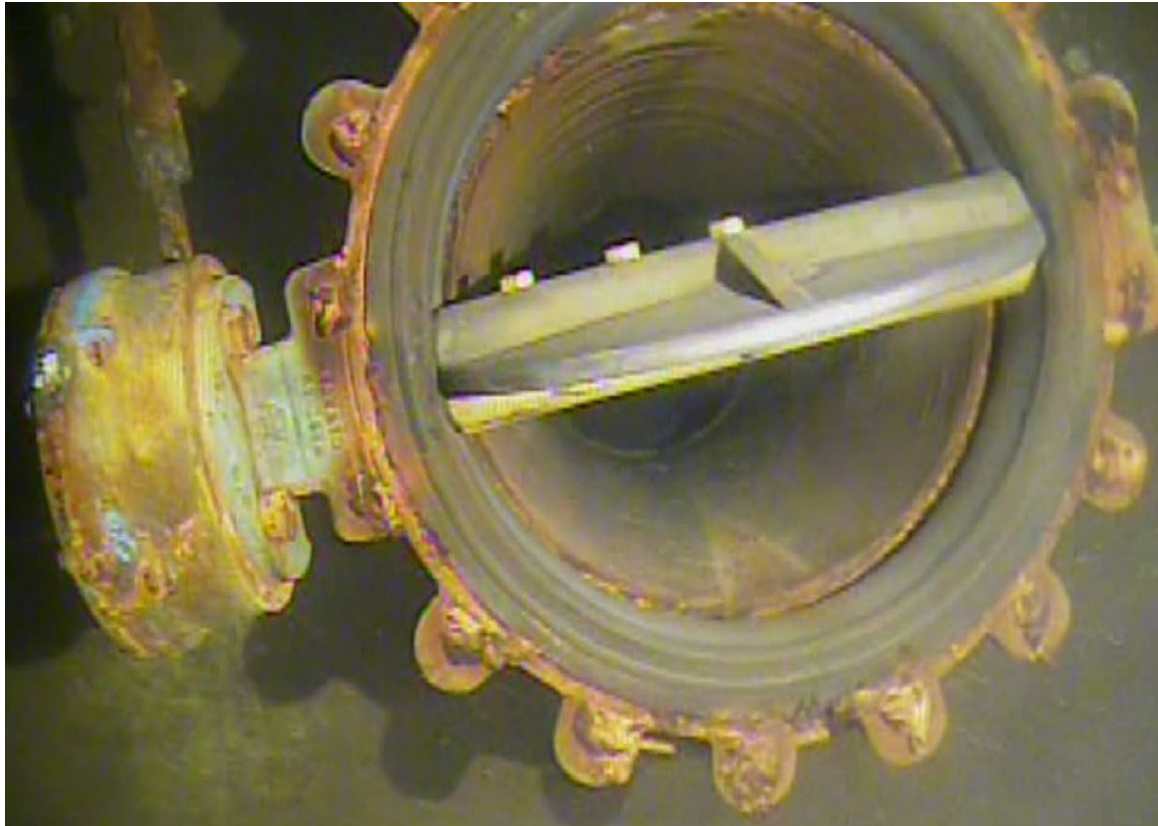






## Water Treatment Plant Reservoirs

- Aquatech Diving & Marine Services (Contracted)
- Inspect and clean the Reservoirs & Clear Well
- Grout cracks, Reservoir 1
- Remove Butterfly valve from Clear Well



## **Actuator Vault**

- Connection issues to the Actuator
- 2012 addition of Water Well 3
- Conduit housing the wiring to the Valve Actuator compromised

## **Hydrant Testing & Flushing**

- Spring hydrant flushing

## **Wastewater**

### **Wastewater Grab Samples**

- 3 Samples were sent to KaizenLab (October 2022)
- AE&P Maximum Allowable Concentrations were below allowable limits
- Release began October 31<sup>st</sup> to November 21<sup>st</sup>, 2022

### **High Pressure Flushing**

- Sanitary Sewer Lines



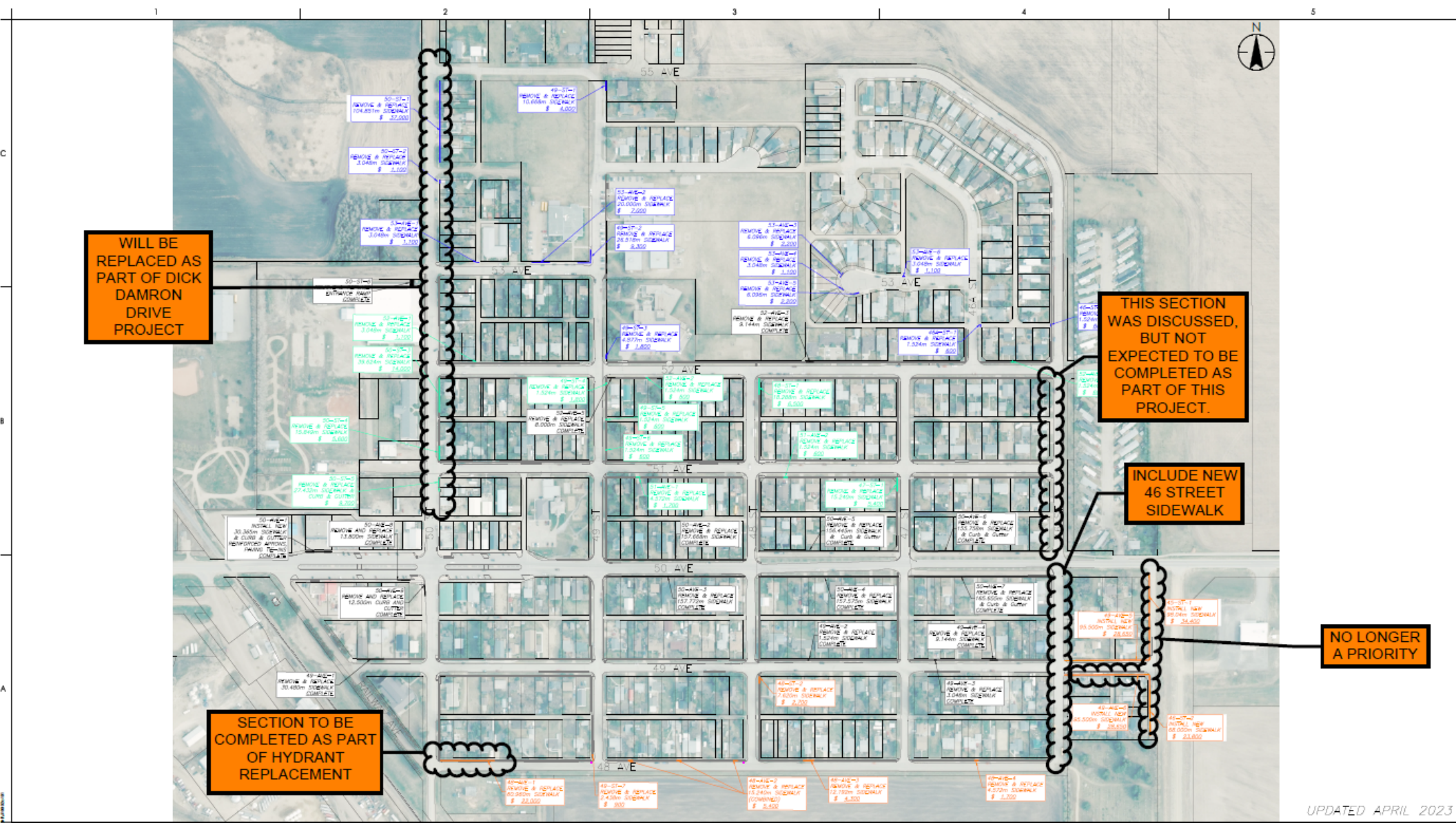
# Roads, Streets & Sidewalks

## 2023 Concrete Replacement Program

- Olds Concrete (Contractor)
- 46 Street (50 Ave - 48 Ave, Eastside)
- 49 Ave (46 St - 45 St, Northside)
- Designated Orange 1<sup>st</sup>
- Designated Green 2<sup>nd</sup>
- Designated Blue 3<sup>rd</sup>
- 46 St (50 Ave - 52 Ave, Westside) Proposed

## Sidewalk Repairs

- Office & Bike Shop Panels



UPDATED APRIL 2023

<table border="1"> <tr> <td>REVISION</td> <td>BY</td> <td>APPD</td> <td>YYYY-MM-DD</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		REVISION	BY	APPD	YYYY-MM-DD																																									<table border="1"> <tr> <td>Legend</td> </tr> <tr> <td>--- PHASE 1</td> </tr> <tr> <td>--- PHASE 2</td> </tr> <tr> <td>--- PHASE 3</td> </tr> <tr> <td>--- PHASE 4</td> </tr> <tr> <td>--- PHASE 5</td> </tr> <tr> <td>--- COMPLETE</td> </tr> </table>	Legend	--- PHASE 1	--- PHASE 2	--- PHASE 3	--- PHASE 4	--- PHASE 5	--- COMPLETE	Permit/Seal  	Consultant  		Client/Project TOWN OF BENTLEY  CONCRETE REPLACEMENT PROGRAM	Title CONCRETE REMOVALS & REPLACEMENT
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## **Street Sweeping, Crack Filling & Line Painting**

- Alberta Parking Lot Service (Contractor)
- 50 Avenue Divided Lines (Lower Main)

## **Dust Control**

- Calcium Gravel Roads (Industrial, 50 Street N/S)
- Railway Ave

## **Equipment**

### **Zero-Turn Mower**

- PTO Clutch assembly
  - Quoted 5k to rebuild (Key-Ag)
  - In the process of being rebuilt (In House)
  - 1k for parts
- (\*Note\* Delay in receiving parts, extended rebuild time)

### **Allan Olson Auction**

- Mobile Sweeper
- Dakota ¼ Ton

### **Recycle Trailer**

- Weld & Repaint (Flower Orders, Equipment, Material)

# Miscellaneous

## New Beginnings

- Spray noxious weeds
- Harrow to uproot new growth

## Town Hall Park

- Reconnect power to fountain & digital sign
- Landscape & install sod
- Remove digital sign
- Spade in 12' spruce tree

## Safety Program

- The Parks & Rec Supervisor has acquired a pesticide applicator licence with a Landscape major through Lakeland College. Continuing education will be required to maintain enough credits to be recertified every 5 years.
- Standard operating procedures for mowers and weed whackers have been developed.
- All staff received First Aid and AED training in January.
- Public Works staff completed Fall Protection training in April.
- Public Works staff are working to complete ground disturbance and confined space training this Spring.
- Forms have been developed for pre-trip vehicle inspections and inspection books have placed in all municipal equipment.
- Forms have been developed for incident and accident reporting.





2023

# Ball Diamond Maintenance Plan



Parks & Recreation  
Town of Bentley  
4/25/2023



# Table of Contents

- 1. Introduction.....2
- 2. Asset Register & replacement dates .....2
- 3. Level of service maintenance chart.....4
- 4. Risks & Inspections.....6
  
- Appendix A - Ball Diamond Inspection Form.....7**



## 1. Introduction

The Town of Bentley takes great pride in providing its citizens with safe and well-maintained outdoor recreational facilities. As such, the town recognizes the importance of maintaining its ball diamonds to ensure their longevity and usability. This document has been developed to establish guidelines and procedures for the regular maintenance of the town's ball diamonds and to provide guidance for the town's capital budgets. The document outlines the responsibilities of both the town and the users of the ball diamonds to promote safe and enjoyable play. By adhering to this policy, the town of Bentley aims to provide a high-quality outdoor experience for its citizens and visitors alike.

Standards outlined in this plan have been developed with reference to policy's from larger Canadian municipalities and with consultation of Bentley Minor Baseball. The plan aims to ensure that Bentley has ball diamond facilities that meet or exceed the standards of similarly sized municipalities in the province.

## 2. Asset Register & Replacement Dates

All replacement costs are rough estimates based off previous work done and industry averages to assist in budgeting. Many unpredictable factors can impact prices such as changes in cost of materials, cost of labour and inflation.

Ball Diamond #1					
Asset Type	Asset Description	Asset Quantity	Typical Life	Year Purchased	Current Replacement Value
Chain-link fence	All chain-link fencing surrounding the ball diamonds excluding chain-link on the backstop.	300 linear meters of 4' fence or 370m <sup>2</sup>	40 years	2017	\$28,500
Back stop fencing	Chain-link fencing and posts for backstops.	85m <sup>2</sup>	30 years	2017	\$6,500

Bleachers	Aluminum Stands for spectator seating.	<b>2 Sets</b> Dimensions: 7' Deep 20' Wide 3' Tall	40 years	2016	\$5,000 each
Field Space	Area for play within fencing enclosure.	5,880m <sup>2</sup>	N/A	N/A	N/A

Ball Diamond #2					
Asset Type	Asset Description	Asset Quantity	Typical Life	Year Purchased	Current Replacement Value
Chain-link fence	All chain-link fencing surrounding the ball diamonds excluding chain-link on the backstop.	340 linear meters of 4' fence or 415m <sup>2</sup>	40 years	2000	\$32,000
Back stop fencing	Chain-link fencing and posts for backstops.	85m <sup>2</sup>	30 years	2000	\$6,500
Dugouts	Wood constructed shelters with tin roof and a wooden player's bench with steel legs.	<b>2 Dugouts</b> Dimensions: 7' Deep 19' Wide 8' Tall 16' Long Bench	30 years	2000	\$8,000 each
Bleachers	Steel frame with a treated lumber seating surface.	<b>Set #1</b> Dimensions: 9' Deep 12' Wide 4' Tall <b>Set #2</b> Dimensions: 12' Deep 16' Wide 8' Tall	40 years	Unknown	\$10,000 each (Treated lumber to be replaced as needed)
Field Space	Area for play within fencing enclosure.	7,650m <sup>2</sup>	N/A	N/A	N/A

Ball Diamond #3					
Asset Type	Asset Description	Asset Quantity	Typical Life	Year Purchased	Current Replacement Value
Chain-link fence	All chain-link fencing surrounding the ball diamonds excluding chain-link on the backstop.	300 linear meters of 4' fence or 370m <sup>2</sup>	40 years	2000	\$32,000
Back stop fencing	Chain-link fencing and posts for backstops.	85m <sup>2</sup>	30 years	2000	\$6,500
Dugouts	Wood constructed shelters with tin roof and a wooden player's bench with steel legs.	<b>2 Dugouts</b> Dimensions: 7' Deep 19' Wide 8' Tall 16' Long Bench	30 years	2000	\$8,000 each
Bleachers	Steel frame with a treated lumber seating surface.	<b>Set #1</b> Dimensions: 12' Deep 24' Wide 8' Tall <b>Set #2</b> Dimensions: 12' Deep 16' Wide 8' Tall	40 years	Unknown	\$10,000 each (Treated lumber to be replaced as needed)
Field Space	Area for play within fencing enclosure.	7,650m <sup>2</sup>	N/A	N/A	N/A

### 3. Level of Service Maintenance Chart

Maintenance standards outlined below have been developed based on common practices in Canadian municipalities. Consultation with Bentley Minor Baseball has also taken place to ensure a standard that allows for maximum usability and a clear understanding of stakeholder roles and responsibilities.

Maintenance Activity	Description	Class A Diamonds #2 & #3	Class B Diamond #1	Quality Standard
Grooming Dragging	Drag harrows over shale section of diamonds to loosen material. After harrowing use brush to smooth out loosened shale.	Every second week from May to end of minor ball season. Then monthly until September	Monthly May to August	Vary pattern each time and groomed to a depth of 2"-3"
Grass Cutting	Cutting grass in turf areas with the use of ride on mowing equipment.	Twice a week May to end of Minor Ball season (weather permitting) Weekly until September	Weekly from May to end of August	Maintained at a minimum height of 2.5" and a maximum of 4"
Fertilizing	Application of slow-release fertilizer to established turf areas.	Yearly in April or May	As needed	Applied at proper rates to avoid grass burn.
Weed Spraying (Shale)	Spot spraying application of glyphosate to weeds on shale and in dugouts. Broad coverage spraying on shale late April and in September.	Broad spray April and September. Spot spray every other week during Minor Ball season and as needed until September	Broad spray April and September. Spot spray every other week during Minor Ball season and as needed until September	Minimize weeds in shale. Coordinate spray times with ball diamond schedule to minimize user exposure
Weed Spraying (Outfield)	Broad spray of any combination of 2,4-D, Mecoprop-p and Dicamba broadleaf spray to control dandelions and other unwanted broadleaf weeds.	Yearly each Fall	Yearly each Fall	Minimize weeds in established turf areas.
Aerating	Use of aerating equipment to punch holes/slice into soil to relieve soil compaction.	September every second year.	September every second year.	Aerate all established turf areas in ball field.

Overseeding	Light broadcasting of grass seed after aerating to promote thick and healthy turf.	September every second year.	September every second year.	Overseed all locations where grass density is low.
Litter Pick-up	Clean litter from playing field.	Visible litter to be picked up each time staff do work in the area. Mowing, spraying ect.	Visible litter to be picked up each time staff do work in the area. Mowing, spraying ect.	Field free of litter when cleaned.
General Inspections	Inspection of dugouts, fencing, bleachers, and general ball diamond conditions. Make repairs as needed.	Monthly from April to October.	Monthly from April to October.	Facilities should be in safe and functional operating condition.
Shale top-up	Purchase, placement, and spreading of shale on the infield.	Shale depth and condition to be checked yearly. Shale should be 3-4" deep with minimal soil mixed in.	Shale depth and condition to be checked yearly. Shale should be 1-2" deep with minimal soil mixed in.	Shale to be proper depth and have low amounts of soil mixed in.
Bases and lines	Installation of base pegs, bases, and painting of outfield lines.	User responsible.	User responsible.	Users to maintain as needed.

#### 4. Risks & Inspections

Formal documented inspections will take place monthly as outlined in maintenance standards above and informal inspections are to take place whenever maintenance is being undertaken in the area. Regular inspection of ball diamonds is essential for maintaining player safety and reducing the risk of injury. Hazards such as uneven playing surfaces, improperly maintained equipment, and debris on the field can all pose a risk to players and spectators. Regular inspections can help identify and address these hazards before they lead to injuries. By taking proactive steps to identify and mitigate risks, the Town of Bentley can help ensure a safe and enjoyable experience for all users.

## Appendix A – Ball Diamond Inspection Form

Ball Diamond #1					
Item	Inspection action	Satisfactory	Substandard	N/A	Comments
Stands	Check bench condition for splinters, excessive wear, or loose bolts				
Dugouts (Players Bench)	Check building. Check benches for splinters or loose bolts				
Backstop	Attached properly at the base and check chain link for any damage				
Fencing	Check for any significant damage to the outer chain link fence				
Shale	Check for uneven tripping hazards, garbage, or any other potential safety concerns				
Outfield	Check for garbage, sticks and that it is in regular condition				

Ball Diamond #2					
Item	Inspection action	Satisfactory	Substandard	N/A	Comments
Stands	Check bench condition for splinters, excessive wear, or loose bolts				
Dugouts (Players Bench)	Check building. Check benches for splinters or loose bolts				
Backstop	Attached properly at the base and check chain link for any damage				
Fencing	Check for any significant damage to the outer chain link fence				
Shale	Check for uneven tripping hazards, garbage, or any other potential safety concerns				
Outfield	Check for garbage, sticks and that it is in regular condition				

### Ball Diamond #3

Item	Inspection action	Satisfactory	Substandard	N/A	Comments
Stands	Check bench condition for splinters, excessive wear, or loose bolts				
Dugouts (Players Bench)	Check building. Check benches for splinters or loose bolts				
Backstop	Attached properly at the base and check chain link for any damage				
Fencing	Check for any significant damage to the outer chain link fence				
Shale	Check for uneven tripping hazards, garbage, or any other potential safety concerns				
Outfield	Check for garbage, sticks and that it is in regular condition				



**Agenda Date:** April 25, 2023

**Agenda Item:** New Business: Update regarding - Tree Planting 52<sup>nd</sup> Street Corridor Improvement

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## **SUMMARY AND BACKGROUND**

On March 14, 2023, Administration presented a plan to plant 30 Swedish Aspen (Attachment #1) along the NexSource fence line on the east side of the 52<sup>nd</sup> street corridor.

The planting plan would be funded via a grant application to Fortis Alberta and via potential donations from local businesses. It has been confirmed that Nutrien Ag Solutions will provide a donation of \$1,500, and we continue to wait for word if we are successful with the Fortis Alberta Tree grant.

Upon further consultation with tree suppliers and a detailed site review with an arborist, it has been determined that due to substantial amounts of road salt and poor soil conditions in the ditch, a different variety of tree will be better suited to the area. Therefore, Public Works is recommending that Purple Spire Columnar Crab Apple be planted as a substitute for the previously proposed Swedish aspen. The revised species and planting plan is shown on (Attachment #2) and normally grows about five feet wide and twelve feet tall and produces purple flowers in the spring. The trees to be supplied will be approximately eight feet tall when we purchase them.

Administration is recommending that we only plant 10 trees in 2023 and wait until the summer of 2024 to assess tree health prior to planting additional trees. If the trees continue to be in good condition and showing sustainable growth an additional twenty trees could be added to fill the gaps in 2024. If the trees show signs of distress, they can still be dug out and replanted in another location. Our parks supervisor has also recommended that to give these trees the highest chance of survival holes will be dug out twice the width and depth of the root balls and filled with topsoil. Trees will be watered weekly and fertilized regularly to promote root establishment.

The anticipated cost for this project will now be \$7,100. This includes supply, delivery and planting of all trees, topsoil, and fertilizer as well as all equipment required for the job.

At the March 14, 2023, regular meeting of Mayor and Council approval has been given to spend up to a maximum of \$4,500 for the planting. With the \$1,500 donation from Nutrien and if we are successful with the Fortis Tree grant of \$2,500, we will have sufficient funds to conduct this year's planting.

Administration is requesting that Mayor and Council continue to provide their support, with the amended planting plan, which replaces the Swedish Aspen with Purple Spire Columnar Crab Apple.



## RATIONALE FOR REQUEST

- Corridor beautification will result in a more attractive entrance to the community, this creates greater appeal for tourists to turn and support the local business community.
- The Town appreciates businesses such as Nutrien Ag Solutions and NexSource Power, however the entrance to the community is very industrialized and continued beautification, helps to create a more welcoming environment.
- Purple Spire Columnar Crab Apple will offer more resilience and tolerance to salt than the previously proposed Swedish Aspen, based on our review of the site with an arborist.

## BUDGET AND FINANCIAL CONSIDERATIONS

Grants and Donations	\$4,000 (target) (revised from \$4,500)
Town of Bentley Commitment	<u>\$4,500</u> (maximum previously approved Mar 14, 2023)
Total Maximum Project Cost	\$8,500 (anticipated cost is \$7,100 based on revisions)

## RECOMMENDATION

THAT Mayor and Council authorize administration to change the type and number of trees to be planted on the 52<sup>nd</sup> street corridor from 30 Swedish Aspen to 10 Purple Spire Columnar Crab Apple; AND

THAT a maximum of \$4,500 still be approved to be funded first from any operational surpluses at year end; AND

THAT if there are no operational surpluses, that the amount be drawn from the Tree Donations Reserve Fund

## ATTACHMENTS

- 1) Map of Tree Planting along 52<sup>nd</sup> Street – Original Plan
- 2) Map of Tree Planting along 52<sup>nd</sup> Street – Revised Plan

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Marc Fortais, CAO



## 52<sup>nd</sup> Street Swedish Aspen Planting

The Town of Bentley is planning to plant 30 Swedish Aspen along the NexSource fence line on the east side of 52<sup>nd</sup> Street. We believe this will enhance the natural appearance of our community in a location that receives high traffic volume. The total expected cost for this project will be roughly \$8,000. Any sponsors willing to contribute \$2,000 or more to this project will be given the opportunity to erect signage in the area acknowledging their contribution. The town will also recognize sponsors on the town webpage and on the town's social media pages.







# 52<sup>nd</sup> Street Swedish Aspen Planting





## 52<sup>nd</sup> Street Planting







# 52<sup>nd</sup> Street Planting



**LACOMBE FOUNDATION**

**Financial Statements**

**FOR THE YEAR ENDED DECEMBER 31, 2022**

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the Lacombe Foundation

### *Opinion*

We have audited the financial statements of the Lacombe Foundation (the "Foundation"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2022, and the results of its operations and the changes in its net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

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

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

## *Auditor's Responsibility for the Audit of the Financial Statements*

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

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

**METRIX GROUP LLP**

Chartered Professional Accountants

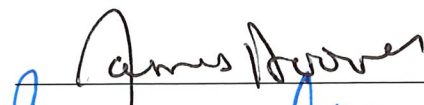
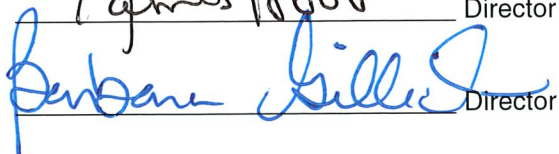
Edmonton, Alberta  
March 27, 2023



**LACOMBE FOUNDATION  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 2)	\$ 1,047,189	\$ 576,902
Guaranteed investment certificates (Note 3)	3,300,000	3,300,000
Accounts receivable (Note 4)	164,078	157,327
Prepaid expenses and deposits	<u>73,596</u>	<u>69,801</u>
	4,584,863	4,104,030
TANGIBLE CAPITAL ASSETS (Note 5)	<u>6,940,813</u>	<u>7,457,736</u>
	<u>\$ 11,525,676</u>	<u>\$ 11,561,766</u>
 <b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 7)	\$ 276,908	\$ 423,036
Deferred contributions (Note 8)	82,121	80,400
Unearned income and deposits	55,851	56,163
Current portion of callable debt (Note 9)	<u>21,552</u>	<u>56,486</u>
	436,432	616,085
Callable debt (Note 9)	<u>1,416,350</u>	<u>1,424,144</u>
	1,852,782	2,040,229
DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS (Note 10)	<u>2,729,544</u>	<u>3,101,674</u>
	<u>4,582,326</u>	<u>5,141,903</u>
 <b>NET ASSETS</b>		
Unrestricted net assets	1,883,895	1,271,466
Internally restricted net assets (Note 12)	2,286,089	2,272,966
Invested in tangible capital assets	<u>2,773,366</u>	<u>2,875,431</u>
	<u>6,943,350</u>	<u>6,419,863</u>
	<u>\$ 11,525,676</u>	<u>\$ 11,561,766</u>

**APPROVED ON BEHALF OF THE BOARD:**

 Director  
 Director

**LACOMBE FOUNDATION  
STATEMENT OF OPERATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>2021 Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 2,822,700	\$ 2,643,181	\$ 2,632,319
Government assistance (Note 13)	158,250	593,310	789,043
Lodge assistance program grant	381,400	463,574	463,580
Alberta Health Services	351,930	370,023	350,959
Recoveries	157,200	133,701	119,203
Interest and miscellaneous	10,000	63,752	27,154
Other grant revenue	-	14,057	79,617
Purchase rebate	-	13,123	14,141
Donations	-	6,262	16,086
	<u>3,881,480</u>	<u>4,300,983</u>	<u>4,492,102</u>
<b>EXPENSES</b>			
Wages and benefits	2,912,770	2,777,371	3,103,567
Food and kitchen supplies	416,750	414,838	394,171
Utilities	404,600	371,059	380,067
Administrative management	185,970	189,050	190,042
Building and ground maintenance	140,000	131,902	121,322
Property taxes	88,900	86,754	86,315
Interest on callable debt	106,200	74,230	44,865
Insurance	54,700	55,608	54,008
Laundry and linen supplies	51,500	49,563	48,042
General administration	70,610	45,452	47,468
Equipment and appliances	34,700	33,992	40,522
Professional fees	13,670	15,396	13,490
Resident life enhancement	7,700	12,964	16,169
Non-recurring maintenance	-	-	77,500
Bad debts	1,000	(876)	719
	<u>4,489,070</u>	<u>4,257,303</u>	<u>4,618,267</u>
<b>EXCESS (DEFICIENCY) BEFORE OTHER ITEMS</b>	<u>(607,590)</u>	<u>43,680</u>	<u>(126,165)</u>
<b>OTHER ITEMS</b>			
Municipal requisitions (Note 14)	624,600	624,600	624,600
Amortization of deferred capital contributions	-	372,130	372,126
Amortization of tangible capital assets	-	(516,923)	(525,063)
	<u>624,600</u>	<u>479,807</u>	<u>471,663</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 17,010</u>	<u>\$ 523,487</u>	<u>\$ 345,498</u>

**LACOMBE FOUNDATION  
STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Unrestricted Net Assets</u>	<u>Invested in Tangible Capital Assets</u>	<u>Internally Restricted Net Assets (Note 12)</u>	<u>2022</u>	<u>2021</u>
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,271,466	\$ 2,875,431	\$ 2,272,966	<b>\$ 6,419,863</b>	\$ 6,074,365
Excess of revenue over expenses	523,487	-	-	<b>523,487</b>	345,498
Amortization of tangible capital assets	516,923	(516,923)	-	-	-
Amortization of deferred contributions	(372,130)	372,130	-	-	-
Repayment of callable debt	(42,728)	42,728	-	-	-
Transfer to internally restricted net assets	<u>(13,123)</u>	<u>-</u>	<u>13,123</u>	<u>-</u>	<u>-</u>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 1,883,895</u></b>	<b><u>\$ 2,773,366</u></b>	<b><u>\$ 2,286,089</u></b>	<b><u>\$ 6,943,350</u></b>	<b><u>\$ 6,419,863</u></b>

**LACOMBE FOUNDATION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 523,487	\$ 345,498
Items not affecting cash:		
Amortization of tangible capital assets	516,923	525,063
Amortization of deferred contributions	<u>(372,130)</u>	<u>(372,126)</u>
	<u>668,280</u>	<u>498,435</u>
Change in non-cash working capital		
Accounts receivable	(6,751)	43,681
Prepaid expense and deposits	(3,795)	(1,595)
Accounts payable and accrued liabilities	(146,128)	(61,051)
Deferred contributions	1,721	-
Unearned income and deposits	<u>(312)</u>	<u>(3,502)</u>
	<u>(155,265)</u>	<u>(22,467)</u>
Cash flow from (used by) operating activities	<u>513,015</u>	<u>475,968</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	-	(155,288)
Increase (decrease) in guaranteed investment certificates	<u>-</u>	<u>(600,000)</u>
Cash flow from (used by) investing activities	<u>-</u>	<u>(755,288)</u>
<b>FINANCING ACTIVITIES</b>		
Repayment of advances from related party	-	(3,146)
Repayment of callable debt	(42,728)	(61,615)
Capital contributions	<u>-</u>	<u>24,381</u>
Cash flow from (used by) financing activities	<u>(42,728)</u>	<u>(40,380)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>470,287</b>	<b>(319,700)</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>576,902</u>	<u>896,602</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 1,047,189</u>	<u>\$ 576,902</u>

**LACOMBE FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

**NATURE OF OPERATIONS**

Lacombe Foundation was established by Ministerial Order, pursuant to the Alberta Housing Act. It is responsible for the operation and administration of Lacombe Senior Citizens' Lodge, Eckville Manor House, Terrace Heights Affordable Housing in Lacombe, Alberta and Blackfalds Affordable Housing in Blackfalds, Alberta. The Foundation qualifies as a not-for-profit organization as defined in the Income Tax Act and is exempt from income taxes.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

(a) Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand and balances with banks. All amounts are readily converted into known amounts of cash and are subject to an insignificant change in value.

(c) Tangible Capital Assets

Tangible capital assets are stated at cost less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution. When fair value cannot be reasonably determined, the capital asset is recorded at a nominal value. Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Buildings	20 to 25 years, Straight-line method
Equipment	4 to 10 years, Straight-line method

Work in progress is not amortized until the assets are available for use.

(d) Long-lived assets

Long-lived assets consist of tangible capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Foundation writes down long-lived assets held for use when conditions indicate that the asset no longer contributes to the Foundation's ability to provide goods and services. The assets are also written-down when the value of future economic benefits or service potential associated with the asset is less than its net carrying amount. When the Foundation determines that a long-lived asset is impaired, its carrying amount is written down to the asset's fair value.

(e) Revenue Recognition

The Foundation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions for tangible capital assets are recorded as deferred contributions until spent. Once spent, they are transferred to unamortized capital allocations which are amortized to revenue on the same basis as the tangible capital assets acquired by the contribution.

**LACOMBE FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

(f) Revenue Recognition (cont'd)

Rent and recoveries are recognized as revenue in the year the service is provided.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

(g) Internally restricted net assets

The Foundation's Board of Directors hold internally restricted net assets in reserves to be used for specific purposes (see details in Note 12). These internally restricted amounts are not available for general purposes without approval by the Board of Directors.

(h) Contributed materials and services

Contributions of materials and services are recognized in the financial statements at fair value at the date of contribution, but only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of operations, and would otherwise have been purchased.

(i) Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets, the corresponding rates of amortization and the amount of accrued liabilities. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

(j) Financial Instruments

*Measurement of financial instruments*

The Foundation initially measures its financial assets and financial liabilities at fair value, and subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents, guaranteed investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and callable debt.

The Foundation has no financial assets measured at fair value.

*Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

**LACOMBE FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**2. CASH AND CASH EQUIVALENTS**

	<u>2022</u>	<u>2021</u>
Operating accounts	\$ 1,011,285	\$ 541,915
Security deposits	35,004	34,087
Petty cash	<u>900</u>	<u>900</u>
	<u>\$ 1,047,189</u>	<u>\$ 576,902</u>

**3. GUARANTEED INVESTMENT CERTIFICATE**

ATB Financial guaranteed investment certificates bear interest at rates between 0.75% and 3.25% (2021 - 0.35% to 0.50%) and matures from January to August 2023.

The Board has internally restricted \$2,286,089 (2021 - \$2,272,966) of cash reserves for the future major maintenance repairs and upgrades to the lodges and affordable housing facilities, as indicated in Note 12.

**4. ACCOUNTS RECEIVABLE**

	<u>2022</u>	<u>2021</u>
Government assistance	\$ 78,353	\$ 123,814
Resident and tenant receivables	43,032	15,137
Interest receivable	34,142	7,032
GST recoverable	8,551	10,260
Employee receivable	<u>-</u>	<u>1,084</u>
	<u>\$ 164,078</u>	<u>\$ 157,327</u>

**LACOMBE FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**5. TANGIBLE CAPITAL ASSETS**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2022</u>	<u>2021</u>
Land	\$ 1,980,648	\$ -	\$ 1,980,648	\$ 1,980,648
Buildings	12,645,200	8,208,606	4,436,594	4,830,723
Equipment	1,058,503	654,673	403,830	526,624
Work in progress	<u>119,741</u>	<u>-</u>	<u>119,741</u>	<u>119,741</u>
	<u>\$ 15,804,092</u>	<u>\$ 8,863,279</u>	<u>\$ 6,940,813</u>	<u>\$ 7,457,736</u>

Work in progress relates to the preliminary concept drawings for the redevelopment of the new Lacombe Lodge. No amortization of this asset has been recorded during the current year because it is currently under development.

**6. BANK INDEBTEDNESS**

The Foundation has an operating line of credit with an authorized limit of \$175,000 (2021 - \$175,000) which bears interest at prime plus 1%. In addition, the Foundation has a Mastercard facility available with a limit of \$15,000 (2021 - \$15,000) which bears interest at prime plus 2%. As at December 31, 2022 a total of \$0 (2021 - \$0) has been drawn on the line of credit and a total of \$0 (2021 - \$0) has been drawn on the Mastercard. The line of credit and Mastercard are secured by the same security as disclosed in Note 9 for callable debt.

**7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<u>2022</u>	<u>2021</u>
Employee future benefits payable	\$ 153,246	\$ 170,467
Government funding payable	43,684	70,249
Accrued liabilities	34,808	9,947
Accounts payable	33,065	57,686
Due to Bethany Nursing Home of Camrose, Alberta	5,036	1,502
Workers Compensation Board of Alberta	4,986	5,106
Wages payable	2,083	79,451
Payroll remittances payable to CRA	<u>-</u>	<u>28,628</u>
	<u>\$ 276,908</u>	<u>\$ 423,036</u>

Employee future benefits consist of vacation, statutory holidays and overtime accruals.

**8. DEFERRED CONTRIBUTIONS**

Deferred contributions in the amount of \$82,121 (2021 - \$80,400) relates to donations made for designated purposes, and are recorded as revenue when expended.



**LACOMBE FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**9. CALLABLE DEBT**

	<u>2022</u>	<u>2021</u>
ATB Financial demand loan bearing interest at prime plus 0.95%, repayable in monthly blended payments of \$4,313.	\$ 584,551	\$ 603,930
ATB Financial demand loan bearing interest at prime plus 0.95%, repayable in monthly blended payments of \$6,290.	<u>853,351</u>	<u>876,700</u>
	<b>1,437,902</b>	1,480,630
Amounts payable within one year	<u>(21,552)</u>	<u>(56,486)</u>
	<b><u>\$ 1,416,350</u></b>	<b><u>\$ 1,424,144</u></b>

Although the bank loans are of a demand nature, the Foundation does not believe that the demand feature will be exercised. Accordingly, the scheduled principal repayments on the callable debt for the next five years are as follows:

2023	\$ 21,552
2024	23,203
2025	24,979
2026	26,891
2027	28,950
Thereafter	<u>1,312,327</u>
	<b><u>\$ 1,437,902</u></b>

The collateral security pledged by the Foundation to support the callable debt is a first charge over land and building with a carrying value of \$6,348,722 (2021 - \$6,737,832) and an assignment of rents.

**LACOMBE FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

**10. DEFERRED CONTRIBUTIONS - TANGIBLE CAPITAL ASSETS**

Deferred contributions related to capital assets represent restricted contributions from government and donations with which some of the capital assets were purchased. The changes in the deferred contributions balance or the year are as follows:

	<u>2022</u>	<u>2021</u>
<b>DEFERRED BALANCE, BEGINNING OF YEAR</b>	<b>\$ 3,101,674</b>	<b>\$ 3,449,419</b>
Add: Contributions spent during the year	-	24,381
Less: Amounts recognized as revenue	<u>(372,130)</u>	<u>(372,126)</u>
<b>BALANCE, END OF YEAR</b>	<b><u>\$ 2,729,544</u></b>	<b><u>\$ 3,101,674</u></b>

**11. RELATED PARTY TRANSACTIONS**

The Bethany Nursing Home of Camrose, Alberta acts as a Chief Administrative Officer (CAO), providing management, administrative, and operational support for the Foundation.

The Foundation paid management fees of \$171,866 plus \$8,190 for network and administrative support to Bethany Nursing Home of Camrose, Alberta for the year ended December 31, 2022 (2021 - \$171,866 plus \$8,087 for network and administration support).

As at December 31, 2022, the amount payable to Bethany Nursing Home of Camrose, Alberta is \$5,036 (2021 - \$1,502) and the amount receivable is \$36,696 (2021 - \$14,162).

These transactions were in the normal course of operations and were recorded at the exchange amount, which is the amount agreed upon the related parties.

**12. INTERNALLY RESTRICTED NET ASSETS**

	<u>2022</u>	<u>2021</u>
Lodge Operations Fund Reserve	<b>\$ 2,224,504</b>	<b>\$ 2,215,828</b>
Affordable Housing Fund Reserve	<u>61,585</u>	<u>57,138</u>
	<b><u>\$ 2,286,089</u></b>	<b><u>\$ 2,272,966</u></b>

The Foundation's Board of Directors has established reserve funds to fund future major maintenance repairs and upgrades to the lodges and affordable housing facilities.

**LACOMBE FOUNDATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022**

**13. GOVERNMENT ASSISTANCE**

In response to the negative economic impact of COVID-19, the Government of Alberta and Alberta Health Services announced that they would cover the incremental costs of COVID-19 related expenditures or costs of Seniors Lodges and Designated Supportive Living. The eligible costs included wages, supplies and occupancy changes related to COVID-19.

The Foundation has determined that it has qualified for the assistance in the year totaling \$593,310 (2021 - \$789,043) related to the incremental COVID-19 funding which has been reflected in revenue.

**14. MUNICIPAL REQUISITIONS**

	<u>2022</u>	<u>2021</u>
Lacombe County	\$ 406,740	\$ 407,925
City of Lacombe	113,802	111,804
Town of Blackfalds	79,824	80,761
Town of Eckville	6,870	6,870
Town of Bentley	6,558	6,496
Village of Alix	6,059	6,184
Village of Clive	<u>4,747</u>	<u>4,560</u>
	<u>\$ 624,600</u>	<u>\$ 624,600</u>

**LACOMBE FOUNDATION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

**15. FINANCIAL INSTRUMENTS**

The Foundation maintains a risk management framework to monitor, evaluate, and manage the principal risks assumed with financial instruments. The risks that arise from financial instruments include liquidity and market risk; market risk arises from changes in interest rates and other price risks.

*Market risk*

The Foundation's financial instruments expose it to market risk, in particular interest rate risk on temporary investments. There has been no significant change in risk from the prior year. The guaranteed investment certificates bear interest at a fixed rate and the origination is therefore exposed to the risk of changes in fair value resulting from interest rate fluctuations. The Foundation's callable debt consists of loans that are subject to fluctuations in interest rates. The Foundation does not use derivative financial instruments to alter the effects of this risk.

*Liquidity risk*

Liquidity risk is the risk the Foundation may encounter difficulty in meeting its obligations associated with its financial liabilities as they become due. The Foundation's exposure to liquidity risk is dependent on the receipt of funds from a variety of sources, whether in the form of revenue or advances. There has been no significant change in risk from the prior year.

*Credit risk*

The Foundation is exposed to credit risk in connection with its receivables. The Foundation does not obtain collateral or other security to support the receivables subject to credit risk, and does not anticipate significant loss beyond what is already provided for as an allowance for doubtful accounts. There has been no significant change in risk from the prior year.

**LACOMBE FOUNDATION**  
**STATEMENT OF OPERATIONS - LACOMBE LODGE**  
**DECEMBER 31, 2022**

*Schedule 1*

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
<b>REVENUE</b>			
Accommodation	1,545,000	\$ 1,417,652	\$ 1,450,309
Government assistance	84,000	333,570	379,628
Lodge assistance program grant	280,000	328,366	328,369
Recoveries	117,700	87,029	82,861
Interest and miscellaneous	5,000	44,990	14,784
Other grant revenue	-	10,557	2,117
Purchase rebate	-	8,676	9,508
Donations	-	4,192	7,000
	<u>2,031,700</u>	<u>2,235,032</u>	<u>2,274,576</u>
<b>EXPENSES</b>			
Wages and benefits	1,489,120	1,433,495	1,560,137
Food and kitchen supplies	273,250	272,425	263,797
Utilities	235,500	205,866	216,030
Administrative management	107,300	106,891	107,386
Building and ground maintenance	70,500	54,228	63,542
General administration	32,750	24,467	26,750
Laundry and linen supplies	23,500	23,061	22,072
Insurance	18,700	17,864	17,413
Equipment and appliances	12,600	15,262	16,899
Resident life enhancement	5,200	7,428	12,397
Professional fees	6,350	7,098	6,325
	<u>2,274,770</u>	<u>2,168,085</u>	<u>2,312,748</u>
<b>EXCESS (DEFICIENCY) BEFORE OTHER ITEMS</b>	<u>(243,070)</u>	<u>66,947</u>	<u>(38,172)</u>
<b>OTHER ITEMS</b>			
Municipal requisitions	243,070	243,070	199,000
Amortization of deferred capital contributions	-	150,811	150,811
Amortization of tangible capital assets	-	(184,413)	(189,387)
	<u>243,070</u>	<u>209,468</u>	<u>160,424</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ -</u>	<u>\$ 276,415</u>	<u>\$ 122,252</u>

**LACOMBE FOUNDATION**  
**STATEMENT OF OPERATIONS - ECKVILLE MANOR HOUSE**  
**DECEMBER 31, 2022**

*Schedule 2*

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 833,800	\$ 756,663	\$ 729,730
Alberta Health Services	351,930	370,023	350,959
Government assistance	74,250	259,740	409,415
Lodge assistance program grant	101,400	135,208	135,211
Recoveries	23,000	31,071	22,099
Interest and miscellaneous	5,000	12,003	9,548
Purchase rebate	-	4,447	4,633
Other grant revenue	-	3,500	77,500
Donations	-	2,070	9,086
	<u>1,389,380</u>	<u>1,574,725</u>	<u>1,748,181</u>
<b>EXPENSES</b>			
Wages and benefits	1,395,150	1,308,127	1,516,869
Food and kitchen supplies	143,500	142,413	130,373
Utilities	110,500	114,818	109,556
Administrative management	55,770	59,263	59,760
Building and ground maintenance	29,500	41,746	31,617
Laundry and linen supplies	24,000	21,487	23,026
General administration	28,280	14,597	15,293
Equipment and appliances	14,100	10,075	17,433
Professional fees	6,400	7,098	6,325
Insurance	4,000	6,736	6,151
Resident life enhancement	2,500	5,536	3,772
Bad debts	-	-	1,496
Non-recurring maintenance	-	-	77,500
	<u>1,813,700</u>	<u>1,731,896</u>	<u>1,999,171</u>
<b>DEFICIENCY BEFORE OTHER ITEMS</b>	<u>(424,320)</u>	<u>(157,171)</u>	<u>(250,990)</u>
<b>OTHER ITEMS</b>			
Municipal requisitions	381,530	381,530	425,600
Amortization of deferred capital contributions	-	13,244	13,240
Amortization of tangible capital assets	-	(20,937)	(24,103)
	<u>381,530</u>	<u>373,837</u>	<u>414,737</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ (42,790)</u>	<u>\$ 216,666</u>	<u>\$ 163,747</u>

**LACOMBE FOUNDATION**  
**STATEMENT OF OPERATIONS - TERRACE HEIGHTS LODGE**  
**DECEMBER 31, 2022**

*Schedule 3*

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 202,000	\$ 257,936	\$ 252,435
Recoveries	3,000	13,260	12,198
Interest and miscellaneous	<u>-</u>	<u>4,507</u>	<u>1,826</u>
	<u>205,000</u>	<u>275,703</u>	<u>266,459</u>
 <b>EXPENSES</b>			
Utilities	6,600	46,724	49,700
Property taxes	55,500	31,639	32,445
Interest on callable debt	62,700	30,199	18,337
Wages and benefits	11,500	20,224	15,494
Building and ground maintenance	17,000	19,339	7,099
Insurance	17,000	14,581	14,232
Administrative management	9,540	13,356	13,356
Equipment and appliances	3,000	4,858	3,895
General administration	3,890	3,680	3,141
Laundry and linen supplies	3,000	2,461	284
Professional fees	420	600	420
Bad debts	<u>1,000</u>	<u>(759)</u>	<u>-</u>
	<u>191,150</u>	<u>186,902</u>	<u>158,403</u>
<b>EXCESS BEFORE OTHER ITEMS</b>	<u>13,850</u>	<u>88,801</u>	<u>108,056</u>
 <b>OTHER ITEMS</b>			
Amortization of deferred capital contributions	-	135,854	135,854
Amortization of tangible capital assets	<u>-</u>	<u>(184,837)</u>	<u>(184,837)</u>
	<u>-</u>	<u>(48,983)</u>	<u>(48,983)</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<u>\$ 13,850</u>	<u>\$ 39,818</u>	<u>\$ 59,073</u>



**LACOMBE FOUNDATION**  
**STATEMENT OF OPERATIONS - BLACKFALDS AFFORDABLE HOUSING**  
**DECEMBER 31, 2022**

*Schedule 4*

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2021</u> <u>Actual</u>
<b>REVENUE</b>			
Accommodation	\$ 241,900	\$ 210,930	\$ 199,845
Recoveries	13,500	2,341	2,045
Interest and miscellaneous	<u>-</u>	<u>2,252</u>	<u>996</u>
	<u>255,400</u>	<u>215,523</u>	<u>202,886</u>
<b>EXPENSES</b>			
Property taxes	33,400	55,115	53,871
Interest on callable debt	43,500	44,031	26,527
Building and ground maintenance	23,000	16,589	19,064
Insurance	15,000	16,427	16,212
Wages and benefits	17,000	15,525	11,067
Administrative management	13,360	9,540	9,540
Equipment and appliances	5,000	3,797	2,296
Utilities	52,000	3,651	4,781
General administration	5,690	2,708	2,284
Laundry and linen supplies	1,000	2,554	2,661
Professional fees	500	600	420
Bad debts	<u>-</u>	<u>(117)</u>	<u>(777)</u>
	<u>209,450</u>	<u>170,420</u>	<u>147,946</u>
<b>EXCESS BEFORE OTHER ITEMS</b>	<u>45,950</u>	<u>45,103</u>	<u>54,940</u>
<b>OTHER ITEMS</b>			
Amortization of deferred capital contributions	-	72,221	72,221
Amortization of tangible capital assets	<u>-</u>	<u>(126,736)</u>	<u>(126,736)</u>
	<u>-</u>	<u>(54,515)</u>	<u>(54,515)</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ 45,950</u>	<u>\$ (9,412)</u>	<u>\$ 425</u>

**LACOMBE FOUNDATION**

c/o The Bethany Group  
4612 - 53 Street  
Camrose, Alberta  
T4V 1Y6

March 27, 2023

Metrix Group LLP  
Chartered Professional Accountants  
12840 St. Albert Trail  
Edmonton, Alberta  
T5L 4H6

Dear Sirs:

In connection with your audit of the financial statements of the Lacombe Foundation for the year ended December 31, 2022, we hereby confirm that to the best of our knowledge and belief:

1. We are responsible for the fair presentation of the financial statements of the Foundation prepared in accordance with Canadian accounting standards for not-for-profit organizations.
2. We understand that your audit was made in accordance with Canadian generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as you considered necessary in the circumstances for the purpose of expressing an opinion on the financial statements. We also understand that such an audit would not necessarily disclose irregularities, should there be any.
3. We have made available to you all:
  - financial records and related data;
  - minutes of all meetings of the Board of Directors.
4. The financial statements of the Foundation:
  - (a) present on a fair and consistent basis all assets and all known liabilities of the Foundation at the year end;
  - (b) fairly reflect and summarize on a consistent basis the results of all transactions entered into by the Foundation during the year;
  - (c) segregate, where required, all transactions between and all balances due to and from the Foundation and its related parties. There have been no exchanges of goods or services with any related party for which appropriate accounting recognition and financial statement disclosure has not been given.
  - (d) record only those assets to which the Foundation has title and reflect only those transactions properly related to the activities of the Foundation.
5. All assets, wherever located, to which the Foundation had satisfactory title at the year end have been fairly stated and recorded in the financial statements on a basis consistent with prior years.
6. Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements or has otherwise been disclosed to you. There are no pledges or assignments of Foundation assets as security for liabilities.

7. Accounts receivable represent bona fide claims against residents for fees and other charges arising on or before the year end.

The total of accounts receivable written off during the period is hereby approved and, in our opinion, the allowance for doubtful accounts is adequate to cover all known or anticipated losses from uncollectible accounts and those accounts not paid within normal credit terms.

8. Appropriate provisions have been made for idle or obsolete assets or where site restoration costs will be necessary.
9. There are no direct or contingent liabilities, unusual contractual obligations nor any substantial commitments, other than in the ordinary course of business, which would materially affect the financial statements or financial position of the Foundation, except as disclosed in the financial statements.
10. We are not aware of any illegal or possibly illegal acts for which we have not disclosed to you all the facts related thereto.
11. We are generally aware of the environmental laws and regulations that impact our Foundation. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.
12. There are no outstanding legal actions or possible claims which have not been provided for or disclosed in the financial statements.
13. The minute books include the complete record of all Board of Directors meetings and resolutions throughout the year and to the present date.
14. We are not aware of any irregularities involving management or employees who have significant roles in the system of internal control.
15. There have been no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
16. No events or transactions other than those disclosed in the financial statements have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial statements.
17. We acknowledge that management is responsible for the implementation and operation of internal controls that are designed to prevent fraud and error.
18. We have disclosed to you our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
19. We have disclosed to you our knowledge of fraud or suspected fraud affecting the Foundation involving:
  - (a) management;
  - (b) employees who have significant roles in internal control; or
  - (c) others, where the fraud could have a non-trivial effect on the financial statements.
20. We have disclosed to you our knowledge of any allegations of fraud or suspected fraud affecting the Foundation's financial statements communicated by employees, former employees, or others.

21. We confirm that we have reviewed and approved all adjusting entries made during the audit and we understand that no significant uncorrected financial statement misstatements have been brought forward as a result of the audit.

Yours sincerely,

**LACOMBE FOUNDATION**

Per:   
\_\_\_\_\_  
Carla Beck, Chief Executive Officer  
The Bethany Group

  
\_\_\_\_\_  
Ann Hultink, Financial Coordinator  
Lacombe Foundation

March 27, 2023

Lacombe Foundation  
c/o The Bethany Group  
4612 - 53 Street  
Camrose, Alberta  
T4V 1Y6

**Attention: Board of Directors**

Dear Board Members:

**RE: 2022 AUDIT**

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to the Board. This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of the Board and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

**SIGNIFICANT FINDINGS FROM THE AUDIT**

The objective of our audit was to obtain reasonable assurance that the financial statements are free of material misstatement. Our audit procedures were performed in order to form an opinion on the financial statements and although they might bring possible fraudulent or illegal activities to our attention, our audit procedures were not designed to detect fraudulent or illegal activities.

The audit findings contained in this letter did not have a material effect on the Foundation's financial statements, and as such, our audit report is without reservation.

**Internal Controls**

Our audit procedures did not reveal any significant deficiencies in internal control.

**Accounting Policies**

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Foundation. The application of those policies often involves significant estimates and judgments by management.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.





### **Uncorrected Misstatements**

There were no uncorrected misstatements aggregated by our Firm, for the year ended December 31, 2022.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements above, we agree with management that the financial statements are not materially misstated.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of the Board.

### **AUDITOR INDEPENDENCE**

We believe it is important to communicate, at least annually, with you regarding all relationships between the Foundation and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Foundation and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2022 to March 27, 2023.

We wish to thank the management and staff for their assistance during the audit. We appreciate the opportunity to work with the Foundation.

Yours very truly,

**METRIX GROUP LLP**



Curtis Friesen CPA, CA  
Partner

## Lacombe Foundation – Advocacy 2023

- Operates Lacombe Seniors Lodge (97 lodge rooms), Eckville Manor House (35 lodge rooms, 15 DSL 3 rooms).
- Owns 48 Affordable housing units for families in Blackfalds and Lacombe.
- Employs 69 people with competitive wages and benefits.

### Key issues:

- The need to replace the aging Lacombe Lodge is critical. The current lodge is no longer meeting the needs of residents. A full feasibility study was completed in 2019. The current lodge has over 3.3 million dollars of deferred maintenance needs including the need to replace HVAC systems, boilers, windows and building envelopment replacement. Living spaces are small, corridors narrow and bathrooms are small and still have tubs.
- A new building in Lacombe is needed to meet growing demand in the service area and allow for opportunities to address different care needs such the needs of couples and opportunities to “age in place”.
- The Foundation has committed to hiring a project manager in 2023 to advance the project.
- There is a gap in current grants offerings and the levels of funding in those grants are inadequate to cover the costs fairly. This gap in grants would see an unsustainable level of local requisition.
- Lacombe Foundation seeks equitable funding similar to the funding provided to Parkland Foundation for their Autumn Grove project.
- Lacombe Foundation is still awaiting a response to a July 2022 application to provide adult day support programing at the Lacombe Lodge and is waiting for the opportunity to apply to provide home care services for congregate living sites.
- Lacombe Foundation is supportive of the planned 2023 Lodge Program Review and is eager to participate in this important conversation to ensure that the seniors lodges in our community continue to serve all seniors who need safe, reliable and affordable accommodations and services.



March, 2023

Thank you for your request for an update on the Lacombe Lodge redevelopment proposal.

The Feasibility Study (Part 1 and Part 2) is available on the Lacombe Foundation website at <https://www.lacombefoundation.ca/lodge-replacement-project>

The project request was originally submitted to the Ministry of Seniors and Housing (Housing and Lodges are now with the Ministry of Seniors, Community and Social Services) through the annual business planning process in June 2019. The request was confirmed and updated in the 2021 Business Plan submission to the Ministry.

1. A detailed cost estimate was obtained in 2019. With large inflationary pressures in the construction industry, a range between 7.5% to 30% cost increases is provided below. The original cost estimate is located in the Feasibility Study – Part 2, Table 9.1.

	Original 2019 Costing Altus	2021 Estimate 7.5% increase over 2019	2023 Estimate 30% increase over 2019
Phase 1 54-unit apartment	11,964,000	12,893,550	15,553,200
Phase 2 Demolition	535,000	575,175	695,500
Phase 3 87 lodge spaces	21,285,000	23,461,875	27,670,500
Phase 4 Demolition	815,000	876,125	1,138,962
Phase 5 47 new units lodge and/or supportive living	10,604,000	11,399,300	13,85,200
Total	\$ 45,233,000	\$ 49,205,975	\$ 58,802,900

2. Lacombe Foundation currently has \$2,272,966 in Restricted Reserves for the redevelopment project. Additional funds are added to the reserve when possible.
3. Capital Maintenance: As of June 2021, the estimated value of deferred maintenance for Lacombe Lodge is \$3,328,125, all of which has been assessed as critical need. This includes HVAC systems, boilers, windows and building envelope. (Appendix D of Business Plan submission).



4. Units created (Feasibility Study – Part 2 Section 7.5 phasing diagram );  
Phase one – 54 independent living apartments (40 SSC, 14 affordable). This would net an increase of 14 units.  
Phase 2 - Demolition of the current 40-unit apartment building and one wing of 10 lodge rooms.  
Phase 3 –Construction of 87 lodge spaces.  
Phase 4 – Demolition of old lodge.  
Phase 5 – Construction of 47 units of supportive living (this could be lodge units or other model, dependent on community need).  
After completion of all 5 phases, this would result in an increase of 14 independent living apartments and 37 supportive living units for the community.  
One of the strengths of the current plan is that residents would not be displaced during construction and can transition from the existing space to new space.
5. Location is at the existing lodge site. Site concept and design are located under Feasibility Study – part 2. Please refer to section 7.
6. Construction timeline – at the time of the 2019 study, all phases were predicted to be able to be completed over 60 months (section 9.2).
7. Current state:  
This project requires a coordinated effort with the Ministry as it involves assets owned by the Alberta Social Housing Corporation. In the most recent discussions, the project does not appear to be in the current queue. While we have been investigating grant opportunities, there seems to be a gap with the eligibility of lodge replacement in the current grant offerings, and ability to apply for assets not owned by Lacombe Foundation.

Should you have any additional questions, please feel free to ask.

Sincerely,

A handwritten signature in black ink that reads "Carla Beck".

Carla Beck  
CEO, The Bethany Group  
CAO, Lacombe Foundation



**Greg Rathjen**

**REPORT FOR March 2023**

- Mar 1 **online meeting with Honourable Minister of Municipalities Affairs Rebecca Shultz**
  - Discussed Multiple Funding and coming proposed changes as provisions for replacement of MSI. Direction provincial government is heading.**online meeting with Honourable MP Blane Calkins**
  - Request two recommendations our riding would like for the change of name of the restructuring of our new borders for our area taking Red Deer out.
- Mar 7 MPC MEETING For garage allowance request
- Mar 8 Indigenous Stakeholders Conversation
  - Medicine Lodge Ski Hill discussions on the ideas for the Medicine Hills Ski Lodge
  - Input from all who are interested and having stakeholders
  - Master Plan and Asset Utilization Study at the Red Deer Resort and Casino
- Mar 9 SHECA Town hall meeting at the Sports Hall
  - Society for Red Deer hospital Expansion. Doctors, mayors, residents, media, and political representatives
- Mar 14 Regular Council meeting
  - Declare Volunteer week April 16 to 22
- Mar 22 LREMP Meeting Lacombe Memorial Centre
- Mar 24. Meeting with Dale Russell (Realtor) sales strategy subdivision
- Mar 28 Regular council meeting
  - Farmers Market request
  - Wrapping up our 2022 Auditors Report and recommendations



**Dale Grimsdale**

**REPORT FOR March 2023**

- Mar 7                   Municipal Planning Commission Meeting – Oversized Garage
  
- Mar 14                 Regular Council Meeting
  
- Mar 20                 Parent School Board Meeting
  - Trustee Update
  - Preliminary Budget Planning (budget update 2023/2024)
  - School Reach Team headed to provincials' competition.
  - Fashion show slated for May 25<sup>th</sup>
  - In house aboriginal studies including moccasin making offered in school
  - Chess club is a big hit and contains multiple grads participating.
  - Bentley is looking into programs that will teach secondary languages
  - The 2023/24 calendar was approved
  
- Mar 24                 Meeting with REMAX town realtor
  
- Mar 28                 Regular Council Meeting





**Lenore Eastman**

**REPORT FOR March 2023**

- Mar 7           Municipal Planning Commission Meeting – Oversized Garage
- Mar 14          Regular Council Meeting
- Mar 21          Emergency Management – Exercise Debrief
- Mar 24          Meet with Realtor Subdivision Lots for Sale
- Mar 27          Lacombe Foundation Meeting
- Mar 28          Regular Council Meeting



**Brenda Valiquette**

**REPORT FOR March 2023**

- Mar 7                   Municipal Planning Commission Meeting – Oversized Garage
- Mar 14                 Regular Council Meeting
- Mar 21                 Exercise Winter Storm Debrief – Lacombe Memorial Centre
- Mar 24                 Meet with Realtor Regarding Subdivision Lots
- Mar 28                 Regular Council Meeting



**Pam Hansen**

**REPORT FOR March 2023**

- Mar 7                   Municipal Planning Commission Meeting – Oversize Garage
- Mar 8                   Indigenous Conversation – Medicine Lodge Ski Hill Masterplan
- Mar 14                 Regular Council Meeting
- Mar 22                 Lacombe Regional Fire Services Advisory Committee Meeting
  - New Tender Received for Bentley Fire Department
  - Bentley Fire Department had 111 calls (80 in the county and 31 in town, 23 of these calls were motor vehicle collisions.
  - Total calls for fire departments were 870 calls and over 7811 staff hours.
  - Transitioning radios over to AFRCs system as the new system will work much better for coverage, easier for departments to communicate with each other during mutual aid calls and the departments will have their own radio channels and won't have to worry about other companies etc. using their channels
  - New program also being started to work towards fire fighting courses in High School
  - Fire Calls increasing between 5-10% per annum across the country.
- Mar 24                 Meeting with REMAX Town Realtor
- Mar 28                 Regular Council Meeting