



AGENDA

**Bentley Town Council Regular Meeting
Tuesday June 27, 2023
6:45pm Regular Meeting**

- 1. Call to Order**
- 2. Indigenous Acknowledgement**

“We acknowledge that we are meeting on Treaty 6 Territory and Home of Metis Nation Region 3, on land that is part of a historic agreement involving mutuality and respect. We recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these lands.”
- 3. Amendments & Acceptance of Agenda**
- 4. Adoption of Previous Minutes:**
 - a) Regular Meeting of Council June 13, 2023**
- 5. Financial:**
 - a) Prepaid Cheque Listing – Cheques No. 20230428 to 20230468**
- 6. New Business**
 - a) PCPS Quote regarding revision to Summersault Area Structure Plan**
 - b) New PCPS Funding Model**
 - c) Wolf Creek Public School & and BGC After School Out Day Program – Funding**
- 7. Correspondence**
 - a) Lacombe County Council Highlights June 8, 2023**
 - b) Bentley Assessment Audit – Notification Letter**
 - c) Alberta Transportation – Functional Planning Study (Hwy 20 from Hwy 11 to Hwy 12)**
- 8. Other Business**
 - a) Councillor Eastman attendance at AHS Community Engagements (Recruitment and Retention)**
- 9. Adjournment**



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

June 13, 2023

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, June 13, 2023, at 6:45 p.m., in the Bentley Municipal Office

In Attendance Mayor Greg Rathjen
Deputy Mayor Hansen
Councillor Grimsdale
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 157/2023 Moved by Councillor Eastman, “THAT the agenda of the June 13, 2023, regular meeting of mayor and council be amended to include an additional in-camera item as follows:

“In-camera – item regarding Council Code of Conduct, in accordance with the freedom of information and privacy act, Division 2 – Exceptions to Disclosure, Disclosure Harmful to personal privacy 17(1) – The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party’s personal privacy. (2e) the information is about the third party’s classification, salary range, discretionary benefits or employment responsibilities as an officer, employee, or a member of a public body or as a member of the staff of a member of the Executive Council.”

Carried

Motion 158/2023 Moved by Councillor Valiquette, "THAT the amended agenda of the June 13, 2023, Regular Meeting of Council be accepted."

Carried

Previous Minutes

Motion 159/2023 Moved by Deputy Mayor Hanson, "THAT the minutes of the May 23, 2023, Regular Meeting of Council be accepted."

Carried

Financial

a) Prepaid Cheque Listing – Cheques No. 20230385 to 20230427

Motion 160/2023 Moved by Councillor Valiquette, "THAT Cheques No. 20230385 to 20230427 be received for information."

Carried

New Business

a) Bylaw 243/2023 – Assessment Review Board Bylaw

Motion 161/2023 Moved by Councillor Valiquette, "THAT Bylaw No. 243/2023 being a bylaw to establish a local assessment review board and a composite assessment review board in the Town of Bentley, be read a first time this 13th Day of June 2023."

Carried

Motion 162/2023 Moved by Councillor Grimsdale, "THAT Bylaw No. 243/2023 be read a second time this 13th Day of June 2023."

Carried

Motion 163/2023 Moved by Deputy Mayor Hansen, "THAT Bylaw No. 243/2023 be presented and considered for third and final reading this 13th Day of June 2023."

Carried Unanimously

Motion 164/2023 Moved by Councillor Eastman, "THAT Bylaw No. 243/2023 be read a third and final time this 13th Day of June 2023."

Carried Unanimously

b) Capital Project Concrete Program

Motion 165/2023 Moved by Deputy Mayor Hansen, “THAT Mayor and Council authorize the CAO Marc Fortais to award additional concrete work to OLDS Concrete for the 2023 Town of Bentley Concrete Program. The work will include ongoing sidewalk work throughout the Town of Bentley and will complete the 3rd phase of replacement; AND

THAT Mayor and Council authorize funding in the amount of \$199,753.00 to be utilized from either the Canada Community Building Fund or MSI and an additional \$3,000 from operations for a total amount of \$202,753 to be used to fund the 2023 Phase III of the concrete program for the Town of Bentley.”

Carried

Correspondence

a) Lacombe County Council Highlights May 23, 2023

Motion 166/2023 Moved by Deputy Mayor Hansen “THAT correspondence items a) be received for information.”

Carried

Council Reports

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

Motion 167/2023 Moved by Councillor Grimsdale, “THAT the Council Reports for May 2023, be accepted as information.”

Carried

Break

Motion 168/2023 Moved by Deputy Mayor Hansen, “THAT Mayor and Council take a short recess at 7:07pm for 5 minutes prior to moving into the in-camera session.”

Carried

Mayor Rathjen called the meeting back in session at 7:13pm

In-Camera

Motion 169/2023 Moved by Councillor Grimsdale, “THAT the Regular Meeting of Mayor and Council, be closed to the public at 7:14pm for a discussion regarding Council Code of Conduct, in accordance with the freedom of information and privacy act, Division 2 – Exceptions to Disclosure, Disclosure Harmful to personal privacy 17(1) – The head of a public body must refuse to disclose personal information to an applicant if the disclosure would be an unreasonable invasion of a third party’s personal privacy. (2e) the information is about the third party’s classification, salary range, discretionary benefits or employment responsibilities as an officer, employee, or a member of a public body or as a member of the staff of a member of the Executive Council.”

Carried

Motion 170/2023 Moved by Deputy Mayor Hansen, “THAT the Regular Meeting of Mayor and Council, be resumed in public at 7:55pm.

Carried

Adjournment

The meeting was adjourned by Mayor Rathjen at 7:56pm

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Page 1 of 2

Cheque Listing For Council

2023-Jun-21
10:53:51AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230428	2023-06-15	RATHJEN, ARTHUR M				
20230429	2023-06-15	VALIQUETTE, BRENDA C				
20230430	2023-06-15	HANSEN, PAMELA				
20230431	2023-06-15	GRIMSDALE, DALE A				
20230432	2023-06-15	EASTMAN, LENORE M				
20230433	2023-06-15	CARSON, BARBARA J				
20230434	2023-06-15	JENSEN, DARREN J				
20230435	2023-06-15	MEREDITH, SANDRA L				
20230436	2023-06-15	GIBSON, COLE C				
20230437	2023-06-15	DENNEHY, NATHAN				
20230438	2023-06-15	GREAVES, LORYANNE				
20230439	2023-06-15	FORTAIS, MARC C				
20230440	2023-06-15	KIKSTRA, ROBERT B				
20230441	2023-06-15	LOOV, CHRISTOPHER D				
20230442	2023-06-15	SMITH, MADISON M				
20230443	2023-06-15	STURGEON, BARRET C				
20230444	2023-06-15	1704567 ALBERTA LTD.	368	PAYMENT ARENA SET UP MOUSETRAPS &	231.00	231.00
20230445	2023-06-15	327241 ALBERTA LTD.	1179	PAYMENT MAY MONTHLY ANIMAL PATROL :	892.50	892.50
20230446	2023-06-15	ACCESS GAS SERVICES	202305-AB1878	PAYMENT NATURAL GAS BILL FOR MAY 20:	1,205.22	1,205.22
20230447	2023-06-15	BIG HILL SERVICES	31664	PAYMENT ARENA - 2007 OLYMPIA ANNUAL	6,560.00	6,560.00
20230448	2023-06-15	CHAPMAN RIEBEEK LLP	2306013	PAYMENT BYLAW PROSECUTIONS (GENEF	39.90	39.90
20230449	2023-06-15	FORTAIS, MARC	25052023	PAYMENT REIMBURSEMENT FOR CREAME	33.77	33.77
20230450	2023-06-15	G.L.D.C. GAS CO-OP LTD.	658252	PAYMENT BENTLEY FIRE HALL NATURAL G	57.84	57.84
20230451	2023-06-15	GREGG DISTRIBUTORS LP	059-552180 059-552637 059-552993	PAYMENT PW SHOP - COFFEE PARKS & REC SHOP SUPPLIES PW SHOP SUPPLIES	53.56 26.17 42.95	122.68
20230452	2023-06-15	HHID	367516	PAYMENT DEM JUNE PAYMENT	787.50	787.50
20230453	2023-06-15	LACOMBE REGIONAL TOURISM	000020	PAYMENT 2023 COMMUNITY MEMBERSHIP	5,336.00	5,336.00
20230454	2023-06-15	LACOMBE REGIONAL WASTE SERVICES COMM	37486	PAYMENT 2023 SECOND QUARTER REQUI:	16,770.00	16,770.00
20230455	2023-06-15	SERVUS CREDIT UNION	01052023	PAYMENT SERVUS MASTERCARD BILL FOI	342.06	342.06
20230456	2023-06-15	GREGG DISTRIBUTORS LP	059-553389	PAYMENT PW SHOP MAINTENANCE SUPPI	105.21	105.21
20230457	2023-06-15	HANSEN; , PAMELA DAWN	05012023	PAYMENT REIMBURSEMENT MILEAGE MA)	27.14	27.14



TOWN OF BENTLEY

Cheque Listing For Council

2023-Jun-21
10:53:51AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230458	2023-06-15	PARKLAND COMMUNITY PLANNING SERVICES	21993 21994	PAYMENT DAY TO DAY PROFESSIONAL SE DAY TO DAY PROFESSIONAL SE	1,117.50 8,925.00	10,042.50
20230459	2023-06-15	RATHJEN, GREG	01052023	PAYMENT REIMBURSEMENT OF MILEAGE	16.52	16.52
20230460	2023-06-15	RSM ALBERTA LLP	6971010	PAYMENT PREPARATION & FILING 2022 AU	8,032.50	8,032.50
20230461	2023-06-15	VALIQUETTE, BRENDA	01052023	PAYMENT REIMBURSEMENT OF MILEAGE	16.52	16.52
20230462	2023-06-15	WORKERS' COMPENSATION BOARD	26453735	PAYMENT INSTALLMENT PAYMENT FOR JU	140.29	140.29
20230463	2023-06-21	BENTLEY ESSO	31052023	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	1,184.84	1,184.84
20230464	2023-06-21	BLUE GRASS NURSERY & GARDEN CENTE	G141651	PAYMENT SOD FOR OXFORD	2,877.38	2,877.38
20230465	2023-06-21	CALMONT EQUIPMENT LTD	W03301	PAYMENT TOOLCAT REPAIR	6,746.23	6,746.23
20230466	2023-06-21	GOVERNMENT OF ALBERTA	1800033361	PAYMENT POLICE FUNDING MODEL 2022-2	37,560.00	37,560.00
20230467	2023-06-21	WOLF'S BOTANICAL	80016199	PAYMENT TREE PLANTING FOR 52ND STRI	6,992.03	6,992.03
20230468	2023-06-21	TRI-L CORPORATION O/A ORIEL WINDOWS & DC	717317.1	PAYMENT DEPOSIT ON REPLACEMENT OF	3,500.00	3,500.00

Total 133,682.79

*** End of Report ***



Agenda Date: June 27, 2023

Agenda Item: Ongoing Business: Bentley Minor Soccer request for new soccer facility

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council consider this report and advise on next steps regarding the proposed work to be undertaken for the Summersault Area Structure Plan revision.

SUMMARY & BACKGROUND

On February 7, 2023, the Town Office received a letter from Bentley Minor Soccer Association (BMSA) requesting consideration in building a new outdoor soccer facility. (**Attachment #1**). The letter outlined challenges with the existing space at the schools due to it being a multiuse space, maintenance costs being expensive, and the fact that the organization has grown and is rapidly running out of space.

BMSA also indicated that given the recent conversations regarding development of residential lands to the North, The Summersault area (**Attachment #2**) and the new Area Structure Plan to be considered for the Southeast, that they felt this was an optimal time to incorporate the development of a new outdoor soccer facility with additional amenities such as a running track, green space, playground, and picnic area. BMSA also indicated they would be willing to assist by soliciting donations if a suitable location was procured.

On April 11, 2023, BMSA came as a delegation to speak with Mayor and Council regarding this request. Administration was directed through motion 108/2023, "THAT CAO Marc Fortais be directed to look for suitable space on Town owned Land to potentially accommodate a playing field and bring back to council a report within a month regarding the findings."

Subsequently on May 9, 2023, administration prepared a report that looked at specific locations for where such a soccer facility could be considered (**Attachment #3**). In response to that report, Mayor, and Council passed motion 152/2023.

"Moved by Councillor Grimsdale, "THAT the CAO be directed to obtain a quote from PCPS regarding the incorporation of recreation amenities in the Summersault Area Structure Plan; AND

THAT the CAO connect with minor soccer regarding the process once the quote is obtained."

A second letter (**Attachment #4**) was received from Minor Soccer on May 16, 2023, providing additional clarification regarding the request from Minor Soccer and their commitment to supporting the project.

CURRENT STATE

The Town of Bentley has received the quote from Parkland Community Planning Services to revise the Area Structure Plan. It is anticipated that the work can be completed for a total cost of \$10,260.00 plus GST.

The work includes background research, public engagement, draft vision and concept, revised plan, and additional public engagement, finalizing the proposed plan and adoption.

PCPS has the capacity to schedule the work at any time.

BUDGET AND FINANCIAL CONSIDERATIONS

Anticipated budget required: (\$10,260.00*)

Phase 1 – Organization, Background, Research, Initial Ideas and Scope

- Planner 9 hours, Technician 4 hours \$1,730.00

Phase 2 – Public Engagement, Draft Vision, and Concept

- Planner 10 hours, Technician 4 hours \$1,880.00

Phase 3 – Drafting Plan and reviewing with public.

- Planner 26 hours, Technician 10 hours \$4,850.00

Phase 4 – Finalizing the proposed plan and adoption.

- Planner 12 hours \$1,800.00

***The amount and work is currently not included in budget or in the existing workplan,**

ATTACHMENTS

- 1.) Letter Bentley Minor Soccer
- 2.) Map - Summersault Area Structure Plan Lands
- 3.) May 9 Council Report regarding availability of land to support fields.
- 4.) 2nd Letter Bentley Minor Soccer

Marc Fortais, CAO

Town of Bentley Municipal Office
4918 50 Ave
Bentley, AB
TOC 0J0
Attention: Chief Administrative Officer, Mr. Marc Fortais

February 7, 2023
Re: Request for space for new soccer fields

Dear Mr. Fortais and Respective Bentley Town Council Members;

The Bentley Minor Soccer Association (BMSA) is asking your consideration in building a new outdoor soccer facility. Our club has seen rapid growth over the last number of years, and the need for updated fields is imperative to keeping our club moving forward. In the last ten years, Bentley Minor Soccer has gone from approximately 40 kids in the age categories of U6, U8, and U10, to last season, in 2022, a total of 107 kids registered in age categories from U5 to U15.

While we have been fortunate to use the Bentley Elementary field space, this is no longer suitable for a club of our size for a variety of reasons. First of all, as the elementary fields are a multi use space for soccer, track and field, school gym, school recesses, and the general public, the additional maintenance of the field has become cumbersome and expensive. Secondly, as we have grown, so too, have the number of competitive teams and subsequent games. As such, there are often nights of play where there is simply not enough space for all teams to practice safely and adequately. Lastly, this multi use space has continued to deteriorate year after year, with a potential cause being dew worms. Each of these issues present a safety hazard for the children participating.

The BMSA feels the construction of a new outdoor space would bring even more youth to the game, as well as a sense of pride for the general public of Bentley. A new outdoor space would allow our teams more games and practice times, as well as open up pitch time to host additional games and tournaments in the future. Every year for the past approximately 8 years, the BMSA has hosted a U9 Development Tournament. This tournament sees 12 teams, bringing approximately 150 players and their families to the town of Bentley. Having proper field space would allow us to continue and expand on the success of this tournament, benefiting the small businesses of Bentley as a whole.

In conjunction with the proposal to further develop the Town of Bentley to the South and West, the members of the BMSA feel it is a timely opportunity to incorporate the development of a new outdoor soccer facility. Furthermore, in order to make this space more inclusive, the area could also include areas such as a running track, green space, playground, picnic area etc. The benefit of a space such as this is a healthy, vibrant community that will continue to draw people to the beautiful town of Bentley. The BMSA is greatly willing to assist with this endeavour by soliciting donations from the business community for the construction of the facility, once the suitable land has been procured. The BMSA cordially requests a meeting with you and the appropriate personnel. Thank you for your attention to this matter; the BMSA looks forward to speaking with you soon.

Kindest Regards,



Michelle Lundy

Vice President, Bentley Minor Soccer Association



Agenda Date: May 9, 2023

Agenda Item: Ongoing Business: Bentley Minor Soccer request for new soccer facility

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council receive this report as information.

SUMMARY & BACKGROUND

On February 7, 2023, the Town Office received a letter from Bentley Minor Soccer Association (BMSA) requesting consideration in building a new outdoor soccer facility. (**Attachment #1**). The letter outlined challenges with the existing space at the schools due to it being a multiuse space, maintenance costs being expensive, and the fact that the organization has grown and is rapidly running out of space.

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Subsequently on April 11, 2023, BMSA came as a delegation to speak with Mayor and Council regarding this request. Administration was directed through motion 108/2023, "THAT CAO Marc Fortais be directed to look for suitable space on Town owned Land to potentially accommodate a playing field and bring back to council a report within a month regarding the findings."

Administration has prepared this report in response to that motion for Mayor and Council's consideration.

CURRENT STATE

A review was undertaken of existing space in the Town of Bentley that would be suitable to accommodate a soccer pitch of normal size. When considering the development of such space, you need to consider parking, the size of the actually playing area, and space on each side and each end of the pitch. Allowing 10 metres of extra space on each side, a full-size pitch (for adult soccer) of 75 X 110 metres would require a total land area of about 3 acres. A pitch that meets Alberta Soccer

Standards for a U12 game should be 40 to 55 metres wide and 60 to 75 metres long. Again, allowing 10 metres on each side, the total land area would be in the range of approximately 1.75 acres.

1.) Plans and Priorities

Administration also reviewed a variety of Plans and established priorities as follows.

Town of Bentley Parks and Open Space Plan 2008

Relevant goals from that plan indicate:

- Plan Park locations to ensure that all residents have reasonable access to parks and recreation facilities located throughout the town.
- Provide a full range of recreation activities to meet the needs of residents.
- Seek opportunities and leverage funding and facilities with schools, land developers, community groups and other government agencies.
- The plan also defines parks with athletic fields as “Special Use Parks”, and design guidelines recommend having sufficient buffers from noise and traffic if residences are nearby, and access from arterial or collector streets (not from local streets within a residential community)

Summersault Area Structure Plan

The northwest corner of the plan area is the lowest point or drainage point and currently hosts a stormwater detention pond. According to the plan, this is to be a dry pond, but there is water in spring and during wet weather. The plan also shows a seasonal drainage channel running from the southeast to the northwest. These areas together form the planned open space and natural amenity areas for the development and will also allow for pedestrian trail connections within the development. **Improvements are to be the responsibility of the developer.** It also appears in the plan that there will be a public utility lot and an environmental reserve area. There was no contemplation for a municipal reserve, which would be typically utilized for the creation of parks or field spaces.

Town of Bentley/Lacombe County Intermunicipal Development Plan

Policy 5.5 of the IDP includes language encouraging the Town to ensure that **adequate park dedication** meeting local and community needs is **available through the subdivision process**, and also encouraging cooperation with Lacombe County in delivering recreational opportunities.

2.) Options Considered

There is no existing public park space that is not being used within the Town of Bentley that would meet these current requirements. Therefore, the only two areas that would potentially be able to accommodate the size required, would be the Summersault Area Structure Plan Lands (**Attachment #2**) (owned by the Town of Bentley) or the area under consideration for the Bentley Southeast Area Structure Plan (which is currently not owned by the Town of Bentley) (**Attachment #3**)

A.) 46a Street Park

- The neighborhood park on 46a street, north of 53 Avenue cul-de-sac, has a large open grassed area that might be large enough for a small soccer pitch. However, the area north

of the existing playground is only about 45 metres long on the shorter side – short for even a minor soccer facility. Other considerations include the need to fully fence the area to prevent balls from entering the street, and a lack of parking since this is a neighborhood park. Significant traffic and on street parking on a local street would be the result, affecting the character and enjoyment of the neighborhood for existing residents.

- **This site is not recommended for consideration, sports fields that serve the broader community should be located on an arterial or collector road and provide suitable off-street parking.**

B.) Summersault Area Structure Plan

Stormwater Pond

- In some cases, fields can be placed on stormwater management ponds, however in this case there is standing water on many occasions evidenced by aerial photographs over the years. Second the pond is at the low point in the landscape, it would be costly to level the area to create a playing field. Thirdly, parking and traffic may be a concern at this location, on a local road within the neighborhood. **Therefore, a soccer pitch is likely not feasible on the stormwater pond.**

ASP Amendment

- The plan indicates that sports fields were discussed in the design phase for the project but were ruled out in favor of passive recreation areas. We must remember that when these plans are created, they include engagement with the public as well. **However, the option still exists to re-examine the ASP and consider designating a park area for sports fields. This would require an amendment to the Area Structure Plan.** Design work would be needed to identify the ideal location, and this would affect the layout of the plan area and the overall number of lots. Depending on the location and layout and the size of the park in addition to the soccer pitch, at least 8 to 10 single detached lots would be eliminated from future development and there may be a need to revise engineering work for future tie ins. **An ASP amendment process would include public consultation, a public hearing, and a bylaw to formally change the statutory plan. This process should be preceded by a thorough discussion of all recreational needs of the community, as suggested in the Parks and Open Space Plan.**

C.) Bentley Southeast – Future Area Structure Plan

Bentley Southeast ASP Property

- The plan is currently drafted (based on mapping that was presented to the public in November 2022) incorporates up to 2.25 hectares (not quite 5 acres) of Municipal Reserve, mainly intended as a buffer with a berm south of 48th Avenue, and corridors for trails. An additional MR could be considered. Given the size of the overall area, an additional hectare or two of land is not likely to be significant, as long as a suitable location is chosen. We are currently in the process of removing the southerly two quarter sections and revising the plan, which will come back to the public for further consultation and feedback.
- **It is important to consider the purpose and the intent of the ASP – to create opportunities for commercial and industrial development. Creation of public park spaces should not detract from this economic development goal. However, choosing a site on the periphery of the area and avoiding access from an internal industrial roadway, would**

mitigate land use compatibility concerns. In general investment in recreation could be seen as positive by developers, and aid in the attraction of business. **This is not likely to be a short-term option; where the land is privately owned, acquisition of MR areas would happen as there is development.**

Firehall existing property

- In addition, administration reviewed the existing firehall property, and it was found the area is not sufficient in size to accommodate a field. (**Attachment #4**). It should also be noted that in conversations with the county, they have indicated that placing a soccer field adjacent to the firehall is not a compatible use in their opinion, due to potential conflicts with emergency response that may be encountered by users of such a field from parking and pedestrian traffic.

D.) Partnerships with Lacombe County

- This kind of special purpose park being requested, serves the area population, not just the Town. Although it would be preferable to have our own additional playing space to attract and keep people in Bentley, consideration should be given to where amenities already exist in the County and are being underutilized.
- For example, there is an existing soccer pitch within Lacombe County, off Rainy Creek Road located on Range Road 24 - about 20km (15-to-18-minute drive from Bentley).(**Attachment # 5**)
- While this location may not be ideal for Bentley residents, there are many participants from Bentley Minor Soccer that live within the county. The field appears to be 50X100 metres, and with some maintenance could be quite suitable for Minor Soccer. It is part of a rural subdivision development that has not been built out, but the road is paved as well as there is ample parking, and the soccer uprights are in place.
- Upon initial conversations with county representatives, they are open to the conversation regarding additional amenities such as washrooms, field maintenance and regular mowing if the field is to be requested to be utilized. Currently no one is using the field.

3.) Other considerations

- Typically, fields such as this are built through investment in community by developers through a subdivision process and via Municipal Reserve dedication. There is, however, nothing stopping any group or community organization from undertaking initiatives that support the expansion and development of their own recreational amenities. Organizations can undertake their own fundraising, acquire their own land, and operate their own facilities if they choose to do so.
- Mayor and Council should be cognizant of all sports, recreation and not-for-profit organizations that exist within the Town of Bentley. If it is a priority of Mayor and Council to develop additional recreation amenities in the community, this should be considered as a part of an overarching recreation master plan, that takes into consideration all sporting groups and develops a comprehensive approach through public engagement to prioritize the development of recreation amenities. In addition, the costs associated with potential development of additional recreation amenities, both capital costs and long-term operating costs, must be

balanced against existing priorities for infrastructure replacement including arena slab and ice plant replacement, concrete replacement, Dick Damron Drive rehab, Oxford Park development and other aging infrastructure identified through a robust asset management planning process.

- Tax considerations are also important as adding additional amenities results in additional operational costs and upkeep. Diversification of the tax base and attraction of industrial and commercial investment should remain a top priority for mayor and council. Through that attraction and investment, amenities such as this can be included as MR designation in the creation of the area structure plans that look to the long-term future. If the desired outcome of Mayor and Council is to prioritize the creation of additional recreational field space, that feedback should be provided to the consultant through the Area Structure Plan Process and through the assigned council representatives to the IDP & ICF Committee.
- Current field utilization by minor soccer occurs during the week only. It is the Town's understanding that the fields are not utilized on weekends by minor soccer. It may be an option to gain some additional capacity by scheduling games on weekends. However, this would need to be considered with the availability of volunteers to be able to support weekend games.
- Participants to Bentley Minor Soccer are broken down as follows and should be considered from a funding perspective if a field is to be built, there should be partnerships with the County to support the utilization from residents outside of the community of Bentley:

○ Bentley Box Number	48
○ Bentley Street Address	18
○ RR1 Bentley	16
○ RR1 and Box Number	4
○ Lacombe County RR1 and Box Number	22
○ Box Number Lacombe	2
○ RR1 Rimbey	5
○ Box Number Rimbey	2
○ Town Address Rimbey	1
○ Sylvan Lake Town Address	5
○ Red Deer County	1

ATTACHMENTS

- 1.) Letter Bentley Minor Soccer
- 2.) Summersault Area Structure Plan Lands
- 3.) Bentley Southeast ASP Lands as shown in the last public engagement (amendment underway to the plan to remove southerly two quarters)
- 4.) Firehall Property Map
- 5.) Soccer Pitch off of Rainy Creek Rd

Marc Fortais, CAO

Bentley Minor Soccer Association New Field Proposal

In the last approximately 10 years of operation, the Bentley Minor Soccer Association (BMSA) has seen incredible growth, from approximately 40 participants in 2013, to this year, the 2023 outdoor season, a total of 124 registered participants. This growth has occurred despite overall town population decreasing over this same time frame (population of 1120 in 2013 to 1037 in 2022, as obtained from alberta.ca statistics). We do acknowledge the growth of the surrounding area and acreage living may also have contributed to this growth, but ultimately, this growth still highlights the importance of attracting a higher percentage of individuals to the sport of soccer and promoting an overall healthier and more active lifestyle for the town of Bentley.

From prior town council meetings, the two primary suggestions that have been made as a solution to BMSA space problem, were a) to use an existing space out at The Shores on Sylvan Lake, and/or b) to play on weekends, as the fields are not used then.

In regards to the first suggestion, the space at The Shores is limited to one field and is located approximately 15 minutes away from Bentley. To use this field would require collaboration with the County of Lacombe to maintain the field and to put in facilities ie. mowing, washrooms. Part of our argument for new fields in the Town of Bentley was that it would be an additional asset to the residents of Bentley and keep soccer right in the town. The Shores location would not provide any extra value to Bentley residents, and the concern would be that if participants and their parents are having to drive to a remote location, they may instead choose to drive to established facilities, such as Lacombe or Blackfalds. Thereby, we would lose potential Bentley soccer participants. As well, it is still only one field, whereby we are requesting space for two, full size fields. Currently in town, we are limited to only ever having a U13 or U15 game per night, as we only have one appropriate size field. The same problem exists with our U11 teams. We have two teams, but only 1 field that can be used for games any given night. Additionally, this year, we actually have 3 U9 teams, again causing scheduling and spacing conflicts. At this point, if we have a U17 team for next season, we have no place for them to play games, as it would mean 3 or more teams attempting to play games on the same field.

In regards to the second suggestion of playing on weekends, this is also unfortunately, not a viable option. Bentley Minor Soccer Association is part of a larger association, the Central Alberta Soccer Association (CASA), that includes towns all the way from Rocky out west to Camrose out east. A very extensive operation, that this year includes a total of 85 youth teams from all over central Alberta, CASA is organized for game play on weeknights, with the occasional weekend tournament. For Bentley to play games on weekends would require the entire association to change its league structure, which is not feasible.

What the BMSA is asking for is the following: a green space of approximately 200 by 150 metres would provide ample space to put in two full size fields. In regards to parking, BMSA has always used street parking and it has worked, so we would not require any additional space for that. If safety is deemed a concern, or if street parking would cause concerns for residents in the location, an extra space of 50 by 25 metres would provide ample parking for approximately 25 vehicles. This is based on the current parking lot that exists at the North side of the Bentley Elementary School, which measures 40 by 20 metres, and has 26 parking spaces.

In prior town council meetings, we have been told the Town of Bentley would in fact have the space to create new soccer fields. As such, dirt work would not be as extensive as in other areas, as we believe the soil in the area would be conducive to grass seeding (of course, soil samples might have to be taken to confirm this). We would not require any additional buildings or facilities ie. bathrooms, as the BMSA would bring in seasonal portables for this space (this is what we do for the current space at the Elementary fields). Based on very preliminary discussions with a local landscaping company, and without having done soil samples to confirm the expanse of work necessary, the estimated dirt work budget is upwards of \$100,000. We acknowledge this is a very rough estimate based on leveling black dirt, adding/removing clay, rolling grass seed in, and adding drainage ditches, but it is a starting point. The other additional cost would be minor maintenance of the field, such as field mowing and garbage can disposal. The BMSA would request that the town would assist in this, as they do for Bentley Minor Softball and other park spaces.

The BMSA sees many potential positive outcomes in creating new soccer fields. The proposed new fields would provide extra green space, a value to all town of Bentley residents, and an attractive feature for those considering buying in the new area. This green space could lead to the potential of other recreational opportunities, such as summer leagues, adult leagues, and/or additional sports such as lacrosse, lawn bowling etc. In regards to economics, the proposed new space would provide BMSA with the opportunity to host more soccer tournaments, and potentially even be a Provincial Tournament Host. Currently, the only tournament we are able to host, due to field sizing requirements, is the U9 soccer tournament. This year this tournament takes place on May 27th and brings approximately 150 participants and their families to the town of Bentley. If BMSA had more space, this influx of people to Bentley could happen more frequently, bringing with it potential business and revenue.

The BMSA feels strongly that we could find support for this endeavor and that it would be a project that Bentley residents and the surrounding community would rally behind. In fact, we have already had very positive conversations with individuals and businesses that are willing and able to sponsor this project. In addition, there are provincial grants available for these types of projects, such as the Community Facility Enhancement Program through the Government of Alberta that the BMSA is very willing and able to explore.

We understand that obtaining the desired space in the new Summersault area would require an amendment to the Area Structure Plan, a process that would include public consultation, a public hearing, and a bylaw to formally change the statutory plan. This of course, is the part of the project that we are asking the Town of Bentley to assist with. We do not know the financial implications of this restructuring, but again, the BMSA and those involved are willing to put in the work to make this proposed project a reality.

Sincerely,



Michelle Lundy, Vice President

on Behalf of the Bentley Minor Soccer Association



Agenda Date: June 27, 2023

Agenda Item: New Business:
PCPS Funding Model Change

ADMINISTRATIVE RECOMMENDATIONS

THAT Mayor and Council authorize CAO Marc Fortais to look to renew a contract with PCPS for ongoing planning services and support at a Tier One membership fee of \$4,000 per annum, plus the corresponding discounted rates as provided below in this report.

SUMMARY & BACKGROUND

Parkland Community Planning Services (PCPS) is a not-for-profit organization that provides a variety of planning consultation services to municipalities. They specialize in municipal land use policy planning, site assessment and design and subdivision services.

PCPS has extensive rural, urban and intermunicipal planning experience in Alberta and has supported the Town of Bentley for many years. Currently, they are assisting the Town of Bentley with the Bentley Southeast Area Structure Plan, Review of our current land use bylaw with recommended changes underway, general planning advise and consultation services to assist the CAO with planning decisions, GIS mapping support, and additionally supporting the Town with the Subdivision Appeal Board.

In early March PCPS facilitated conversations with the member CAO's and their board to discuss challenges in recruitment of senior planners, the current funding model. Concerns from the membership were mainly focused on the funding model and discussed revisions, they included:

- Higher costs could create barriers, especially for small members and they could end up losing some members.
- Challenge of paying for something without a tangible benefit, the current funding model is a retainer system and creates a credit at the beginning of the year with a draw down, while the new approach would involve membership fees, plus an hourly fee.
- It would be helpful to add value in some way but including SDAB membership fees (\$480.00 per year) was suggested.
- Municipalities would like to know how the new funding model would be phased in.

Based on the conversation in March, the proposal for the PCPS funding model was refined and endorsed by the Board to move forward. The changes in the new model are including the following:

- Proposed membership fees have been reduced and the lowest membership cost is now planned at \$1,250 per year.

- The SDAB membership fees have been included, which means that the net cost of a Tier Two membership for the smallest communities is \$770.00 per year and relative to existing market rates, the membership cost would be recovered with the use of just 31 hours, worth of PCPS services.
- Any existing projects underway and those for which a proposal has been provided will be completed at current rates (\$150.00 per hour for members)

The reason for this proposed change is that the existing funding model is not sustainable. It has required Directors to fully fund their salary and benefits, and to run very lean operations. Experience and history has shown that it takes significant effort to achieve annual surpluses and to create any financial cushion to see the organization through lean years.

The current approach also means the Director is spending a great deal of time managing staff and working on projects that directly generate revenue. This has meant little to no time devoted to business development efforts.

The transition to the new funding model is designed to free up time and energy so that the Director can focus on business development and member relations, in addition to working on projects that enhance the brand, image and profile of PCPS and build additional capacity through staff recruitment and the attraction of career focused planners. The idea is to create more stability and diversity in the workforce from junior to senior planners that will stay longer term with PCPS.

Current Funding Model

Population	Minimum Annual Amount
Under 750	\$2,500
>750 and <1500	\$5,000
1500 to <3000	\$10,000
3000+	\$20,000

The current funding model involves agreements with member municipalities that commit to minimum annual usage over a three-year period. The amounts contributed are credited to the account of each member and are drawn down as work is performed. When the credit is used, monthly invoices go to the members for services performed.

The limitation of this system is that while it enables members to recover all of their contributions through services performed, PCPS is not able to utilize any of these funds to cover costs until the work is completed. Core operating costs must be covered by profit generated by each hour billed.

While some members don't use up their annual allocations in the first year or two, others will use 3X or more, especially for larger projects, such as new Land Use Bylaws and statutory plans. Members and nonmembers also obtain GIS hosting and maintenance services from PCPS and pay for those services.

Services for planning is billed at \$150.00 per hour, regardless of the planner doing the work. The GIS technician rate is \$95.00 per hour, and administrative support is billed at \$70.00 per hour. These rates have been in place since 2017. If non-members receive services, their rates are typically \$25.00 per hour higher.

Proposed Changes Include:

- Rate increase commensurate with inflation (current fees unchanged since 2016/17)
- Differential hourly rates based on job titles and staff members assigned to work.
- Different rates for members vs nonmembers
- Membership tiers to create options for communities – higher membership fee up front brings lower hourly rates.
- Lower base amount, but no draw down of this amount; membership fees would be used to cover core operating costs of PCPS which amount to around \$250,000 per year and include (insurance, accounting, recruitment, supplies, facility, and equipment (leases, computers, depreciation), internet and telephone costs, board costs, office manager, 50% of director cost)

The goal of this proposed change is to create a stable base funding model for future sustainability, while providing options for municipalities based on budget level and utilization of planning services.

Long term viability will create a solid membership base, steady flow of work, reasonable costs for members (still better than market rates), strong leadership and stabilized recruitment of staff, build a reserve to encourage long term sustainability to deal with the ebb and flow of lean years.

It should be noted that the previous contract expired March 31, 2023, but an extension was signed to continue under existing terms and conditions until December 31, 2023. Any new contract negotiated will be at the proposed rates outlined here in this report.

BUDGET AND FINANCIAL CONSIDERATIONS

Rates are broken down by Tiers (Tier One, Tier Two, Non-Member)

- Nonmember rates are comparable to the Consulting Engineers Rate Guideline for 2023 published by the Consulting Engineers of Alberta.
- Tier One and Tier Two rates are discounted, reflecting the benefits of being a member and ownership in the agency.
- Current rate is \$150.00 per hour since 2017, adjusted for inflation that would equal about \$180.00 per hour in 2023.

Proposed Rates

Position	Tier One	Tier Two	Non-Member
Director	\$185	\$200	\$225
Senior Planner	\$165	\$180	\$205
Planner	\$140	\$155	\$180
GIS Tech	\$90	\$105	\$135
Admin Support	\$75	\$90	\$115

Operational Cost with Full Staff Complement

Expenditure	Anticipated Budget
Core Operating	\$90,000

Director	\$185,000
Office Manager	\$70,000
GIS Tech	\$75,000
2 Senior Planners	\$280,000
2 Planners	\$200,000
Total	\$900,000

Anticipated Revenue

Position	Rate	Annual Billable Hours	Total Revenue
Director	\$185	575	\$106,375
2 Senior Planners	\$165	2300	\$379,500
2 Planners	\$140	2300	\$322,000
GIS Technician	\$90	800	\$72,000
Administrative Support	\$75	50	\$3,750
Membership Fees for 9% Surplus per annum			\$97,375
Total Revenue			\$981,000

- *Additional revenue over expenditure in any given year to be placed in reserves.*

Proposed Membership Fees and Rates based on Tiers.

Population	Tier One	Tier Two	Min Hours to Break Even Tier One	Min Hours to Bread Even Tier Two
Under 500	\$2,500	\$1,250	51	31
500 to 1,000	\$3,000	\$1,500	63	41
1,000 to 2,000	\$4,000	\$2,000	88	61
2,000 to 3,000	\$5,000	\$2,500	113	81
3,000 to 5,000	\$6,000	\$3,000	138	101
5,000+	\$9,000	\$4,500	213	161

Town of Bentley Historical Hours Last 3 Years

- Year 1 24.75 (2021)
- Year 2 471.25 (2022)
- Year 3 203.00 (so far in 2023)

ALTERNATIVES

- Renew a contract at the Tier Two proposed rate.
- Do not renew a contract with PCPS and be exposed to general market rates for each planning job needed to be done for the Town of Bentley.
- Direct administration to provide further analysis or additional information.

ATTACHMENTS

None

Marc Fortais, CAO



Agenda Date: June 27, 2023

Agenda Item: **New Business:**
Bentley School & BGC After School Out, Program Funding Request

ADMINISTRATIVE RECOMMENDATIONS

THAT Mayor and Council consider the general request for funding from Bentley School in partnership with BGC to start an after school and school out day program.

SUMMARY & BACKGROUND

On June 5, 2023, the Bentley School sent the Town of Bentley the attached general request for startup capital and financial assistance. **(Attachment #1)**.

Administration has reviewed the request and provides the following guidance and information based on initial research. Mayor and council can choose to provide funding to the program if they wish to do so, however this funding has not been budgeted in the current year.

Typically requests for program funding to assist not for profits such as BGC are made through the recreation, tourism, and cultural funding program policy #52-2015 **(Attachment #2)**. No later than December 31, nonprofit community organizations must submit their funding applications for the following year. It should be noted that Mayor and Council have utilized all the funding associated to this program for the 2023 year. However, there have been circumstances in previous years where Mayor and Council have decided to provide funding outside of this policy in small amounts.

In addition, the Town of Bentley provides community support and programming support through the Family and Community Support Services (FCSS) program. When deciding to fund a particular project or services, local municipal administration, and councils, are tasked with prioritizing the level of community need the project or service will address in relation to other needs in the area, and the degree to which it is determined that the project or service will meet those needs. This provides a basis for the prevention of future community needs in the community. In addition, this should be weighed against the availability of other potential funding sources in the community.

It has been identified through the FCSS program that there is a need for after-school care and activity for young children, and as a result we have ran youth programs through the FCSS program after school in the community room in the basement of the Town Office.

BGC includes recreational components; however, the intent of the Clubs programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are social programs that are

preventative in nature, with positive social outcomes provided through various activities. Therefore, FCSS can provide funding to BGC.

In addition, if a project or service is determined to be ineligible for FCSS funding, (e.g., Food bank, thrift shop, nutrition program, literacy program, school-based programs, special transportation services etc.) funding may still be provided to assist with community development activities such as public education/awareness (i.e., Promotion and information, and volunteer training/development). Core expenses (rent, salaries, travel, telephone, utilities etc.) would not be eligible.

To request funding from FCSS BGC would need to fill out an application inclusive of a budget and a program logic model indicating the outcomes they would report on that align with FCSS priorities.

Administration also connected with a few neighboring communities to see if there was funding provided to BGC through FCSS or the town directly. The following is what we found:

- Town of Rimbey
 - Since 2019, 2020, 2021 funded \$10,000 per year to BGC.
 - 2022 and 2023 funded swim passes

- Rimbey FCSS
 - In-school mentoring program \$10,000 in place of BGC (not provided to BGC)

- Ponoka FCSS
 - Does not fund startup costs for BGC as they are an independent society.
 - Does provide some funds to BGC for programming – amount varies yearly and reporting on outcomes is required.

- Lacombe FCSS
 - Supports BGC at two schools approximately \$9,850 per year.

BUDGET AND FINANCIAL CONSIDERATIONS

None at this time unless directed to provide funding.

ALTERNATIVES

- Provide a donation to support BGC start up – cannot be through FCSS funding.
- Do not provide any donation or funding support for start up.
- Request that BGC connect with Community Services Manager to work on partnerships and potential funding support through the FCSS program.

ATTACHMENTS

None

Marc Fortais, CAO



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JUNE 8, 2023

SOUTHEAST BENTLEY AREA STRUCTURE PLAN

To prepare for and attract future development, the Town of Bentley and Lacombe County have partnered and have successfully received an Alberta Community Partnership (ACP) Grant for the purpose of undertaking studies and plans related to the development of the lands southeast of Bentley. The main deliverable of this project is the Southeast Bentley Area Structure Plan which will outline a framework for future subdivision and development of NW and NE-23-40-01-W5M.

Council was provided with an overview of the Southeast Bentley Area Structure Plan, and it was received as information by resolution of Council. A public meeting will be held on June 29, 2023 at 6:30 p.m. at the Blindman Valley Ag Centre to seek public input and feedback regarding the project.

CENTRAL ALBERTA AGRITOURISM DEVELOPMENT STRATEGY

Council was provided with an overview of the recently published Central Alberta Agritourism Development Strategy. The Agritourism Development Strategy was created with the intent to offer strategic direction to advance Central Alberta toward its vision of becoming recognized as the premier agritourism destination in Alberta.

SYLVAN LAKE REGIONAL WATER/WASTEWATER COMMISSION – BYLAW 14 REVIEW

Lacombe County, as a member of the Sylvan Lake Regional Water/Wastewater Commission (SLRWWC), has been given the opportunity to comment on the proposed updates to Bylaw 14, the Commission's Operations and Services Bylaw. Council was provided with an overview of the proposed updates. A letter will be forwarded to the Sylvan Lake Regional Water/Wastewater Commission stating that Lacombe County has no comments or concerns regarding the proposed revisions to the bylaw.

RC (9) FUNDING REQUEST – CITY OF LACOMBE

The City of Lacombe Arts Endowment Fund has submitted a Policy RC(9) funding request to host a children's arts and craft event as part of Lacombe Days. The request is for County funding in the amount of \$2,150 to partially cover the cost of art and craft supplies, fees, advertising, wages, and an Arts Endowment Donation. Council approved \$2,055 in funding to the City of Lacombe Arts Endowment Fund to support the Creation Station event.

COUNCIL-TO-COUNCIL MEETING WITH THE VILLAGE OF ALIX

In response to an invitation from the Village of Alix to participate in a Council-to-Council meeting to discuss inter-municipal matters, a meeting has been scheduled for Tuesday, June 27, 2023. The draft agenda for the meeting was provided to Council for input.

LACOMBE LAKE WATER LEVEL – PRESENTATION BY ANITA ALEXANDER, ROBERT ALEXANDER, & ROBERT ENNS

Lacombe Lake property owners Anita Alexander, Robert Alexander, and Robert Enns provided a presentation on the Lacombe Lake water level, highlighting evidence of high water levels causing damage and disruption to lands around the lake. By resolution of Council, the presentation was received as information. Administration will consider this information as part of a report and recommendation for presentation at a future Council meeting.

Next Regular Council Meeting is

June 22, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is

October 3, 2023 – 9:00 a.m.

Lacombe County Administration Building

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

June 13, 2023

Mr. Marc Fortais
Chief Administrative Officer
Town of Bentley
mfortais@townofbentley.ca

Dear Mr. Fortais,

This letter is formal notification that Municipal Affairs will be performing a detailed assessment audit for the Town of Bentley.

Assessment audits are performed under the authority of section 22 of the Matters Relating to Assessment and Taxation Regulation, 2018. The objective of the detailed assessment audit is to provide an unbiased opinion as to the quality of the 2022 assessment roll (2023 tax year). The opinion will be based upon a review of practices and procedures used by the county and assessor in administration of the assessment program in relation to applicable legislation, best practice references, and audit procedures outlined in the provincial Detailed Assessment Audit Manual. As a benefit to the municipality, the audit will identify where opportunities exist to improve assessment performance and quality of the assessments.

The auditor will contact you and your assessor soon to discuss the audit process and to make arrangements for conducting the audit. Your assessor will be the primary contact with the auditor and should be able to provide most required information. We anticipate making all contact by phone or email. In the event a hard-copy exchange of information is necessary, we will make special arrangements.

It would be appreciated if you would inform your council a detailed assessment audit has been scheduled for your municipality.

If you have any questions, please contact your Assessment Auditor, Ashley Dao by phone at 403-297-7318, or by email at ashley.dao@gov.ab.ca.

Yours truly,



Verle Blazek – Audit Manager
Tax Programs and Assessment Audit

cc: Kevin Bohlken, Wild Rose Assessment Services Inc.
kevin@wildroseassmt.com

June 22, 2023

Mr. Marc Fortais
Chief Administrative Officer
Town of Bentley
PO Box 179
Bentley, AB T0C 0J0

Dear Mr. Fortais:

Subject: Highway 20 Functional Planning Study (from Highway 11 to Highway 12)

I am pleased to advise you that Alberta Transportation and Economic Corridors (TEC) has retained AECOM Canada Ltd. to complete a functional planning study for Highway 20 from Highway 11 to Highway 12, which is within your area of interest.

This assessment is anticipated to be completed by October 2024 and will include the following main objectives:

- Update the previous twinning plan of Highway 20 between Highway 11 and Highway 11A, and investigate the feasibility of roundabout upgrades at the major intersections.
- Recommend a Highway 20 twinning plan between Highway 11A and Highway 12.
- Provide a comprehensive access management plan within the study area. Assess the operational characteristics of the highway and its intersections and provide recommendations for interim and long-term improvements.
- Protect the land required and develop cost estimates for the highway improvements.

The study will include a formal public consultation component. Public input maybe gathered through in-person public open houses and/or online virtual open houses, as deemed appropriate by TEC. Stakeholder consultation will also be conducted at the administration level for each of the affected municipalities. An electronic copy of the final report will be provided to each municipality upon completion of the study. If requested, a municipal council presentation of the final study recommendations can be provided.

AECOM Canada Ltd. will be contacting your administration soon to obtain any information that may be relevant to the study, including land use plans and traffic assessments. It would be much appreciated if you could provide the contact information for an administration official who can represent your municipality for this study.

If you have any questions regarding this functional planning study, please do not hesitate to call me at 403-348-1385 or through e-mail chris.lo@gov.ab.ca.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Chris Lo', is positioned above a thin horizontal line.

Chris Lo, P.Eng., PTP
Infrastructure Engineer (Central Region)