



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday November 28, 2023**  
**6:45pm Regular Meeting**

---

**1. Call to Order**

**2. Indigenous Acknowledgement**

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

**3. Amendments & Acceptance of Agenda**

**4. Adoption of Previous Minutes:**

- a) Regular Meeting of Council October 24, 2023**
- b) Organizational Meeting of Council October 24, 2023**

**5. Financial:**

- a) Prepaid Cheque Listing – Cheques No. 20230791 to 20230874**
- b) Mayor and Council Remuneration Listing**

- May paid in June**
- June paid in July**
- July paid in August**
- August paid in September**
- September paid in October**
- October paid in November**

**6. New Business**

- a) Arena Rental Rates 2023 to 2024 Season (Frozen at 2019 rates)**
- b) 2024 Water and Sewer Collection Rates**
- c) 2024 Garbage Collection Rates**
- d) 3<sup>rd</sup> Quarter Financial Report and Goals Update**
- e) Bentley Library Board Appointments**

**7. Correspondence**

- a) **Lacombe County Council Highlights November 14, 2023**

**8. Other Business**

- a) **None**

**9. Council Reports**

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

**10. Adjournment**



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

October 24, 2023

---

<b>Date and Place</b>	Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, October 24, 2023, at 6:45 p.m., in the Bentley Municipal Office
<b>In Attendance</b>	Mayor Greg Rathjen Deputy Mayor Eastman Councillor Grimsdale Councillor Valiquette Councillor Hansen CAO, Marc Fortais
<b>Call to Order</b>	Mayor Rathjen called the regular meeting to order at 6:45pm
<b>Indigenous Acknowledgement</b>	<p>“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.”</p> <p style="text-align: right;"><b>Read by Mayor Rathjen</b></p>
<b>Agenda</b>	<p><b>Motion 231/2023</b> Moved by Councillor Valiquette, “THAT the agenda of the October 24, 2023, Regular Meeting of Mayor and Council be accepted.”</p> <p style="text-align: right;"><b>Carried</b></p>
<b>Previous Minutes</b>	<p><b>Motion 232/2023</b> Moved by Councillor Grimsdale, “THAT the minutes of the October 10, 2023, Regular Meeting of Council be accepted.”</p> <p style="text-align: right;"><b>Carried</b></p>
<b>Financial</b>	<p><b>a) Prepaid Cheque Listing – Cheques No. 20230744 to 20230790</b></p> <p><b>Motion 233/2023</b> Moved by Councillor Hansen, “THAT Cheques No. 20230744 to 20230790 be received for information.”</p> <p style="text-align: right;"><b>Carried</b></p>

## New Business

### a) 50<sup>th</sup> Street Dick Damron Drive Rehab – Report and Cost Estimates

A presentation was given by Nelson Dos Santos and Jason Bennett of Associated Engineering. The presentation provided a summary and overview of the report finding and costs to rehab 50<sup>th</sup> Street (Dick Damron Drive)

**Motion 234/2023** Moved by Deputy Mayor Eastman, “THAT Mayor and Council accept the 50<sup>th</sup> Street, (Dick Damron Drive) Rehabilitation Report and Cost Estimates as information.”

**Carried**

**Motion 235/2023** Moved by Councillor Grimsdale, “THAT Mayor and Council prioritize the work to fix the collapsing cement pipe section on 50<sup>th</sup> Street and complete the work prior to the end of 2023, with paving to occur in spring 2024; AND

THAT, administration be directed to seek out funding via grants to support the phased rehabilitation of 50<sup>th</sup> street; AND

THAT, when sufficient funding has been secured, a report be brought back to council to provide an updated timeline, cost, and plan so that detailed design can be approved.”

**Carried**

## Correspondence

### a) Lacombe County Council Highlights – October 12, 2023

**Motion 236/2023** Moved by Councillor Hansen, “THAT Mayor Rathjen and CAO Fortais be directed to send a letter on behalf of Mayor and Council to the Town of Eckville, to support their request to Alberta Transportation to build a roundabout at the intersection of Hwy 11 and Hwy 786.

**Carried**

**Motion 237/2023** Moved by Councillor Valiquette, “THAT correspondence item a) be accepted as information.”

**Carried**

## Other Business

### a) **Medicine Lodge Ski Hill Site Visit with Medicine Lodge Ski Club and O'Chiese First Nation Elders.**

**Motion 238/2023** Moved by Councillor Hansen, "THAT, whichever member of Mayor and Council is selected through the Annual Organizational Meeting to attend the Medicine Lodge Ski Club meetings, will be the authorized representative for Mayor and council to attend the site visit with Medicine Lodge Ski Club and O'Chiese Nation Elders."

**Carried**

## Adjournment

**Motion 239/2023** Moved by Councillor Grimsdale, "THAT the October 25, 2023, Regular Meeting of Mayor and Council be adjourned at 7:51 pm".

**Carried**

---

**Mayor Greg Rathjen**

---

**CAO Marc Fortais**



**Bentley Town Council  
Annual Organizational Meeting  
October 24, 2023**

**Date & Place:** Minutes of the Organizational Meeting of the Council of the Town of Bentley, held Tuesday October 24, 2023, at 8:00pm

**In Attendance** Mayor Greg Rathjen  
Deputy Mayor Eastman  
Councillor Brenda Valiquette  
Councillor Pam Hansen  
Councillor Dale Grimsdale

**Call to Order** Mayor Rathjen called the annual organizational meeting to order at 8:00pm

**Amendment and  
Acceptance of Agenda**

**Motion 240/2023** Moved by Councillor Hansen, “THAT the Agenda of the October 24, 2023, Organizational Meeting be accepted.”

**Carried**

**Elected Officials  
Attendance AUMA**

No Motion made, policy 43-2023 was provided to mayor and council for information only. No changes were requested, and Mayor and Council were happy with leaving the training allowance the same and flexible for each member of council for the 2024 year.

**Designation of place  
For the municipal office**

**Motion 241/2023** Moved by Deputy Mayor Eastman, “THAT Mayor and Council declare that the Bentley Municipal Office for the Town of Bentley is located at 4918 50<sup>th</sup> Avenue in Bentley Alberta.”

**Carried**

## Nominations and Election of Deputy Mayor

### Term and Councillor Assignment for Deputy Mayor and signing authority for The Town of Bentley

**Motion 242/2023** Moved by Councillor Hansen, “THAT each councillor for the Town of Bentley be provided an opportunity to have a term as deputy mayor and be appointed as a signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts held by the Town as follows:

#### **October 25, 2023, to January 24, 2024**

Councillor Brenda Valiquette will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts - from October 25, 2023, to January 24, 2024, replacing Councillor Eastman who held the prior term.

#### **January 25, 2024, to April 24, 2024**

Councillor Dale Grimsdale will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts - from January 25, 2024, to April 24, 2024, replacing Councillor Brenda Valiquette who held the prior term.

#### **April 25, 2024, to July 24, 2024,**

Councillor Pam Hansen will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts – from April 25, 2024, to July 24, 2024, replacing Councillor Dale Grimsdale who held the prior term.

#### **July 25, 2024, to October 22, 2024,**

Councillor Lenore Eastman will serve as Deputy Mayor and be a designated signing authority on behalf of the Town of Bentley, including all Servus Credit Union Accounts – from July 25, 2024, to October 22, 2024, replacing Councillor Pam Hansen who held the prior term.

**Carried**

## Dates, Times and Location of Regular Meetings

**Motion 243/2023** Moved by Councillor Grimsdale, “THAT the regular meetings of council be held on the second and fourth Tuesday of each month, commencing at 6:30 pm, in the Bentley Municipal Office; AND

THAT summer recess will occur on the 4<sup>th</sup> Tuesday of July and the 2<sup>nd</sup> Tuesday of August; AND

THAT the meeting held the 2<sup>nd</sup> Tuesday in November be cancelled to allow sufficient time for administration to work with mayor and council through workshops, to undertake budgetary and strategic planning; AND

THAT winter recess occur on the 4<sup>th</sup> Tuesday of December; AND

THAT this schedule remain in effect for the 2024 calendar year, unless otherwise determined by Council.”

**Carried**

**Signing  
Authorities**

**Motion 244/2023** Moved by Deputy Mayor Eastman, “THAT the Mayor, Greg Rathjen, or in his absence the Deputy Mayor, “in accordance with the rotational schedule described in motion **242/2023**”, together with the Chief Administrative Officer, Marc Fortais, or in his absence, Administrative Assistant, Sandra Meredith, be appointed signing authorities for the Town of Bentley, including all accounts held at the Servus Credit Union, further that the Town have its bank account and conduct its banking transactions with Servus Credit Union, Bentley Branch.

**Carried**

**Board,  
Committees,  
Commission**

**A. Bentley District Fire Department Liaison**

Primary	Brenda Valiquette
Alternate	Greg Rathjen

**Motion 245/2023** Moved by Councillor Hansen that Councillor Valiquette be appointed as the primary representative and Mayor Rathjen be appointed as the alternate representative to serve as the Bentley District Fire Department Liaison on behalf of Mayor and Council.”

**Carried**

**B. Lacombe Regional Emergency Management Advisory Committee**

Primary	Greg Rathjen
Alternate	Brenda Valiquette

**Motion 246/2023** Moved by Councillor Grimsdale that Mayor Rathjen be appointed as the primary representative and Councillor Valiquette be appointed as the alternate representative to serve on the Lacombe Regional Emergency Management Advisory Committee on behalf of Mayor and Council.”

**Carried**



**C. Lacombe Regional Fire Services Advisory Committee**

Primary                      Pam Hansen  
Alternate                     Dale Grimsdale

**Motion 247/2023**    Moved by Deputy Mayor Eastman, “THAT Councillor Hansen be appointed as the primary representative and Councillor Grimsdale be appointed as the alternate representative to serve on the Lacombe Regional Fire Services Advisory Committee on behalf of Mayor and Council.”

**Carried**

**D. Lacombe Regional Waste Services Commission**

Primary                      Dale Grimsdale  
Alternate                     Lenore Eastman

**Motion 248/2023**    Moved by Councillor Hansen, “THAT Councillor Grimsdale be appointed as the primary representative and Deputy Mayor Eastman be appointed as the alternate representative to serve on the Lacombe Regional Waste Services Commission on behalf of Mayor and Council.”

**Carried**

**E. Lacombe Foundation**

Primary                      Lenore Eastman  
Alternate                     Pam Hansen

**Motion 249/2023**    Moved by Councillor Grimsdale, “THAT Deputy Mayor Eastman be appointed as the primary representative and Councillor Hansen be appointed as the alternate representative to serve on the Lacombe Foundation on behalf of Mayor and Council.”

**Carried**

**F. Bentley Municipal Library Board**

Representative              Pam Hansen

**Motion 250/2023**    Moved by Councillor Valiquette, “THAT Councillor Hansen be appointed as the only representative to the Bentley Municipal Library Board on behalf of Mayor and Council.”

**Carried**

**G. Parkland Regional Library Board**

Representative Pam Hansen

**Motion 251/2023** Moved by Councillor Valiquette, “THAT Councillor Hansen be appointed as the only representative to the Parkland Regional Library Board on behalf of Mayor and Council.”

**Carried**

**H. Central Alberta Economic Partnership (CAEP)**

Primary Lenore Eastman  
Alternate Greg Rathjen

**Motion 252/2023** Moved by Councillor Hansen, “THAT Deputy Mayor Eastman be appointed as the primary representative, Mayor Rathjen be appointed as the alternate representative, and Merry Kuchle be appointed as the business representative to serve on Central Alberta Partnership on behalf of Mayor and Council.”

**Carried**

**I. Parkland Community Planning Services (PCPS)**

Primary Greg Rathjen  
Alternate Brenda Valiquette

**Motion 253/2023** Moved by Councillor Hansen, “THAT Mayor Rathjen be appointed as the primary representative and Councillor Valiquette be appointed as the alternate representative to serve on Parkland Community Planning Services on behalf of Mayor and Council.”

**Carried**

**J. Parkland Airshed Management Zone Committee (PAMZ)**

Primary Greg Rathjen  
Alternate Dale Grimsdale

**Motion 254/2023** Moved by Deputy Mayor Eastman, “THAT Councillor Grimsdale be appointed as the primary representative and Mayor Rathjen be appointed as the alternate representative to serve on the Parkland Airshed Management Zone Committee (PAMZ) on behalf of Mayor and Council.”

Councillor Grimsdale refused the primary appointment due to scheduling conflicts, but indicated that he could be the alternate, Mayor Rathjen indicated he would serve on the committee as the primary if necessary..

Deputy Mayor Eastman withdrew **motion 254/2023** and issued a new motion as follows:

**Motion 255/2023** Moved by Deputy Mayor Eastman, “THAT Mayor Rathjen be appointed as the primary representative, Councillor Grimsdale be appointed as the alternate representative. To serve on the Parkland Airshed Management Zone Committee (PAMZ) on behalf of Mayor and Council.”

**Carried**

**K. Red Deer River Watershed Alliance (RDRWA)**

Primary	Brenda Valiquette
Alternate	Dale Grimsdale

**Motion 256/2023** Moved by Councillor Hansen, “THAT Councillor Valiquette be appointed as the primary representative, Councillor Grimsdale be appointed as the alternate representative, to serve on the Red Deer River Watershed Alliance (RDRWA) on behalf of Mayor and Council.”

**Carried**

**L. Sylvan Lake & Area Urgent Care Community Advisory Committee**

**Motion 257/2023** Moved by Councillor Grimsdale, “THAT no member of council be appointed to the Sylvan Lake & Urgent Care Community Advisory Committee.”

**Carried**

**M. Municipal Planning Commission (MPC)**

**All Members of Council**

**Motion 258/2023** Moved by Councillor Hansen, “THAT all members of council continue to serve on the Municipal Planning Commission (MPC) in accordance with Bylaw 209/2019 Municipal Planning Commission Bylaw.”

**Carried**

**N. Director and Deputy Director of Emergency Management**

Director: Julien Veuger  
Deputy Director: Marc Fortais  
Back up and alternate Deputy Director: Chris Loov

**Motion 259/2023** Moved by Deputy Mayor Eastman, “THAT Julien Veuger be appointed as the Director of Emergency Management, Marc Fortais be appointed as the Deputy Director of Emergency Management and Chris Loov be appointed as the back up Deputy Director of Emergency Management for the Town of Bentley.”

**Carried**

**O. Bentley Emergency Management Advisory Committee**

**All Members of Council**

Director Julian Veuger  
Deputy Director Marc Fortais  
Back up and alternate Deputy Director: Chris Loov

**Motion 260/2023** Moved by Councillor Grimsdale, “THAT all members of council in addition to the Director and Deputy Director of Emergency Management, continue to serve on the Bentley Emergency Management Advisory Committee as per bylaw 147/2011 Bentley Emergency management Bylaw.”

**Carried**

**P. Bentley School Parent Advisory Council**

Primary Dale Grimsdale  
Alternate Greg Rathjen

**Motion 261/2023** Moved by Councillor Valiquette, “THAT Councillor Grimsdale be appointed as the primary representative and Mayor Rathjen be appointed as the alternate representative to serve on the Bentley School Parent Advisory Council on behalf of Mayor and Council.”

**Carried**

**Q. Medicine Lodge Ski Hill**

Representative 1    Greg Rathjen  
Representative 2    Pam Hansen  
CAO                    Marc Fortais

**Motion 262/2023**    Moved by Councillor Valiquette “THAT 2 members of council and the CAO be appointed as representatives to attend meetings hosted by the Medicine Lodge Ski Hill Board: AND

THAT, Mayor Rathjen and Councillor Hansen along with CAO Fortais, be appointed as those representatives on behalf of Mayor and Council.”

**Carried**

**R. Town of Bentley/Lacombe County IDP and ICF Committee**

Primary                Greg Rathjen  
Secondary            Brenda Valiquette

**Motion 263/2023**    Moved by Councillor Grimsdale, “THAT Mayor Rathjen be appointed as the primary representative and Brenda Valiquette be appointed as the secondary representative to the Town of Bentley/Lacombe County IDP and ICF Committee on behalf of Mayor and Council.”

**Carried**

**Appointment Auditor**

**Motion 264/2023**    Moved by Deputy Mayor Eastman, “THAT RSM Chartered Accountants, be appointed as the Independent Auditor for the 2023 Fiscal Year End.”

**Carried**

**Appointment Assessor**

**Motion 265/2023**    Moved by Councillor Grimsdale, “THAT Wild Rose Assessment Services – Kevin Bohiken, be appointed as the assessor for the 2024 taxation year.”

**Carried**

## Additional Considerations

**Motion 266/2023** Moved by Councillor Hansen, “THAT Mayor Rathjen along with administration, reach out to Gull Lake Watershed Society to inquire about membership, meeting cost, number of meetings etc. and bring back the information to next council meeting on November 28, 2023, so that Mayor and Council can determine if they wish to become member.”

**Carried**

**Motion 267/2023** Moved by Councillor Hansen, “THAT administration be directed to reach out to Lacombe Tourism to inquire about representation on the board, number of meetings, time of day etc, and bring back to the next council meeting on November 28, 2023, so that Mayor and Council can determine if they wish for a member of council to serve on the board.”

**Carried**

**Canada Day** – it was felt that administration should not be coordinating a Canada Day Event, and if the community wants one that the community should establish a working group or committee to organize and fundraise to host one. Although it was a good effort by administration to organize one in 2023, there was just no interest to continue to pursue it. No Motion was made.

## Adjournment

**Motion 268/2023** Moved by Councillor Valiquette, “THAT the organizational meeting of council on October 24, 2023, be adjourned at 9:00pm

**Carried**

---

Mayor Greg Rathjen

---

Marc Fortais



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230791	2023-10-20	CARSON, BARB	18102023	PAYMENT COMMUNITY HALL RENT SENIOI	180.00	180.00
20230792	2023-10-20	LACOMBE COUNTY	IVC00044151	PAYMENT FIRE PAYROLL FOR SEPTEMBE	3,956.51	3,956.51
20230793	2023-10-20	SHAW CABLE	12102023	PAYMENT OFFICE INTERNET 12-NOV-23 TC	173.25	173.25
20230794	2023-10-20	TRANSALTA ENERGY MARKETING	23-1325688 23-1325713	PAYMENT STREET LIGHTING BILL FOR SE ELECTRICITY BILL FOR SEPTEM	6,011.16 5,641.76	11,652.92
20230795	2023-10-25	CARSON, BARB	21102023 21102023.	PAYMENT VOLUNTEER RECOGNITION ORI VOLUNTEER RECOGNITION ORI	91.00 33.47	124.47
20230796	2023-10-25	MY TECH ONSITE	AGR-MT 61	PAYMENT FIREHALL INTERNET SET UP EQ	1,988.71	1,988.71
20230797	2023-10-25	HILLTOP MANAGEMENT	227006	PAYMENT PAYMENT MADE BY DENTONS C	262.72	262.72
20230798	2023-10-26	MY TECH ONSITE	AGR-MT 62	PAYMENT MICROSOFT 365 YEARLY SUBSC	2,898.00	2,898.00
20230799	2023-10-26	PARKLAND COMMUNITY PLANNING SERVICES	18102023	PAYMENT 2023 CONTRACT EXTENSION AF	3,750.00	3,750.00
20230800	2023-10-26	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	31102023	PAYMENT ARENA CARETAKER PAYMENT F	10,500.00	10,500.00
20230801	2023-10-26	THE KITE GUYS	10/24/23TOB	PAYMENT 50% DEPOSIT ON CUSTOM STRI	4,324.16	4,324.16
20230802	2023-10-30	CARSON, BARBARA J				
20230803	2023-10-30	JENSEN, DARREN J				
20230804	2023-10-30	MEREDITH, SANDRA L				
20230805	2023-10-30	GIBSON, COLE C				
20230806	2023-10-30	DENNEHY, NATHAN				
20230807	2023-10-30	GREAVES, LORYANNE				
20230808	2023-10-30	FORTAIS, MARC C				
20230809	2023-10-30	KIKSTRA, ROBERT B				
20230810	2023-10-30	LOOV, CHRISTOPHER D				
20230811	2023-10-31	HOLDEN, KARI	10Oct2023 31102023 31Oct2023 31October2023	PAYMENT BASEMENT JANITORIAL FOR OC OFFICE JANITORIAL FOR OCTO SENIOR'S DROP IN JANITORIAL I BENTLEY FIREHALL JANITORIAL	30.00 180.00 30.00 210.00	450.00
20230812	2023-10-31	MCLAREN, CAROLYN	185 186 186.	PAYMENT FAMILY PROGRAMMING FOR OC REIMBURSEMENT LITTLE CHEF REIMBURSEMENT LITTLE CHEF'	312.00 85.84 29.93	427.77
20230813	2023-10-31	PIGEON LAKE HORSE DRAWN RIDES	30082023	PAYMENT FINAL DEPOSIT FOR SANTA'S EV	517.12	517.12
20230814	2023-11-15	RATHJEN, ARTHUR M				
20230815	2023-11-15	VALIQUETTE, BRENDA C				
20230816	2023-11-15	HANSEN, PAMELA				
20230817	2023-11-15	GRIMSDALE, DALE A				



# TOWN OF BENTLEY

## Cheque Listing For Council

2023-Nov-17  
2:11:24PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230818	2023-11-15	EASTMAN, LENORE M				
20230819	2023-11-03	BUNZL CLEANING & HYGIENE	137811	PAYMENT JANITORIAL SUPPLIES FOR ARE	341.50	341.50
20230820	2023-11-03	CANOE PROCUREMENT GROUP OF CANADA, D	AB183872 AB186740 AB187572	PAYMENT OFFICE STATIONARY SUPPLIES NEIGHBOURHOOD NOTES PAPE CREDIT FOR ADDING ROLLS SEI	1,009.48 944.00 (100.80)	1,852.68
20230821	2023-11-03	EMPRINGHAM DISPOSAL CORP.	54314	PAYMENT RECYCLING FOR OCTOBER 202	1,981.35	1,981.35
20230822	2023-11-03	GREGG DISTRIBUTORS LP	059-588169 059-589057 059-591544 059-591545 059-592355 059-592356	PAYMENT ARENA - OLYMPIA BATTERIES PARKS & REC SUPPLIES GARBAGE SUPPLIES, SHOP EQUI SHOP SUPPLIES SHOP EQUIPMENT SUPPLIES SHOP VEHICLE PARTS	78.56 593.10 257.25 140.55 360.53 88.27	1,518.26
20230823	2023-11-03	HI-WAY 9 EXPRESS LTD.	66071712	PAYMENT FREIGHT FOR CLEARTECH INDL	517.22	517.22
20230824	2023-11-03	INNOV8, DIGITAL SOLUTIONS INC.	IN446788 IN446920	PAYMENT OFFICE PHOTOCOPIER & NEIGH FCSS PHOTOCOPIER	914.48 10.26	924.74
20230825	2023-11-03	MOUNTAIN AIR MECHANICAL LTD.	10756 10757	PAYMENT ARENA-DEHUMIDIFIER NORTH S ARENA-REPAIR DEHUMIDIFIER (	2,304.75 1,083.08	3,387.83
20230826	2023-11-03	RATHJEN, GREG	23102023	PAYMENT REIMBURSEMENT MILEAGE LRE	24.78	24.78
20230827	2023-11-03	RECEIVER GENERAL	31102023 31OCT2023	PAYMENT REGULAR EMPLOYMENT INSUR REDUCED EMPLOYMENT INSUR	522.35 16,604.52	17,126.87
20230828	2023-11-03	RIMBEY EXPRESS	3130	PAYMENT WATER SAMPLES & RETURNS F	110.00	110.00
20230829	2023-11-03	RURAL MUNICIPALITIES OF ALBERTA	RMA009738	PAYMENT MEMBERSHIP FEES	204.75	204.75
20230830	2023-11-03	SHAW CABLE	21102023 23102023	PAYMENT FCSS INTERNET 21-NOV-23 TO PW SHOP INTERNET 23-NOV23	173.25 105.00	278.25
20230831	2023-11-03	WASTE CONNECTIONS OF CANADA INC.	7425-00002576	PAYMENT COMMERCIAL WASTE PICK UP F	2,677.04	2,677.04
20230832	2023-11-03	WILD ROSE ASSESSMENT SERVICES	9143 9181	PAYMENT PROGRESS PAYMENT FOR OCT PROGRESS PAYMENT FOR NOV	1,330.88 1,330.88	2,661.76
20230833	2023-11-03	WOLF CREEK BUILDING SUPPLIES	608813	PAYMENT TOWN HALL PARK PLAYGROUND	20.98	20.98
20230834	2023-11-03	EAGLE RIDGE OUTFIT	594376	PAYMENT ARENA- REPAIR TO ICE EDGER	105.00	105.00
20230835	2023-11-15	CARSON, BARBARA J				
20230836	2023-11-15	JENSEN, DARREN J				
20230837	2023-11-15	MEREDITH, SANDRA L				
20230838	2023-11-15	GIBSON, COLE C				
20230839	2023-11-15	DENNEHY, NATHAN				
20230840	2023-11-15	GREAVES, LORYANNE				





# TOWN OF BENTLEY

## Cheque Listing For Council

2023-Nov-17  
2:11:24PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230841	2023-11-15	FORTAIS, MARC C				
20230842	2023-11-15	KIKSTRA, ROBERT B				
20230843	2023-11-15	LOOV, CHRISTOPHER D				
20230844	2023-11-10	1704567 ALBERTA LTD.	593	PAYMENT BAIT TRAPS AT ARENA & CURLIN	126.00	126.00
20230845	2023-11-10	327241 ALBERTA LTD.	1239	PAYMENT ANIMAL CONTROL SERVICES PA	1,260.00	1,260.00
20230846	2023-11-10	ACCESS GAS SERVICES	202310-AB1878	PAYMENT ACCESS GAS BILL FOR OCTOBE	2,185.65	2,185.65
20230847	2023-11-10	ASSOCIATED ENGINEERING ALBERTA LTD	3003206	PAYMENT 50TH STREET-DICK DAMRON DF	9,697.29	9,697.29
20230848	2023-11-10	BENTLEY ESSO	31102023	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	738.66	738.66
20230849	2023-11-10	BENTLEY I.D.A. PHARMACY	1-429894 1-430532	PAYMENT PUMPHOUSE- GENERAL SUPPLI PW GENERAL SUPPLIES	13.64 25.99	39.63
20230850	2023-11-10	BLACK PRESS GROUP LTD.	126819	PAYMENT SMALL BUSINESS WEEK	323.24	323.24
20230851	2023-11-10	CENTRATECH TECHNICAL SERVICES LTD.	146004	PAYMENT ARENA & CURLING RINK FIRE AL	1,593.75	1,593.75
20230852	2023-11-10	G.L.D.C. GAS CO-OP LTD.	667714 675310	PAYMENT BENTLEY FIRE HALL NATURAL G NATURAL GAS BILL FOR BENTLE	(21.97) 307.82	285.85
20230853	2023-11-10	GO SERVICES INC.	15168473	PAYMENT PORTAPOTTIES CLEAN AND WIN	561.75	561.75
20230854	2023-11-10	GREGG DISTRIBUTORS LP	059-586996	PAYMENT PW GENERAL SUPPLIES & OIL P	210.89	210.89
20230855	2023-11-10	LANDRY, BRADY	2023093	PAYMENT PUMPHOUSE AFTER HOURS CA	984.36	984.36
20230856	2023-11-10	MY TECH ONSITE	AGR-MT 71	PAYMENT CONFERENCE ROOM HARDWAF	2,467.50	2,467.50
20230857	2023-11-10	NAPA AUTO PARTS	578-745823	PAYMENT FAN BELT FOR FUSO	58.26	58.26
20230858	2023-11-10	PETTY CASH	02112023 07112023 10NOV2023	PAYMENT JUMBO TAPE MEASURE FOR OF BOTTLED WATER AND CREAMEI KEYS CUT FOR SENIOR DROP IP	2.10 23.75 18.85	44.70
20230859	2023-11-10	POPOW AND SONS BODY SHOP	23-24072	PAYMENT TOW FOR TOOLCAT	259.88	259.88
20230860	2023-11-10	RED DEER OVERDOOR	37775	PAYMENT REPAIR PARKS & REC BAY	1,352.66	1,352.66
20230861	2023-11-10	TELUS COMMUNICATIONS INC.	04112023 04112023. NOV042023	PAYMENT TELUS BILL FOR NOVEMBER 20; INTERAC LINE ARENA WIFI	778.84 37.55 78.75	895.14
20230862	2023-11-10	WOLF'S BOTANICAL	80016352	PAYMENT BABY BLUE SPRUCE IN PARK	984.90	984.90
20230863	2023-11-10	CCT BINS INC.	3617	PAYMENT FALL CLEANUP	529.75	529.75
20230864	2023-11-10	EDS GROUP INC.		PAYMENT		14,532.00



# TOWN OF BENTLEY

## Cheque Listing For Council

2023-Nov-17  
2:11:24PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230864	2023-11-10	EDS GROUP INC.	32267-308	PROFESSIONAL SERVICES OXF	14,532.00	14,532.00
20230865	2023-11-10	THE KITE GUYS	10/24/23TOB-2	PAYMENT STREET BANNERS FINAL PAYME	4,324.16	4,324.16
20230866	2023-11-16	ADT SECURITY SERVICES CANADA INC.	32816008 32846728 32934377 32934381 32934386 32934441 32934442 32934460 32934463 32934477 32958308 33094110 33228621 33279036 33280824 33282161	PAYMENT PUBLIC WORKS ANNUAL SECUR PARKS & REC ANNUAL SECURIT MUNICIPAL LIBRARY SECURITY PUMPHOUSE SECURITY REFUN PUBLIC WORKS ANNUAL SECUR BENTLEY ARENA ANNUAL SECU PARKS & REC ANNUAL SECURIT PUMPHOUSE SECURITY SEPTEI PUBLIC WORKS ANNUAL SECUR PARKS & REC ANNUAL SECURIT SECURITY MONITORING PUMP PUMPHOUSE SECURITY FOR NC PUMPHOUSE SECURITY FOR DE PARKS & REC SECURITY PUBLIC WORKS SECURITY PUMP HOUSE SECURITY	504.00 516.60 (420.00) (42.00) (504.00) (420.00) (516.60) 31.50 378.00 390.60 31.50 31.50 31.50 5.86 5.67 0.32	24.45
20230867	2023-11-17	HHID	367521	PAYMENT EMERGENCY MANAGEMENT PA	787.50	787.50
20230868	2023-11-17	MAGNUM HYDROVAC	1111	PAYMENT MAINTENANCE STORM DRAINS-	3,780.00	3,780.00
20230869	2023-11-17	MCLAREN, CAROLYN	187	PAYMENT STAY AND PLAY CRAFT SUPPLIE	99.75	99.75
20230870	2023-11-17	SERVUS CREDIT UNION	31102023	PAYMENT SERVUS MASTERCARD BILL FOI	1,369.32	1,369.32
20230872	2023-11-17	WORKERS' COMPENSATION BOARD	26769414	PAYMENT INSTALLMENT PAYMENT DUE	641.78	641.78
20230873	2023-11-17	TELUS MOBILITY INC.	09112023	PAYMENT PW CELL PHONES & FIRE DEPT	122.03	122.03
20230874	2023-11-17	PITNEY BOWES LEASING	3202259929	PAYMENT POSTAGE METER	242.24	242.24

**Total 166,995.73**

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



# TOWN OF BENTLEY

## Cheque Register

Pay Period M202305 Batch # 15715

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230428	2023-06-15			17 RATHJEN,ARTHUR	845.99
20230429	2023-06-15			84 VALIQUETTE,BRENDA	664.65
20230430	2023-06-15			85 HANSEN,PAMELA	733.62
20230431	2023-06-15			86 GRIMSDALE,DALE	577.02
20230432	2023-06-15			87 EASTMAN,LENORE	577.02
<b>Totals</b>					<b>3,398.30</b>

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



# TOWN OF BENTLEY

## Cheque Register

Pay Period M202306 Batch # 15783

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230495	2023-07-15			17 RATHJEN,ARTHUR	968.40 ✓
20230496	2023-07-15			84 VALIQUETTE,BRENDA	525.49 ✓
20230497	2023-07-15			85 HANSEN,PAMELA	799.06 ✓
20230498	2023-07-15			86 GRIMSDALE,DALE	741.83 ✓
20230499	2023-07-15			87 EASTMAN,LENORE	511.58 ✓
				<b>Totals</b>	<b>3,546.36</b>

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



# TOWN OF BENTLEY

## Cheque Register

Pay Period M202307 Batch # 15861

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230590	2023-08-15			17 RATHJEN,ARTHUR	654.00
20230591	2023-08-15			84 VALIQUETTE,BRENDA	403.08
20230592	2023-08-15			85 HANSEN,PAMELA	503.37
20230593	2023-08-15			86 GRIMSDALE,DALE	396.45
20230594	2023-08-15			87 EASTMAN,LENORE	396.45
<b>Totals</b>					<b>2,353.35</b>

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



# TOWN OF BENTLEY

## Cheque Register

2023-Sep-7  
9:19:58AM

Pay Period M202308 Batch # 15909

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230669	2023-09-15			17 RATHJEN,ARTHUR	654.00 ✓
20230670	2023-09-15			84 VALIQUETTE,BRENDA	472.66 ✓
20230671	2023-09-15			85 HANSEN,PAMELA	396.45 ✓
20230672	2023-09-15			86 GRIMSDALE,DALE	461.89 ✓
20230673	2023-09-15			87 EASTMAN,LENORE	503.37 ✓
				<b>Totals</b>	<b>2,488.37</b>

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



# TOWN OF BENTLEY

## Cheque Register

Pay Period M202309 Batch # 15975

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230744	2023-10-15			17 RATHJEN,ARTHUR	1,624.53
20230745	2023-10-15			84 VALIQUETTE,BRENDA	595.07
20230746	2023-10-15			85 HANSEN,PAMELA	773.34
20230747	2023-10-15			86 GRIMSDALE,DALE	1,224.61
20230748	2023-10-15			87 EASTMAN,LENORE	618.49
<b>Totals</b>					<b>4,836.04</b>

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



# TOWN OF BENTLEY

## Cheque Register

2023-Nov-3  
12:46:23PM

Pay Period M202310 Batch # 16048

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Employee</b>	<b>Amount</b>
20230814	2023-11-15			17 RATHJEN,ARTHUR	845.99
20230815	2023-11-15			84 VALIQUETTE,BRENDA	525.49
20230816	2023-11-15			85 HANSEN,PAMELA	511.58
20230817	2023-11-15			86 GRIMSDALE,DALE	626.70
20230818	2023-11-15			87 EASTMAN,LENORE	618.49
<b>Totals</b>					<b>3,128.25</b>

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





**Agenda Date:** November 28, 2023

**Agenda Item:** New Business: Arena Rental Rates 2023 & 2024 Season

---

## **ADMINISTRATIVE RECOMMENDATION**

THAT Mayor and Council Authorize the CAO Marc Fortais to freeze arena rental rates for the 2023 to 2024 season to the same rates charged for the 2022 to 2023 season.

## **SUMMARY & BACKGROUND**

Policy 53/2015 establishes the Arena Rental Rates for each year and provides guidance to increase this amount by the Alberta consumer price index average of the previous 12 months. Administration is recommending that the arena rental fees for the 2023 to 2024 season continue to be frozen at the previous season rates and not to be increased by the CPI index amount.

As per the previous year, the following were the established rental rates for the 2022 to 2023 season.

- The rates are frozen at the last increase which occurred in 2019 and was based on the average of annual (Alberta) consumer price index – June 1, 2018, to May 31, 2019, 2.1%
  - Bentley Minor Hockey \$124.02 per hour
  - Bentley Figure Skating \$124.02 per hour
  - Seasonal Adult Groups/Teams \$168.33 per hour
  - Non-local Youth Group/Teams \$150.64 per hour
  - Non-seasonal Adult Groups/Teams \$186.23 per hour
  - Tournaments same rates as above for each group
  - Bentley School – Phys Ed Seasonal Flat Rate for Weekday Rentals \$1,457.85 school term
  - Bentley School – Hockey Academy (Weekday rentals) \$57.09 per hour
  - Local Family or other local group
    - Occasional ice rentals same as rate for seasonal adult group
  - Non-Local Family or other group
    - Occasional ice rentals same as non-seasonal adult groups

Administration also conducted a review of ice rental rates in other community facilities in 2020 within the area. (Attachment 1). Bentley's rental rates are competitive within the region and administration feels that they are fair and reasonable based on the review that was undertaken.

## **BUDGET AND FINANCIAL INFORMATION**

- Annual Revenue Budgeted for 2023 is currently projected at \$151,000 for the 3<sup>rd</sup> quarter based on actual revenue received up to September 30, 2023. The original budget was estimated at \$178,700. The projection change is the result of less bookings by the PHL hockey league
- It is anticipated that ice time will be fully allocated if facilities are able to operate within the winter months

## **RATIONAL FOR RECOMMENDATION**

- Inflationary pressures continue to impact the Province of Alberta and users of the facility
- Upon review of Bentley Ice Rental Fees, we are in alignment with other communities in Central Alberta and administration feels that the fees we continue to charge are reasonable. We have not increased those fees for 4 years. This will result in Bentley's fees being more in alignment with those charged in other communities that continue to raise their fees

## **ATTACHMENTS:**

- 1) Comparison of ice rental rates other communities 2020

---

Marc Fortais, CAO

# TOWN OF BENTLEY

# Attachment 1

## Comparison of Ice Rental Rates Other Communities

Rate Classification	Community							
	Alix	Bentley	Blackfalds	City of Lacombe	Clive	Eckville	Rimbey	Sylvan Lake
Minor Hockey	\$ 75.00	\$ 124.02	\$ 140.25		\$ 85.00	\$ 125.00		
Out of Town Minor Hockey	\$ 90.00							
Figure Skating	\$ 75.00	\$ 124.02			\$ 85.00	\$ 125.00		
Local Minor Sports			\$ 165.00	\$ 101.00				
Local Youth		\$ 150.64	\$ 165.00	\$ 127.00			\$ 95.00	
Local Youth Prime Time								\$ 102.11
Local Youth Non Prime Time								\$ 60.87
Local Adult			\$ 165.00	\$ 154.00	\$ 135.00	\$ 140.00	\$ 135.00	
Local Adult Prime Time								\$ 170.12
Local Adult Non Prime Time								\$ 101.45
Local Senior	\$ 90.00							
Local Family/Other Local Grp (occasional)		\$ 168.33						
Seasonal Adult Teams		\$ 168.33						
Non Seasonal Adult Teams		\$ 186.23						
Non-Local Youth		\$ 150.64	\$ 198.00	\$ 154.00	\$ 120.00		\$ 115.00	
Non Local Youth Prime Time								\$ 204.17
Non Local Youth Non Prime Time								\$ 121.75
Non-Local Adult			\$ 198.00	\$ 186.00	\$ 120.00		\$ 145.00	
Non Local Adult Prime Time								\$ 204.17
Non Local Adult Non Prime Time								\$ 121.75
Non Local Family or Other Grp (occasional)		\$ 186.23						
Non Local Senior	\$ 100.00							
Non Local Hockey	\$ 100.00							
School Joint Use Rate				\$ 10.00				
School Non-Joint Use Rate				\$ 50.00				
School Rate	\$ 45.00							
Bentley School Phys Ed Flat Rate (per annum)		\$ 1,475.85						
Bentley School Hockey Academy		\$ 57.09						
Tour Special Event Rate				\$ 127.00				
Tournament Rates (Adult/Junior B)							\$ 110.00	
One Time Private Rentals	\$ 100.00				\$ 135.00			
Summer Ice				\$ 184.00				



**Agenda Date: November 28, 2023**

**Agenda Item: New Business:  
Bylaw #244/2023 – 2024 Water and Sewer Rates Amending Bylaw**

---

#### **LEGISLATIVE REQUIREMENT/AUTHORITY**

**WHEREAS** in accordance with the principals of financial accountability and sound fiscal management, along with continued inflationary increases, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

**WHEREAS** Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

**NOW THEREFORE**, The Council of the Town of Bentley, duly assembled, enacts as follows.

**Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:**

##### **Water (Metered Rates):**

All consumers with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

**Effective January 1, 2024**, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

**\$54.05 for the first 27 cubic metres or any portion thereof**  
**\$ 1.16 for each additional cubic meter or portion thereof**

##### **Bulk Water and County Sales:**

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

**Effective Jan 1, 2024**, based on a **one-month (monthly)** billing period.

**\$ 63.65 per month**  
**\$53.05 per fill (counter sale)**

**Sewer Rates:**

**Effective Jan 1, 2024**, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

**Institutional Use Building** (Schools, Care Centre) shall be based on 3 x the unit rate

<b>Per Residential and/or Business Unit</b>	<b>\$ 43.14</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 129.11</b>
<b>Mobile Home Park</b>	<b>\$2,068.75</b>

By-law No. 244/2023 shall amend schedule A of By-law No. 207/2018

By-law No. 244/2023 shall come into effect on the first day of January 2024

By-law No. 244/2023 shall rescind and replace Bylaw 234/2022 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this \_\_\_\_\_ day of November 2023

Read a second time this \_\_\_\_\_ day of November 2023

Read a third and final time and passed this \_\_\_\_\_ day of November 2023

**SUMMARY AND BACKGROUND**

On January 1, 2024, the rates established through Bylaw 207/2018 (Attachment 1) will be due to renew for the upcoming 2024 year. Schedule (A) of Bylaw 207/2018 established these rates to have incremental increases throughout the three years 2019, 2020 and 2021.

Previous Rate Schedule Amendment to freeze the rates at 2021 rates:

- Subsequently on December 14, 2021, Bylaw #230/2021 (Attachment 2) was passed to ensure that the Water and Sewer rates were frozen for the 2022 year at the 2021 rates.
- On December 13, 2022, Bylaw 234/2022 (Attachment 3) was passed to repeal bylaw 230/2021 and amend the Schedule (A) rates of Bylaw 207/2018 to continue to freeze the rates for the 2023 year at the 2021 rates.

These rate freezes are a continued commitment by Mayor and Council to help alleviate the financial pressures in the community caused firstly by the impacts of COVID-19 and secondly by rising costs due to inflation.

Administration is recommending that Mayor and Council consider continuing to offer such a rate freeze for the upcoming year 2024.

Administration recommends approval of Bylaw 244/2023 to freeze the 2024 water and sewer rates at the 2021 water, and sewer rates that are currently being charged.

## **RATIONALE FOR RECOMMENDATION**

- The impacts of COVID-19 and the continuation of inflationary increases to residents and businesses is impactful.
- The current rates are still fiscally responsible. By maintaining the existing rates there is no additional financial burden placed on the Town of Bentley.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

- None – the same revenue in 2024 as in 2023 with a rate freeze.
- The Town Operates at a 100% operating direct cost recovery rate for sewage collection and water treatment and distribution. The only additional consideration in future years would be to ensure that we are covering long term asset replacement through proper asset management and replacement programs.
- Administration will undertake an analysis of water and sewer charges in 2024 to determine future rates and if an increase is advisable and this will be in alignment with the Phase II review of Asset Management.

## **RECOMMENDATION:**

THAT Mayor and Council give three readings to Bylaw No. 244/2023 (Attachment 4) being a bylaw to amend schedule A of bylaw 207/2018 to establish water and sewer rates for the 2024 year.

## **ATTACHMENTS:**

1. Bylaw 207/2018 Water and Sewer Rates Bylaw
2. Bylaw 230/2021 Amendment to Schedule A of Bylaw 207/2018 Rates for 2019, 2020, 2021 to establish rates for the 2022 year
3. Bylaw 234/2022 Water and Sewer Rates for 2023 Amendment to Schedule A of Bylaw 207/2018 Rates for 2019, 2020, 2021
4. Bylaw 244/2023 Water and Sewer Rates for 2024 Amendment to Schedule A of Bylaw 207/2018 Rates for 2019, 2020, 2021.

---

Marc Fortais, CAO



**BY-LAW 207 / 2018**

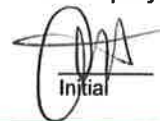
A By-law of the Town of Bentley in the Province of Alberta providing for the setting and collection of water and sewer rates and the fixing of the time and the places where rates are payable, as provided in the Municipal Government Act, Statutes of Alberta, Chapter M-26.1 with all amendments thereto.

**WHEREAS** the Town of Bentley has installed a water supply and distribution system and a sewage collection and disposal system for the said Town.

**WHEREAS** it is necessary to make a charge against the property owners and others for whose convenience the said water and sewer system has been provided.

**NOW THEREFORE** the Town of Bentley in Council assembled hereby enacts as follows:

1. A charge shall be made for the use of water supply and distribution system against the owners of all land which is served by the said system in the Town of Bentley according to the rates hereinafter set in **Schedule A** (attached) on the basis of water used, as determined by the water meter, and total system cost recovery.
2. A charge shall be made for the use of the sewage collection and disposal system against the owners of all land which is served by a connection with the sewage system in the Town of Bentley, based on the purpose for which such land is used and according to the rates hereinafter set in **Schedule A** (attached) on the basis of total system cost recovery.
3. The water meters shall at all times remain the property of the Town of Bentley and shall not be tampered with or interfered with at any time by the user or those under his control. Any damage to the said meter shall be paid for by the individual or firm using the water services, on the basis of costs repair including parts and labor or meter replacement.
4. A charge of **FIFTY DOLLARS (\$50.00)** will be made for turning off the water service and also for turning on the water service after the initial installation when turn off or on is done during regular working hours, being Monday to Friday, 7:00 a.m. to 4:00 p.m. and a charge of **ONE HUNDRED DOLLARS (\$100.00)** when the turn off or on is done outside of regular working hours, on weekends or holidays, specifically when such turning off or on is done at the request of the user, in an emergency situation or by reason of default of the owner in paying for the services so rendered;

  
Initial

5. No person other than the Town Foreman or his duly authorized agent shall turn off or turn on the water supply from the Town supply system to the owners premises;
6. Bi-monthly, the Town shall cause to be mailed or delivered to each owner of land where water and/or sewer services are supplied, a utility statement showing the amount of water used during the previous month(s) and the charge for same calculated by the rates set by Council; a charge for sewer service at a rate set by Council. The statement shall name a day and the places when and where such charge is to be payable, and the record of the Town of the mailing of such notice shall be sufficient evidence the notice was sent to the last known address of the person to be charged; failure to receive such notice does not relieve the owner of the property of the late payment penalties hereby imposed;
7. The rates hereby imposed shall be payable by the owner on or before the date which shall be set out on the notice mailed or delivered to the owner in each billing cycle. The Town shall have the right to enforce payment of the said rates by transfer of the utility service outstanding amount to the owners tax account. The Town of Bentley also reserves the right to disconnect the water supply to any property of which the said utility bill remains outstanding.
8. In the event an outstanding amount is transferred to the owners tax account, as set out in Clause 7, there shall be levied a charge of **Twenty-five Dollars (\$25.00)** on the utility account for transfer to taxes for non-payment.
9. Clause 71 of the Water and Waste Water By-law No. 91/05 shall be amended as follows;
  - a. In the event that any such utility bill remains unpaid for a period of thirty-five (35) days from the date of mailing of the said utility bill, there shall be added a penalty in the amount of ten percent (10%) on the current utility charges of the said utility bill and this penalty shall form part of the arrears and shall be subject to collection in the same manner as all other rates and charges, including the transfer of the outstanding amount to the property tax account.
10. In this By-law the word person or owner shall include a corporation, partnership, church, club, lodge or school or similar institution or the Board or Officers thereof.

  
Initial



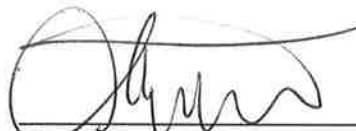
10. This By-law shall come into effect on January 1, 2019.

11. This By-law rescinds By-law No. 167/2013.

Read a first time this 18<sup>th</sup> day of December, 2018

Read a second time this 18<sup>th</sup> day of December, 2018

Read a third and final time this 18<sup>th</sup> day of December, 2018



Mayor Greg Rathjen



CAO Elizabeth Smart

**SCHEDULE A**  
**DEFINITIONS AND RATES**

For the purposes of establishing and levying a charge for the provision of water and sewer services, the following definitions shall apply:

**Dwelling Unit:** means a complete building or self-contained portion of a building used by one or more individuals living as a single housekeeping unit, containing sleeping, cooking and separate toilet facilities, intended as a permanent residence, which may or may not have direct access to the outside by a separate exterior entranceway.

**Business Unit:** means a complete building or self-contained portion of a building for the use of providing for the sale, supply, manufacture, assembly, repair, rental or storage of goods or service or both, for gain or profit, which may or may not have direct access to the outside by a separate exterior entranceway.

**Multiple Use Building:** means a building containing one or more business units or one or more dwelling units or a combination of business units and dwelling units.

**Water (Metered) Rates:**

The following rates are based on a **two month (bi-monthly) billing period.**

All consumers, with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional) based on a two month (bi-monthly) billing as follows;

**Effective January 1, 2019**

**\$ 52.48 for the first 27 cubic meters or any portion thereof**

**\$ 1.13 for each additional cubic meter or portion thereof**

**Effective January 1, 2020**

**\$ 54.05 for the first 27 cubic meters or any portion thereof**

**\$ 1.16 for each additional cubic meter or portion thereof**

**Effective January 1, 2021**

**\$ 55.67 for the first 27 cubic meters or any portion thereof**

**\$ 1.20 for each additional cubic meter or portion thereof**

  
Initial

**Bulk Water and Counter Sales;**

For each bulk water account opened, there shall be a **\$200.00 key deposit** required, refundable upon account closure subject to keys being returned and the account is paid in full.

The following rates are based on a one month billing period

**Effective January 1, 2019**

**\$ 61.80 per month**

**\$ 51.50 per fill**

**Effective January 1, 2020**

**\$ 63.65 per month**

**\$ 53.05 per fill**

**Effective January 1, 2021**

**\$ 65.56 per month**

**\$ 54.64 per fill**

**Sewer Rates:**

The following rates are based on a two month (bi-monthly) billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

**Institutional Use Building** (Schools, Care Centre) shall be based on 3 x the unit rate

**Effective January 1, 2019**

<b>Per Residential and/or Business Unit</b>	<b>\$ 41.88</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 125.35</b>
<b>Mobile Home Park</b>	<b>\$ 2,008.50</b>




Initial

**Effective January 1, 2020**

<b>Per Residential and/or Business Unit</b>	<b>\$ 43.14</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 129.11</b>
<b>Mobile Home Park</b>	<b>\$ 2,068.75</b>

**Effective January 1, 2021**

<b>Per Residential and/or Business Unit</b>	<b>\$ 44.44</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 132.98</b>
<b>Mobile Home Park</b>	<b>\$ 2,130.81</b>

  
Initial



## By-law No. 230/2021

Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Water and Sewer Rates Bylaw By-law No. 207/2018.

**WHEREAS** in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of COVID-19, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

**WHEREAS** Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

**NOW THEREFORE**, The Council of the Town of Bentley, duly assembled, enacts as follows:

**Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:**

**Water (Metered Rates):**

All consumers with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

**Effective January 1, 2022**, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

**\$54.05 for the first 27 cubic metres or any portion thereof**  
**\$ 1.16 for each additional cubic meter or portion thereof**

**Bulk Water and County Sales:**

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

**Effective Jan 1, 2022**, based on a **one-month (monthly)** billing period

**\$ 63.65 per month**  
**\$53.05 per fill (counter sale)**

**Sewer Rates:**

**Effective Jan 1, 2022**, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

**Institutional Use Building** (Schools, Care Centre) shall be based on 3 x the unit rate

<b>Per Residential and/or Business Unit</b>	<b>\$ 43.14</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 129.11</b>
<b>Mobile Home Park</b>	<b>\$2,068.75</b>

By-law No. 230/2021 shall amend schedule A of By-law No. 207/2018

By-law No. 230/2021 shall come into effect on the first day of January 2022

By-law No. 230/2021 shall rescind and replace Bylaw 223/2020 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this 14<sup>th</sup> day of December 2021

Read a second time this 14<sup>th</sup> day of December 2021.

Read a third and final time and passed this 14<sup>th</sup> day of December 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## By-law No. 234/2022

Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Water and Sewer Rates Bylaw By-law No. 207/2018.

**WHEREAS** in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of COVID-19, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

**WHEREAS** Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

**NOW THEREFORE**, The Council of the Town of Bentley, duly assembled, enacts as follows;

**Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:**

**Water (Metered Rates):**

All consumers with the exception of bulk water accounts, shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

**Effective January 1, 2023**, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

**\$54.05 for the first 27 cubic metres or any portion thereof**  
**\$ 1.16 for each additional cubic meter or portion thereof**

**Bulk Water and County Sales:**

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

**Effective Jan 1, 2023**, based on a **one-month (monthly)** billing period

**\$ 63.65 per month**  
**\$53.05 per fill (counter sale)**

**Sewer Rates:**

**Effective Jan 1, 2023**, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

**Institutional Use Building** (Schools, Care Centre) shall be based on 3 x the unit rate

<b>Per Residential and/or Business Unit</b>	<b>\$ 43.14</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 129.11</b>
<b>Mobile Home Park</b>	<b>\$2,068.75</b>

By-law No. 234/2022 shall amend schedule A of By-law No. 207/2018

By-law No. 234/2022 shall come into effect on the first day of January 2023

By-law No. 234/2022 shall rescind and replace Bylaw 230/2021 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this 13<sup>th</sup> day of December 2022

Read a second time this 13<sup>th</sup> day of December 2022.

Read a third and final time and passed this 13<sup>th</sup> day of December 2022

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer





## By-law No. 244/2023

**Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Water and Sewer Rates Bylaw By-law No. 207/2018.**

**WHEREAS** in accordance with the principals of financial accountability and sound fiscal management, along with the impacts of inflation, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of water and sewage collection.

**WHEREAS** Bylaw No 207/2018 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the setting and collection of water and sewer rates and the fixing of time and places where the rates are payable.

**NOW THEREFORE**, The Council of the Town of Bentley, duly assembled, enacts as follows;

**Schedule A of the Water and Sewer Bylaw No. 207/2018 shall be amended as follows:**

**Water (Metered Rates):**

All consumers with the exception of bulk water accounts shall be levied the same rate (residential, commercial, industrial, institutional). Based on a two-month (bi-monthly) billing as follows:

**Effective January 1, 2024**, based on a **two-month (bi-monthly)** billing period, the following rates shall be levied:

**\$54.05 for the first 27 cubic metres or any portion thereof**  
**\$ 1.16 for each additional cubic meter or portion thereof**

**Bulk Water and County Sales:**

For each bulk water account opened, there shall be a \$200 key deposit required, refundable upon account closure subject to keys being returned and the account is paid in full.

**Effective Jan 1, 2024**, based on a **one-month (monthly)** billing period.

**\$ 63.65 per month**  
**\$53.05 per fill (counter sale)**

**Sewer Rates:**

**Effective Jan 1, 2024**, based on a **two-month (bi-monthly)** billing period.

All consumers shall be levied the same rate per residential or business unit, subject to the following exceptions:

**Institutional Use Building** (Schools, Care Centre) shall be based on 3 x the unit rate.

<b>Per Residential and/or Business Unit</b>	<b>\$ 43.14</b>
<b>Institutional Use: Per Unit</b>	<b>\$ 129.11</b>
<b>Mobile Home Park</b>	<b>\$2,068.75</b>

By-law No. 244/2023 shall amend schedule A of By-law No. 207/2018

By-law No. 244/2023 shall come into effect on the first day of January 2024

By-law No. 244/2023 shall rescind and replace Bylaw 234/2022 and all previous rate amendments to schedule A of Bylaw No. 207/2018

Read a first time this \_\_\_\_\_ day of December 2023

Read a second time this \_\_\_\_\_ day of December 2023.

Read a third and final time and passed this \_\_\_\_\_ day of December 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**Agenda Date:** November 28, 2023

**Agenda Item:** New Business:  
**Bylaw #245/2023 – Garbage Collection Rates for 2024**

---

### **LEGISLATIVE REQUIREMENT/AUTHORITY**

WHEREAS in accordance with the principals of financial accountability and sound fiscal management, along with continued inflationary increases, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal, and recycling services.

WHEREAS Bylaw No 100/06 being a bylaw in the Town of Bentley in the Province of Alberta to regulate the handling, collection, removal, and disposal of garbage and refuse and to establish the rates of charges for garbage collection service.

NOW THEREFORE, The Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Garbage Collection and Disposal Bylaw No 100/06 shall be amended as follows:

**Effective January 1, 2024**, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit \$ 60.83

Per Business Unit \$ 77.21

Institutional:

Elementary School \$ 231.64

Middle/High School \$ 231.64

Manufactured Home Park  
(Based on single collection,  
Average occupancy of 48 lots) \$ 2,919.77

By-law No. 245/2023 shall amend Schedule A of By-law 100/06

By-law No. 245/2023 shall come into effect on the first day of January 2024

By-law No. 245/2023 shall repeal and replace By-law No. 235/2022 and all previous rate amendments to schedule A of By-law No. 100/06

Read a first time this \_\_\_\_\_ day of November 2023

Read a second time this \_\_\_\_\_ day of November 2023

Read a third and final time and passed this \_\_\_\_\_ day of November 2023.

## **SUMMARY AND BACKGROUND**

On December 31, 2023, the rates established through a previous bylaw amendment to Bylaw 100/06 (**Attachment 1**) will be due to renew for the upcoming 2024 year.

Previous bylaw amendment, to schedule A of Bylaw 100/06 include:

- Bylaw 231/2021 (**Attachment 2**) froze the rates for the 2022 year at 2021 rates.
- Bylaw 235/2022 (**Attachment 3**) froze the rates for the 2023 year at 2021 rates.

In 2021 administration had conducted a review of comparable communities in and around Bentley (**Attachment 4**) and feels that the rates that are currently set are reflective of the current market rates charged in surrounding communities. Also, given the current financial condition and resulting pressures on residents due to inflationary increases, a decision to not increase rates is still fiscally responsible and alleviates any additional pressures that would impact residents because of such an increase in 2024.

It should be noted that administration had also planned to undertake a full review of the Garbage Bylaw, which would include a rate analysis, review of current commercial garbage pickup through our commercial contractor and any billing charge on the tax role as well as reviewing service levels including the potential for recycling. However due to competing priorities of Mayor and Council, administration did not have sufficient time to undertake the review. It is anticipated that the review will take place in 2024 based on the feedback received from council and their priorities for 2024. This would mean that rates would be thoroughly looked at again in 2024.

Therefore, it is an administration recommendation that Mayor and Council consider approval of Bylaw 245/2023, which will continue to freeze garbage collection rates for the 2024 year at the same rates currently charged in 2023 and frozen since 2021.

## **RATIONALE FOR RECOMMENDATION**

- Inflationary increases add additional strain to residents, this following COVID-19 impacts and continues to impact the cost of living for our community.
  - The added strain of additional costs for those impacted by; lay-offs, business closures etc. is unjustified at this time and the Town needs to lessen that strain where it can and to allow time to recover and absorb the impacts of inflationary pressures.
- The current rates are still fiscally responsible and are in line with other community's rates. By maintaining the existing rates there is no additional financial burden placed on the Town of Bentley.

## **BUDGET AND FINANCIAL CONSIDERATIONS**

- None – The town will collect the same revenue in 2024 that was collected in 2023 with a rate freeze.
- The Town Operates at close to 100% direct cost recovery rate for garbage services.

## **RECOMMENDATION:**

THAT Mayor and Council give three readings to Bylaw No. 245/2023 (***Attachment 5***), being a bylaw to amend schedule A of bylaw 100/06 to establish garbage collection rates for the 2024 year.

## **ATTACHMENTS:**

1. Bylaw 100/06 Garbage Collection and Disposal Bylaw
2. Bylaw 231/2021 Garbage Collection Rates for 2022 year
3. Garbage Collection Rate Comparison 2021
4. Bylaw 235/2022 Garbage Collection Rates for 2023
5. Bylaw 245/2023 Garbage Collection Rates for 2024

---

Marc Fortais, CAO

## BY-LAW NO. 100/06

Being a By-Law of the Town of Bentley in the Province of Alberta to regulate the handling, collection, removal and disposal of garbage and refuse and to establish the rates of charges for the garbage collection service.

WHEREAS, pursuant to the Municipal Government Act, Statutes of Alberta, 1994, Chapter M-26.1 and amendments thereto, the Council of the Town of Bentley may establish rules and regulations for the collecting of garbage and refuse from the householder and places of business and institutions within the Town.

AND WHEREAS, in accordance with good financial management, the Council of the Town of Bentley wishes to establish rates of charges for the providing of the collection and disposal of garbage and refuse.

NOW THEREFORE, the Council of the Town of Bentley, duly assembled, enacts as follows:

1. This By-Law shall be cited as the "Garbage Collection and Disposal By-Law" of the Town of Bentley.
2. **Definitions:**
  - a) "By-Law Enforcement Officer" means a person authorized by Council to carry out the provisions of this By-Law or the Chief Administrative Officer of the Town of Bentley or a member of the Royal Canadian Mounted Police.
  - b) "Collection Day" means the day or days during each week on which garbage is regularly collected from a specific premises, together with the twelve (12) hour period immediately preceding and immediately following that day.
  - c) "Commercial Premises" means the site, including any building erected thereon, of any cafe, restaurant, hotel, store, warehouse, wholesale or retail business place, office building, factory, industry, or any other site or building except one that is used or intended to be used for residential purposes.



- d) "Council" means the Municipal Council of the Town of Bentley.
- e) "Front Yard" means a yard extending across the full width of a parcel measured perpendicularly from the front boundary of the parcel to the front wall(s) of the main building situated on the parcel.
- f) "Waste, Refuse and Garbage" means:
  - i) any discarded or abandoned garbage or other matter, including bottles, metals, cans or tins, crockery, glass, cloth, paper, wrappings, sweeping and all other similar items that accumulate in the household or result from commercial or industrial operations but does not include human or animal excrement, stable refuse, ashes or trade refuse.
  - ii) refuse composed of animal or vegetable matters produced as a by-product of the preparation, consumption or storage of food
- g) "Container" means a circular receptacle constructed of non-corrosive durable metal or plastic; equipped with a water-tight cover and two (2) handles to facilitate handling; having a capacity of not more than four (4) cubic feet, a height of not more than thirty (30) inches and a diameter of not more than twenty-four (24) inches and weighing, when filled, not more than forty (40) pounds.
- h) "Container Stand" means a wooden or metal stand or enclosure designed to hold all garbage bags or cans required by the premises for which the stand is provided and which shall be so designed as to keep all garbage cans in an upright position at all times, and protected from interference from dogs or other animals.
- i) "Householder" means any owner, occupant, lessee or tenant or any other person in charge of any building or other dwelling used or intended for use as residential premises, including a multiple family dwelling but excluding commercial premises.



- j) "Chief Administrative Officer" means a person appointed under the Municipal Government Act by the Municipal Council of the Town of Bentley.
- k) "Person" includes a firm or corporation.
- l) "Proprietor" means the owner, occupant, lessee, tenant or any other person in charge of commercial or industrial premises.
- m) "Refuse Collector" means an employee or agent of the Town of Bentley whose duty shall be to collect, remove and dispose of waste and refuse.
- o) "Residential Premises" means any site including any building erected thereon that is used or intended for use for residential purposes including both single family and multiple family dwellings.
- p) "Trade Refuse" means material from excavations, material from lot clearing and building construction, repairs, alterations, or maintenance, debris from any building removed or destroyed by fire or any other cause, material from manufacturing processes, dead animals, waste from garages and service stations, condemned matter or waste from factories or other works or from warehouses, ashes from industrial plants, and other similar waste material other than human or animal excrement or garbage.
- r) "Town" means the Town of Bentley.
- s) "Unit of Garbage" shall mean;
  - i) one non-returnable garbage bag up to 660 mm x 914 mm (26" x 36") and weighing not more than 40 pounds
  - ii) one neatly tied 1 meter (3 foot) in length bundle of clippings from trees or shrubs





3. **General Prohibitions**

- 3.1 No person shall collect, dispose of or remove refuse except in accordance with the provisions of this By-Law.
- 3.2 No person other than a householder, proprietor or the Refuse Collector shall open any refuse receptacle or in any way disturb the contents thereof or handle, interfere with or disturb any refuse put out for collection or removal.
- 3.3 No person other than the Refuse Collector, householder or proprietor shall make collections of refuse from residential or commercial premises.
- 3.4 No person shall deposit any dead animal, manure, excrement, refuse, liquid waste or other filth upon or into any street, service lane, alley, highway, ditch, well or any other land or body of water.
- 3.5 No person shall directly or otherwise dispose of or permit any person to dispose of any explosive, volatile, noxious or dangerous device, substance or thing, including hot ashes or burning matter, in any garbage can, plastic bag or metal garbage container and no person shall directly or otherwise dispose of or permit any person to dispose of any unwrapped wet garbage in any garbage can or metal garbage container.
- 3.6 No person shall place or mix with any refuse placed for collection by the Town any dangerous goods, hazardous waste or biological waste

4. **Collection and Disposal**

- 4.1 The Town of Bentley does not want its Refuse Collectors exposed to unnecessary dust, airborne hazards and other contaminants while performing their duties in the collection and disposal of garbage and refuse.
- a) Plastic bags of the type designed for the disposal of domestic refuse must be used for the disposal of refuse.



- b) Plastic bags containing refuse shall be kept in a structure, fenced area, or other enclosure at all times other than on collection day;
- c) Plastic bags containing refuse shall be in good repair, and securely closed except when refuse is being placed therein;
- d) Plastic bags when filled with refuse shall weigh not more than forty (40) pounds and be of sufficient strength to be capable of lifting of the contents;
- e) Plastic bags containing refuse shall be placed for collection in the same manner and located as prescribed in this By-Law for garbage cans and under no circumstances shall they be placed on any lane, boulevard or street other than on collection day
- f) The Town shall not collect cardboard boxes, laminated cardboard, corrugated packing cardboard or any other packaging material. Citizens are encouraged to deliver their cardboard waste to the recycling bin designated for cardboard.

4.2 The householder or proprietor shall place the non-returnable plastic bags inside the container or other approved receptacle provided for collection purposes.

4.3 All householders and proprietors shall at all times ensure that refuse is kept within the containers or other approved receptacles provided for that purpose, and not allowed to spill over or accumulate on any land or street or adjoining public or private property.

4.4 All householders and proprietors shall keep the land in the rear of their premises to the center line of the alleyway thereof in a clean and tidy condition and free from refuse.



- 4.5 Where any premise is served by a lane, all refuse from such premises shall be placed in containers for collection at a location within five (5) feet of such lane, but not in the lane, and where garbage cans are placed for collection within any container stand, fence, or other enclosure, direct access to the containers from the lane shall be provided.
- 4.6 When any premise is not served by a lane, all refuse from such premises shall be placed in containers for collection at a location as close as possible to the traveled portion of an adjacent street but not on a sidewalk or in such location as to interfere in any way with vehicle or pedestrian traffic.
- 4.7 Where any householder or proprietor of a premises not serviced by a lane desires a container stand this shall be situated on the premises but not on the front yard unless properly screened.
- 4.8 Except on collection day the householder or proprietor shall keep and maintain all garbage cans:
- a) On the premises served by a lane, of the householder or proprietor;
  - b) On the residential or commercial premises not serviced by a lane of the householder or proprietor in accordance with Section 4.7 of the By-Law.
- 4.9 No garbage collection shall be made from the inside of any dwelling or from the basement or upper floors of any multiple family dwelling or commercial premises.
- 4.10 No collection will be made where there is harassment or interference by dogs or other animals.
- 4.11 No person shall willfully or maliciously hinder or interrupt or cause or procure to hinder or interrupt the Town of Bentley or its employees, agents or contractors in the exercise of powers and duties related to the collection, utility and authorization contained in this By-law
- 4.11 Collection of refuse shall be made by the Refuse Collector on such days and at such times as the Town may appoint and the Refuse Collector shall have the right



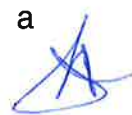
to enter at all convenient times such portions of all premises within the Town as may be required for the purpose of performing his collection, removal and disposal duties.

4.12 The Town may at any time and from time to time enter into a contract or contracts with any person, firm or corporation for the collection, removal and disposal of the whole or any part of the refuse accumulated within the Town, or may provide for the collection, removal and disposal of refuse by the use of equipment and employees of the Town.

4.13 The Refuse Collector shall not be responsible for the collection and removal of any of the following types of refuse:

- a) Trade refuse resulting from the construction, repair, decorating, clearing or grading of a building or premises;
- b) Scrap metal including car bodies, chassis, machinery or parts or garage refuse;
- c) Refuse which cannot be loaded from garbage cans, plastic bags or metal garbage containers, including such items as tires, auto parts, and boxes.
- d) Dead Animals
- e) Sod
- f) any discarded household furniture, material or equipment including household appliances such as refrigerators, stoves, clothes washers, clothes dryers, hot water tanks, microwave ovens, electronic equipment, etc
- g) liquid waste

4.14 All tree or shrubbery trimmings shall be neatly tied in 1 meter (3 foot) bundles and deposited neatly beside the garbage can(s) where it is easily accessible for removal by the Refuse Collector. One bundle shall count as a "unit of garbage".



- 4.15 All grass clippings and garden refuse shall be placed in plastic bags of the type designed to hold grass clippings, and be of sufficient strength to be able to withstand the lifting of the contents, and shall be deposited neatly beside the garbage can(s) where it is easily accessible for removal by the Refuse Collector. Plastic bags filled with grass clippings, etc. or garden refuse shall weigh not more than forty (40) pounds.
- 4.16 No person shall place anything they do not want disposed of within 3 meters (9.8 feet) of the collection point.
- 4.17 Notwithstanding the provisions of this By-law, the Town may make such special arrangements for the collection of garbage and refuse as may be appropriate.
- 4.18 All householders and proprietors shall be responsible to dispose in a proper manner at an approved site any refuse for which the Town does not accept responsibility for collection and disposal.
- 4.19 Notwithstanding anything in this By-law, the town may refuse to collect any material defined as garbage or refuse which, in the opinion of the Refuse Collector, may create a danger to the health or safety of those collecting such garbage and refuse.

**5. Excess Waste**

- 5.1 Waste in excess of the units of garbage allowed under the base rate charge as established in Schedule "A" will be collected provided a tag, supplied by the Town of Bentley, is conspicuously attached. Any unit of garbage above the limit provided in Schedule "A" not having a visible tag will not be collected.
- 5.2 The tags mentioned in Section 5.1 shall be offered for sale at the Town of Bentley Municipal Office at a rate specified in Schedule "A"



**6. Duties of Refuse Collector**

- 6.1 Collectors shall know and understand and abide by the rules and regulations as set out in this By-law.
- 6.2 Collectors shall be careful as is reasonably possible not to damage or misuse any refuse container.
- 6.3 Collectors shall replace emptied containers and lids in approximately the same location where picked up.
- 6.4 No collector shall leave refuse on the ground that he has spilled from the receptacle or the collection vehicle.
- 6.5 No collector shall pick, sort over, or remove any waste material from the collection vehicle or disposal site, except as directed by the Chief Administrative Officer.
- 6.6 The Collector, at his discretion, shall have the right to refuse to remove any garbage where the container does not meet the provisions as required by this By-law, or if the container is in a dilapidated, unsafe or unsanitary condition.
- 6.7 Notwithstanding 4.11, no collection shall be made from the inside of any residence or business premises.
- 6.8 The Collector shall not knowingly collect any hazardous waste.

**7. Burning Regulations**

- 7.1 Burning is permitted only in metal barrels or drums or incinerators.
- 7.2 No person shall burn or be responsible for the burning of any rubber, leather, bones, tar paper, treated wood products, plastic or any other material emitting hazardous fumes or an offensive odor, within the limits of the Town of Bentley at any time.
- 7.3 No person shall burn or be responsible for the burning of any waste, refuse or garbage before sunrise and after



sunset on any day of the week and not on Sunday, Monday, or on any recognized holiday.

- 7.4 Any person who burns is entirely responsible to ensure that the burning takes place without danger to other properties or inconvenience to neighboring properties and the Town shall in no way be held responsible for any damage or inconvenience experienced.

**8. Regional Transfer Station**

The Town is a member of the Lacombe Regional Solid Waste Authority which operates a regional transfer station for the disposal of refuse from the Town. This Authority reserves the right to control the type and nature of refuse which may be deposited at the regional transfer station. No refuse may be deposited at the regional transfer station except in accordance with such guidelines as the Authority may, from time to time, set.

**9. Compost Site**

- 9.1 The Council of the Town of Bentley encourages all householders and proprietors to transport to the compost site the following:

a) Lawn cuttings, weeds or garden refuse.

- 9.2 Disposal of any garbage and refuse at the compost site is not permitted.

- 9.3 The Town reserves the right to make rules and regulations regarding the operation of the compost site and such rules and regulations shall be posted at the compost site.

**10. Recycling**

- 10.1 The Council of the Town of Bentley encourages all householders and proprietors to recycle whenever possible and will facilitate recycling endeavors by



providing recycling bins at one location in the Town for the following recyclables;

- a) cardboard and paper products
- b) plastic milk containers
- c) glass & tin

10.2 Disposal of any other type of garbage and refuse at the recycling location is not permitted.

10.3 The Town reserves the right to make rules and regulations regarding the operation of a recycling program and such rules and regulations shall be posted at the recycling location.

## 11. Accumulation of Waste

11.1 Except for refuse which is placed in a manner complying with the provisions of this By-law and in a location designated or allowed by this By-law, no householder or proprietor in the Town shall allow waste of any kind to accumulate;

- a) outside of a building or inside of a portion of the building to which the public has access, or
- b) on any land or other premises whether or not there is a building or other structure erected thereon.

11.2 Notwithstanding anything in Section 11.1 or elsewhere in this By-law contained, no person shall dispose of waste or allow waste to accumulate anywhere in any manner which contravenes a provision of the Public Health Act, the regulations made there under or of a By-law of the Town relating to health, safety, sanitation or nuisances.

11.3 No person who has waste of any description requiring disposal shall not dispose of it elsewhere than at a disposal site of a type appropriate for the type of waste.





- 11.4 A person who has disposed of waste on any land contrary to the provisions of Section 11.1 shall remove, at his expense, the same upon being required to do so by the householder or proprietor, the Chief Administrative Officer or his/her designate, By-law Enforcement Officer,
- 11.5 the Fire Chief of the Town of Bentley or the Local Health Board, but such removal shall not prevent him from being prosecuted for a contravention of Section 11.1
- 11.6 If the person who has placed waste on land contrary to the provision of Section 11.1 cannot be ascertained or neglects or refuses to remove the waste there from, householder or proprietor shall remove the waste or cause the waste to be removed, at his/her expense, from the land upon being directed to do so by the Chief Administrative Officer, or his/her designate, the Fire Chief, By-law Enforcement Officer or the Local Health Board

**12. Written Notice of Contravention**

- 12.1 The Town may, by written notice, direct any person to promptly provide additional containers or other approved receptacles or to provide such receptacles in a proper condition where the Town considers either that the number or approved receptacles or their condition is inadequate or insufficient in practice to meet the spirit and intent of this By-Law.
- 12.2 When any container has been condemned by the Refuse Collector and written notice to that effect has been given to the householder or proprietor, the condemned garbage can may be removed and disposed of along with the garbage from the premises, in which case the householder or proprietor shall forthwith provide a suitable container to replace the one that has been condemned and removed.



12.3 The Town may, by written notice, require the removal of any accumulation of the types of refuse set forth in Section 4.13 hereof, or any accumulation of dirt, stones, old implements, or automobiles, iron or other rubbish from roads, lanes or other private or public property within the Town by serving upon the householder, proprietor, or other person responsible for the deposit of same such written notice outlining the removal requirements.

13. **Rate of Charges**

13.1 There shall be levied on every owner or occupant of a residential, commercial, industrial and institutional premises a fee for the collection, removal, and disposal of garbage and refuse.

13.2 Such fees shall be levied and are payable regardless of the extent to which the services are used unless written notice has been given to the municipal office to discontinue the service due to the building being unoccupied.

13.3 Rates are set out in Schedule "A" which is attached to and forms part of this By-Law.

13.4 Schedule "A" may be amended from time to time by Council.

13.5 The rates as set out in Schedule "A" and/or amendments to Schedule "A" shall be levied at the same time as water and/or sewer rates are levied and shall be collected in the same manner as water and/or sewer rates are collected.

14. **Recovery of Expense and Prosecution of Offenders**

14.1 If the householder or proprietor refuses to comply with any provision of this By-law, the Town may undertake the same at the expense of the owner of the property



14.2 When the Town is required to take action under Section 14.1 and the householder or proprietor defaults on the required payment, then the Town may recover the charges for which the householder or proprietor is liable by any lawful means available with the cost of such action to be charged against the owner or occupant.

14.3 Where a utility account and other charges under this By-law remain unpaid, the Town may transfer the outstanding account to the tax roll account of the property.

**15. Penalties**

15.1 Any person who contravenes any provision of the By-law is guilty of an offense and is liable under the Provincial Offences Procedure Act to a fine not less than \$100.00 and not exceeding \$1,000.00.

15.2 Notwithstanding the provisions of Section 14 hereof, any person convicted for a second offence for the same provision of this By-law shall be liable to a fine of not less than \$150.00 and not more than \$1,000.00.

15.3 Notwithstanding the provision of Section 14 hereof, any person convicted for a third offence for the same provision of this By-law shall be liable to a fine of not less than \$200.00 and not more than \$1,000.00.

**16.** If any term, clause or condition of this By-law and application thereof, shall, to any extent, be deemed invalid or unenforceable, the remainder of this By-law shall not be affected thereby and each other term, clause or condition of this By-law shall be enforced to the fullest extent permitted.



17. This By-law rescinds By-law 06/95 and By-law No. 89/04

This By-Law shall come into effect on the 1<sup>st</sup> day of April, 2006.

READ a first time this 28 day of February, 2006.

READ a second time this 28 day of February, 2006

READ a third and final time this 28 day of February, 2006

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## SCHEDULE "A"

**For the purposes of establishing and levying a charge for the provision of garbage collection and disposal services, the following definitions shall apply;**

Dwelling Unit: means a complete building or self-contained portion of a building used by one or more individuals living as a single housekeeping unit, containing sleeping, cooking and toilet facilities, intended as a permanent residence, which may or may not have direct access to the outside by a separate exterior entranceway.

Business Unit: means a complete building or self-contained portion of a building for the use of providing for the sale, supply, manufacture, assembly, repair, rental or storage of goods or services or both, for gain or profit, which may or may not have direct access to the outside by a separate exterior entranceway.

Multiple Use Building: means a building containing one or more business units or one or more dwelling units or a combination of business units and dwelling units.

Institutional Use Building: means the Schools and Health Care Centre

Single Collection Rate: means one collection per week

Multiple Collection Rate: means two collections per week

Allowable Units of Garbage: 4 per Dwelling or Business Unit per collection (Single or Multiple)



<u>Monthly Collection Fees:</u>	<u>Single Collection</u>	<u>Multiple Collection</u>
<u>Dwelling Unit</u>	16.00	
<u>Business Unit:</u>	20.00	40.00
<u>Institutional:</u>		
School – Elementary	60.00	120.00
School - High School	60.00	120.00
Health Care Centre	60.00	120.00
<u>Other:</u>		
Mobile Home Park (based on single collection, occupancy of 48 stalls)	768.00	





## By-law No. 231/2021

**Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Garbage Collection and Disposal By-law No. 100/06.**

**WHEREAS**, in accordance with sound fiscal management, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal and recycling services for the 2022 year.

**NOW THEREFORE**, the Council of the Town of Bentley, duly assembled, enacts as follows:

Schedule A of the Garbage Collection and Disposal By-law No. 100/06 shall be amended as follows:

**Effective January 1, 2022**, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit	\$ 60.83
Per Business Unit	\$ 77.21
Institutional:	
Elementary School	\$ 231.64
Middle/High School	\$ 231.64
Manufactured Home Park (Based on single collection, Average occupancy of 48 lots)	\$ 2,919.77

By-law No. 231/2021 shall rescind and replace By-law No. 221/2020


By-law No. 231/2021 shall come into effect on the first day of January 2022

Read a first time this 14<sup>th</sup> day of December 2021

Read a second time this 14<sup>th</sup> day of December 2021

Read a third and final time and passed this 14<sup>th</sup> day of December 2021

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

# Town of Bentley

## Garbage Rates Comparison to Neighboring Communities

Community	Residential			Commercial			Other Rates not Common to Communities				
	Residential	Billing Frequency and Other Charges	Residential Monthly Total	Business Commercial	Billing Frequency and Other Charges	Business Commercial Monthly Total	Large Business & School	Institutional Elementary School	Institutional Middle/High School	Manufactured Home Park	Comments
Town of Bentley	\$ 60.83	every 2 months	\$ 30.42	\$ 77.21	every 2 months	\$ 38.61		\$ 231.64	\$ 231.64	\$ 2,919.77	Per every two months
Lacombe County	\$ 19.60	monthly	\$ 19.60		commercial done by each business		N/A	N/A	N/A	N/A	Commercial and Institutional obtain own bins
Alix	\$ 25.00	monthly but add recycling \$5.93	\$ 30.93	\$ 41.50	monthly but add recycling \$5.93	\$ 47.43	\$ 10.25	N/A	N/A		
Clive	\$ 51.77	every 2 months	\$ 25.89	\$ 102.54	every 2 months	\$ 51.27		\$ 394.40			Per every two months
Eckville	\$ 23.00	monthly	\$ 23.00								
				\$ 94.00	monthly	\$ 94.00					
				\$ 104.50	monthly	\$ 104.50					
				\$ 115.00	monthly	\$ 115.00					
Sylvan Lake	\$ 19.00	Monthly but add \$6.25 recycling	\$ 25.25		commercial done by each business						





## By-law No. 235/2022

**Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Garbage Collection and Disposal By-law No. 100/06.**

**WHEREAS**, in accordance with sound fiscal management, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal and recycling services for the 2023 year.

**NOW THEREFORE**, the Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Garbage Collection and Disposal By-law No. 100/06 shall be amended as follows:

**Effective January 1, 2023**, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit	\$ 60.83
Per Business Unit	\$ 77.21
Institutional:	
Elementary School	\$ 231.64
Middle/High School	\$ 231.64
Manufactured Home Park (Based on single collection, Average occupancy of 48 lots)	\$ 2,919.77

By-law No. 235/2022 shall amend schedule A of By-law 100/06

By-law No. 235/2022 shall come into effect on the first day of January 2023

By-law No. 235/2022 shall rescind and replace By-law No. 231/2021 and all previous rate amendment to schedule A of Bylaw No. 100/06

Read a first time this 13<sup>th</sup> day of December 2022

Read a second time this 13<sup>th</sup> day of December 2022

Read a third and final time and passed this 13<sup>th</sup> day of December 2022

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**By-law No. 245/2023**

**Being a By-law of the Town of Bentley, in the Province of Alberta, to amend Schedule A of the Garbage Collection and Disposal By-law No. 100/06.**

**WHEREAS**, in accordance with sound fiscal management, the Council of the Town of Bentley deems it necessary to freeze the rates of charges for the provision of garbage collection, disposal and recycling services for the 2024 year.

**NOW THEREFORE**, the Council of the Town of Bentley, duly assembled, enacts as follows;

Schedule A of the Garbage Collection and Disposal By-law No. 100/06 shall be amended as follows:

**Effective January 1, 2024**, based on a two-month billing period, and service of weekly single collection, the following rates shall be levied:

Per Dwelling Unit	\$ 60.83
Per Business Unit	\$ 77.21
Institutional:	
Elementary School	\$ 231.64
Middle/High School	\$ 231.64
Manufactured Home Park (Based on single collection, Average occupancy of 48 lots)	\$ 2,919.77

By-law No. 245/2023 shall amend schedule A of By-law 100/06

By-law No. 245/2023 shall come into effect on the first day of January 2024

By-law No. 245/2023 shall rescind and replace By-law No. 235/2022 and all previous rate amendments to schedule A of Bylaw No. 100/06

Read a first time this \_\_\_\_\_ day of November 2023

Read a second time this \_\_\_\_\_ day of November 2023

Read a third and final time and passed this \_\_\_\_\_ day of November 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# 2023 3rd Quarter Financial Report

Projections based on Actuals to September 30, 2023

# TABLE OF CONTENTS

## 2023 Budget

- Review
  - Strategic Plan
  - Advocacy
- Where do your dollars go?
  - By Function
  - By Statistic
- 2023 Goals and Key Actions (Status Update)
- CAO Summary of Key Items
- Revenue by Category
- Expenses by Category
- Revenue Increases/Decreases 2023 Q3 Projection
- Expense Increases/Decreases 2023 Q3 Projection
- Capital Plan Update

# REVIEW

Strategic Plan and Advocacy





# Background

## Bentley Community Strategic Plan

### **Vision:**

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

### **Mission:**

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



# Background Bentley Community Strategic Plan

## Goals of the Strategic Plan

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





Advocacy Review and 2023

# Background

## Bentley Community Strategic Plan

### 2023 Advocacy:

- **Financial Support Federal Government**
  - Arena Slab Replacement & Ice Plant Replacement
  - Letters were provided by Blaine Calkins and Jason Nixon
  - Application is still active and waiting for response from Canada Green and Inclusive Buildings
  - Virtual Meeting with Mayor and MP Calkins at end of May, included preparation of briefing note (MP Calkins to advocate on behalf of Bentley to Minister responsible for grant)
  - Still have not been notified if we are successful or not
  - **Mayor Rathjen has requested another meeting with Mr. Calkins prior to the end of Q3, however this has not happened**
  - **Blaine Calkins Office has indicated that they are scheduling a meeting with the minister, however this has not happened**
  
- **Sustainable long-term funding – Canada Community Building Fund (formerly Gas Tax) & Local Government Fiscal Framework (formerly MSI)**
  - CCBF has already begun but LGFF begins in 2024
  - Allocation formulas are important and the LGFF Fund beginning in 2024 is 30% lower than the previous 12-year average of MSI
  - Council should continue to discuss long term capital funding needs of Bentley and provide support to Alberta Municipalities
    - Asset Management will be the tool to showcase Bentley’s long-term infrastructure needs
    - Asset Management is a key component of AB municipalities proposed funding formula

# Background

## Bentley Community Strategic Plan

### 2023 Advocacy:

- **Rural Crime and RCMP vs Provincial Policing**
  - Continued push by Provincial Government to explore replacing RCMP with Alberta Police Force
  - **Council Member or several Council Members should be tasked to research and follow this initiative and report back to council**
- **Funding for Provincial Health Care**
  - Dr attraction and retention – Bentley Care Centre
  - Nurse Practitioners is this an option for Bentley?
  - The conversations with Blaine and Jason discussed the funding models for NP's
  - Continued lobbying to re-establish a Doctors Office in Bentley
  - Initial meeting Q1 held with Dr. Mulholland to discuss options regarding Dr recruitment
  - Council discussed this at length at the beginning of Q2, although it is a desire to re-establish in Bentley, the likelihood is slim, unless a doctor wishes to operate out of Bentley.
  - **Continue dialogue with Main Street Medical but advocacy to AHS will cease based on council direction**
- **Bentley Southeast Area Structure Plan**
  - Negotiations with County and through IDP/ICF Committee
  - extensive engagements and 2<sup>nd</sup> round held in June
  - Annexation will need to be approved by Provincial Authority
  - Goes back to committee with revisions on September 15, 2023 (if approved by committee will be considered for first reading by county late sept, early oct)
  - Once first reading, will be additional opportunity for public engagement through public hearing
  - **Council will need to lobby the Provincial representatives to support the Area Structure Plan and potential annexation in future**

# Background

## Bentley Community Strategic Plan

### 2023 Advocacy:

- **Letters to Ministers**

- Motion 124/2023 Letter supporting Lacombe Foundation to support the development of Lacombe Lodge sent to Ric McIver (Minister of Municipal Affairs) and (Jason Nixon) Minister of Seniors and Housing
- Motion 125/2023 Letter of support to Central Alberta Mayor's Collective regarding concerns about Alberta Health Care Service Delivery in our communities. Sent to Minister of health and MLA Jason Nixon
- Motion 127/2023 Letter of support to Wolf Creek Public School Trudy Bratland and copied to Minister of Education and MLA Jason Nixon regarding proposed implementation of new transportation requirements for busing

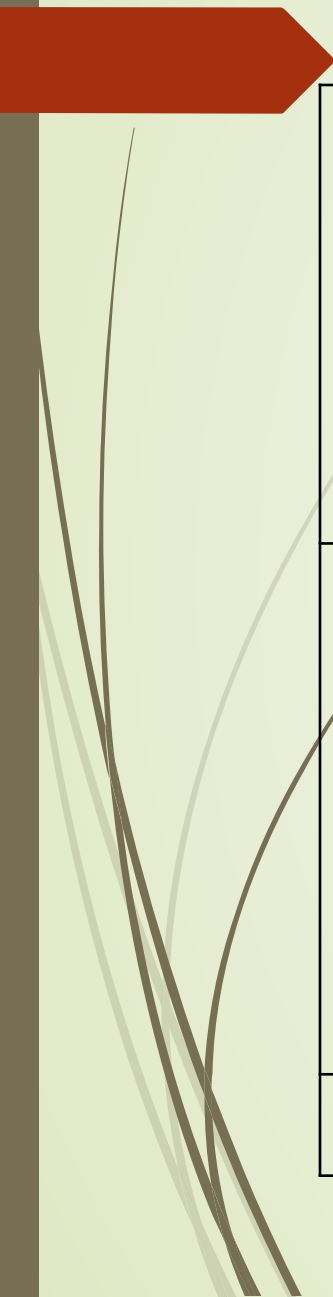
- **Congratulatory letters**

- Danielle Smith (election as leader of UCP and becoming the 19<sup>th</sup> Premier of Alberta)
- Jason Nixon (re-election and appointment as Minister of Seniors, Community and Social Services)
- Rebecca Schulz (re-election and appointment as Minister of Environment and Protected Areas)



Where do your budget dollars go?

# Where do your budget dollars go?



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

# Statistics

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



2023 Q3 Update - Goals and Accomplishments



# 2023 Goals and Actions

## 1. Effective Communication and Engagement

- ▶ A well connected, knowledgeable and engaged citizenry.
- ▶ Bentley is a well-known regional centre and destination that people seek out.
- ▶ All citizens, regardless of age and ability, are engaged in a wide variety of year-round events and activities.

- *Action*      *Launch new website in Q1 (**Completed beginning of May**) – utilize as a tool to communicate information and promote the community and draw attention to Bentley (staff receiving ongoing training)*
  - *Muse Gold Award international recognition in 2023*
  - *continued articles about Bentley in local news*
- *Action*      *Citizen Recognition Program (**Completed September**)*
  - *Good Neighbor Day Celebration hosted in 2023 in September – cooked 270 hamburgers and 150 hot dogs*
  - *Was very well attended event with the intent to build community connections, show case volunteers and recognize the contributions to community*
- *Action*      *Engage the community on the park design of the Municipal Park – through the creation of concept plans that incorporate feedback received to date and continue to refine the plan and pays tribute to the Oxford School Building (**Carried into Q3**)*
  - *Public engagement occurred in Q2 as planned on June 14, 2023. Results presented to Council on August 22, 2023. Decision deferred to allow council additional time to consider feedback and provide their own.*
  - *Presented again on Council Agenda September 12, 2023 – decision regarding moving forward with Park Design Deferred to 2024 budget process (**will most likely be a small portion moving forward in 2024**)*

# 2023 Goals and Actions

## 1. Effective Communication and Engagement

- ▶ A well connected, knowledgeable and engaged citizenry.
- ▶ Bentley is a well-known regional centre and destination that people seek out.
- ▶ All citizens, regardless of age and ability, are engaged in a wide variety of year-round events and activities.

- **Action**      ***Bentley Minor Soccer – Request for Field Space (2024 Budget Now)***

- *Additional action added by Council April 2023- added additional action to work with Bentley Minor Soccer to explore space for fields to support soccer expansion*
- *included council report May 9, 2023, on availability of space, existing space, registration and demand numbers*
- *additional MR up to 10 acres added to Bentley Southeast Area Structure Plan for future consideration of recreational space*
- *review the North ASP for summersault subdivision in 2024 (motion June 27, 2023, to defer review of summersault ASP until 2024 budget)*

- **Action**      ***New Beginnings Subdivision Renamed to “Sunset Heights” (Completed Q2)***

- *Survey ran in 2<sup>nd</sup> quarter to rename New Beginnings Subdivision*

# 2023 Goals and Actions

## 2. Financial Stability

- ▶ A wide variety of partnerships have been created across Bentley to deliver a host of programs and services.
- ▶ The tax base is broadened and well diversified to support new developments and endeavors.

- *Action*      *Responsible governance through open and transparent financial reporting, capital project implementation and budgetary information sharing. This will continue to include quarterly financial projection and variance reports that will be posted publically as part of the council agenda package. Also, capital projects will be implemented in a fiscally responsible manner on time and on budget with the utilization of grant funding where possible. (Ongoing)*
  - Q1, Q2 and Q3 reports successfully presented and publicly posted on the website (Completed)
- *Action*      *Long term financial planning through the continued evaluation of Asset Management Program to continue in 2023 will apply for any grants available to help fund **Phase 2 (2024) – Sewer, Stormwater, and Roads), Phase 3 – Vertical Assets (2025)***
  - includes ongoing review of capital projects and long-term capital needs through maintaining capital plan
  - Focus on long term expandability of community, business and residential attraction
  - Need to find funding to support major assets: Arena Slab, Concrete Program, Water and Sewer infrastructure North Bentley and Dick Damron Drive, maintaining fleet and equipment long term
  - Major Concrete work completed in 2023 – phase III of concrete program & Dick Damron Drive concept plan

# 2023 Goals and Actions

## 2. Financial Stability

- ▶ A wide variety of partnerships have been created across Bentley to deliver a host of programs and services.
- ▶ The tax base is broadened and well diversified to support new developments and endeavors.

- *Action* Submitted grant application and was successful for the Federal Tourism Relief Fund Grant to help fund the Medicine Lodge Ski Hill Masterplan in addition also secured funding from Lacombe County to support the plan.
- *Action* Fortis Tree Grant – applied for gateway trees along 52<sup>nd</sup> street corridor, successfully received the grant and additional donations from local businesses to help fund the planting of red spire columnar crab apple trees.
- *Action* *Grant applied for through Canada Green and Inclusive Building Fund (\$2,413,000 and Support from Lacombe County in the amount of (\$360,000) to fund \$3,167,000. Remainder of funding to come from MSI/Canada Community Building Fund and Reserves to fund Arena Slab and Ice Plant replacement in 2023. (Behind schedule as not notified of success of grant yet – Council to continue to lobby MP)*
  - significant time spent by administration and Mayor and Council to lobby MP's office
  - requested meetings with minister's office with no success at this point

# 2023 Goals and Actions

## 2. Financial Stability

- ▶ A wide variety of partnerships have been created across Bentley to deliver a host of programs and services.
- ▶ The tax base is broadened and well diversified to support new developments and endeavors.

- *Action*      *New Draft of Sewer Bylaw (was to be completed in 2023 but due to changing priorities shifted to 2024)*
- *Action*      *Review of Garbage & Recycling Services (was to be completed in 2023 but due to changing priorities shifted to 2024)*
- *Action*      *Land Use Bylaw Review, Update and Consolidation (3<sup>rd</sup> draft completed – review underway)*
  - *review of final draft underway – will most likely be pushed to 2024 for council review and public hearing*
- *Action*      *Capital project – design for Dick Damron (50<sup>th</sup> Street) Drive – underway (Completed beginning of Q4)*
  - *Public engagement in Q2 on June 14, 2023*
  - ***presented to council and accepted as information October 24, 2023 council meeting***
- *Action*      *Additional Capital Project approved by Council Q1 – concrete program phase III (Completed Q3)*
  - *Official quote award Q2 motion 165/2023*
  - *concrete work completed in August 2023*
- *Action*      *Additional project approved by Council Q1– hydrant replacement (Completed Q3)*
  - *replace 3 hydrants damaged by extreme weather during grain elevator fire at beginning of Q3*

# 2023 Goals and Actions

## 2. Financial Stability

- ▶ A wide variety of partnerships have been created across Bentley to deliver a host of programs and services.
- ▶ The tax base is broadened and well diversified to support new developments and endeavors.

- **Action**      **Ball Diamond Maintenance Standards (Asset Management) (Completed Q2)**
  - Parks Supervisor created maintenance standards and took inventory of assets for ball diamonds (*this was an additional task assigned, reviewed and approved by the CAO*). The intention was to create clearer standards agreed between Parks and Minor Ball. This was presented to council in April.
- **Action**      **2023 Mil Rate Bylaw and Q1 Budget Update (Completed Q2)**
- **Action**      **MAP Audit remaining items (Completed Q2)**
  - Assessment Review Board Bylaw revised to follow legislation
- **Action**      **Donation to Wolf Creek Public School and BGC to support After School Out Day Program (Completed Q2)**
  - FCSS will connect with BCG as well to discuss opportunities for longer term support of the program

# 2023 Goals and Actions

## 3. Economic Growth

- ▶ Bentley has a wide variety of seasonal and permanent businesses.
- ▶ Year-round tourism supports Bentley businesses and provides a range of employment opportunities.
- ▶ Regional collaboration supports the success of Bentley businesses and growth.
- ▶ Collaboration with Regional Neighbors to actively Promote Bentley

- *Action*      *Intermunicipal Collaboration Committee with members of Lacombe County and Town of Bentley council to develop the Bentley Southeast (ASP) to explore the development potential of commercial and industrial lands as identified in the Intermunicipal Collaboration Framework and Intermunicipal Development Plan. (Anticipate completion in Q4 of initial bylaw)*
  - ASP revised based on first round of engagement – 2<sup>nd</sup> round of public engagement was June 29, 2023
  - Committee Meeting September 15, 2023 (revised plan)
  - October 12, 2023 - First Reading Bylaw 1397/23 Southeast Bentley Area Structure Plan - Lacombe County Council
  - November 14, 2023 – Public Hearing held Lacombe County Council and 2<sup>nd</sup> Reading given to Bylaw 1397/23
  - November 23, 2023 – will appear before Lacombe County Council for consideration of 3<sup>rd</sup> reading
  - If 3<sup>rd</sup> reading is successful, then the Committee will discuss next steps including revenue sharing agreements and annexation application to the Province
- *Action*      *Work with Medicine Lodge Ski Club, Central Alberta Economic Partnership, Lacombe Tourism to develop a Master Plan and Asset Utilization Study for the Medicine Lodge Ski Hill that looks at diversification of recreation opportunities and supports the Medicine Lodge Ski Club to refine the long-term vision for the hill. (Completed the Masterplan Q3)*
  - Report approved by Town of Bentley Council July 11, 2023
  - Additional presentation to Lacombe County (Funding Partner) September 14, 2023
  - Final Grant Report and funding to be received from Tourism Relief Fund (Completed Q4)
  - Ongoing Indigenous engagement and conversations regarding cultural significance of the hill

# 2023 Goals and Actions

## 3. Economic Growth

- ▶ Bentley has a wide variety of seasonal and permanent businesses.
- ▶ Year-round tourism supports Bentley businesses and provides a range of employment opportunities.
- ▶ Regional collaboration supports the success of Bentley businesses and growth.
- ▶ Collaboration with Regional Neighbors to actively Promote Bentley

- *Action*      *2023 Digital service squad supported and operated by Community Futures Red Deer continues to support local Bentley Businesses (Q1 & Q2 Completed)*
- *Action*      *Promote the community through the new brand and develop further marketing collateral such as banners for main street, campground banners, new templates to enhance the brand, such tax infographic. (Completed Q3)*
- *Action*      *Exploring opportunities to connect the local business community with other resources (Ongoing)*
  - meetings with Jennifer Hartigh – Regional Economic Development Specialist Central Region – Province of Alberta
  - meetings with Nicole Lorrain – Workforce Consultant Province of Alberta – explore opportunities for business supports, connectivity (chamber or other organizational structure)
  - meetings with Lacombe Tourism – strategic discussions surrounding long term community support and events planning to support tourism attraction to Bentley.
- *Action*      *2023 Digital service squad supported and operated by Community Futures Red Deer continues to support local Bentley Businesses (Q1 & Q2 Completed)*
- *Action*      *Seek out interest to acquire and re-open grocery store in Bentley (Successfully found and facilitated a new owner for the store – Q3 Completed)*
  - involved multiple cold calls and meetings with chains, independent owners, connections with ATB and lawyers regarding foreclosure



# 2023 Goals and Actions

## 3. Economic Growth

- ▶ Bentley has a wide variety of seasonal and permanent businesses.
- ▶ Year-round tourism supports Bentley businesses and provides a range of employment opportunities.
- ▶ Regional collaboration supports the success of Bentley businesses and growth.
- ▶ Collaboration with Regional Neighbors to actively Promote Bentley

- *Action*      *Parkland Fuels Lot Remediation (Completed Q4 – Not paid for by the Town – Private Business)*
  - Continue to follow up with Parkland Fuels Corporation to remediate the lot on 50<sup>th</sup> Ave and 50<sup>th</sup> Street
  - Resulted in full remediation completed in 2023 – further testing underway
  
- *Action*      *Capital Projects Completed in 2023*
  - Town Hall window replacement completed
  - Defibrillator Replacements
  - Concrete Program Phase III Completed (\$218,000 worth of concrete work completed)
  - Computer Replacement Community Services Completed
  - Cascade Cylinder Purchase completed for firehall
  - Conferencing hardware to be installed prior to end of Q4 for Council
  - New Beginnings Subdivision Consolidation Completed in January
  - Replaced 3 Hydrants damaged by Grain Elevator Fire and extreme weather conditions
  - 50<sup>th</sup> Street, Dick Damron Drive (Sewer Repairs Completed Q4)
  - Conceptual Design of 50<sup>th</sup> Street and Underground Infrastructure completed at end of Q3
  - Floor Scrubber Replacement Arena

# 2023 Goals and Actions

## 4. Enriched and United Community

- ▶ A safe, sustainable and holistic community where people can live, work and recreate.
- ▶ All housing needs are met to support people of every age, ability and family size.
- ▶ An active, engaged and sustainable community

- *Action*      *Council to call on the community of Bentley to form a committee that will initiate and host a Canada Day Event, the committee should be encouraged to actively create a Canada Day Event, initiate the necessary fundraising and support a volunteer base to host a Canada Day Event with some support from the Town (Q1 completed – cancelled due to lack of volunteers)*
- *Action*      *Continue to nurture the Town’s relationship with the RCMP and Lacombe Enforcement and ensure an enhanced presence in the community. Mayor and Council to better understand the impacts of the Provincial initiative of a Provincial Police Force (Ongoing)*
- *Action*      *Planning initiatives to be undertaken include Land Use Bylaw Consolidation (In process), MDP and IDP will be pushed out to 2024 as no time, JUPA Agreement with School – will finalize in 2024 (Q4 and carry over into 2024)*

# 2023 Goals and Actions

## 4. Enriched and United Community (cont'd)

- ▶ A safe, sustainable and holistic community where people can live, work and recreate.
- ▶ All housing needs are met to support people of every age, ability and family size.
- ▶ An active, engaged and sustainable community

- *Action*      *Complete Housing Needs Assessment with the Government of Alberta (Completed Q2 and Submitted)*
  - *Directed by Council as an additional task to complete housing needs assessment in Q2 on July 11, 2023, Regular Meeting of Council*
  
- *Action*      *Explore opportunities for housing partnerships for the development of diversified housing options.*
  - *meet with Lacombe Foundation, Bethany Group/Habitat for Humanity to seek development opportunity*
  - *meet with realtor to discuss marketing strategy for subdivision lot sales (Q1 – **meetings held, ongoing**)*
  - *intention to meet with realtor again by end Q4 or early in the new year to review the summer season and interest*
  - *marketing initiative underway for the lots in Sunset Heights, Facebook paid advertising on Marketplace, ReMax Dale Russell Advertising, paid advertising through Black Press to target Vancouver, Edmonton, Calgary through digital media ads and print ads in Red Deer*
  - *Re/Max and the Town have also worked with Laebon Homes to provide designs for Spec homes on the lots at an affordable price point under \$500,000 for lot and house to be built.*

# 2023 Goals and Actions

## 5. Organizational Successes

- An efficient, knowledgeable, healthy and caring community.
- A transparent and accessible municipal Council and Administration.
- Organized and engaged network of community partnerships and organizations.

- *Action Conferencing Software/Hardware installed in council chambers to enhance online meeting capability of Mayor and Council (Was to be completed in Q2 but ran out of time – moved to Q4)*
- *Action Build community capacity through the encouragement of volunteerism – host good neighbor day to promote community groups in September 27 3:30 to 8pm with a community BBQ (Completed Q3)*
- *Action Community Events Strategy – This is a carry over from 2022 (Originally was Q3 – moved to 2024)*
- *Action Community Room in Town Hall Building*
  - Successful Partnership with Lacombe Family Resource Network (McMann) community programming no cost to town other than space
  - TOPS still operating out of room
  - Stay and Play running through FCSS and Community Services weekly with programming for young children



# 2023 Budget – CAO Summary of Key Items

# 2023 BUDGET CAO SUMMARY

## ➤ Revenue

- **No tax increases (other than any requisitions or invoices from the Province – (IE Policing))**
  - Absorbing CPI index increases from prior year of 6.5% on all goods in Alberta
  - Absorbing additional costs associated to the replacement of 3 hydrants (approximately \$47,000 within budget by cost cutting and savings)
  - Continue to seek grants where possible including major grant to Canada Green and Inclusive Buildings Fund for Arena Slab and Ice Plant Replacement 3.2 million project with majority funded by grant if successful
  - Tourism Relief Fund Grant application in collaboration with CAEP was successful to receive \$50,000 for masterplan for the Medicine Lodge Ski Hill, an additional \$25,000 provided by Lacombe County
- **Garbage rates continue to be frozen at 2020 rates** (however 2023 will include a full review of garbage and recycling and services)
- **Utility & Sewer Rates estimated at 2020 rates and continue to be frozen**
- **New Beginnings Subdivision reconfiguration and lot consolidation completed**, and lots are for sale as Single Family Dwelling Lots
- **ACP grant Bentley Southeast Area Structure Plan** to encourage future commercial and industrial growth

# 2023 BUDGET CAO SUMMARY

## ➔ Expenditure

- **Continued paydown of debenture** from new beginnings acquisition and servicing (completely paid in 2024)
- **Wages increase of 6.5% CPI Index increase** (average for 2022) has been absorbed into budget with no tax increase
- **Inflationary increases for goods, supplies, professional services absorbed in budget**
- **Zero claims for insurance have helped to reduce premiums**
- **Additional grant funding available to support local community groups** through annual grant program
- **Continue to enhance marketing of Bentley through brand**
- **Develop concept plan for Oxford School Site** (further engagement with public)
- **Major arena capital project to replace slab and ice plant** if successful for grant
- **Capital projects for concrete replacement (sidewalks)** finalized in 2023
- **Rising costs for employer paid benefits will look at options in late 2023 or early 2024**



2023 Budget- Q3 Update

Revenue by Category and Function



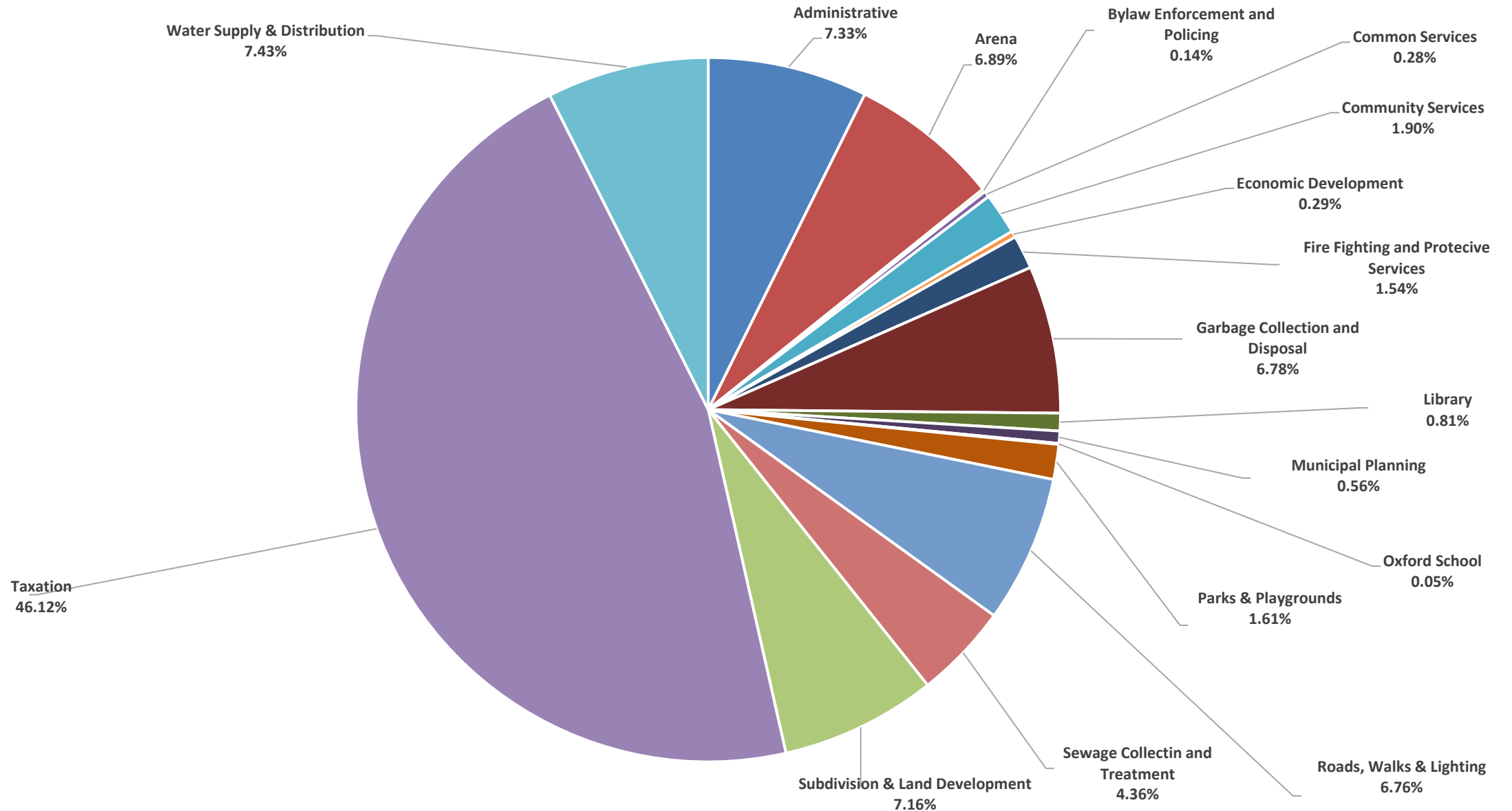
# Revenue Collected by Category

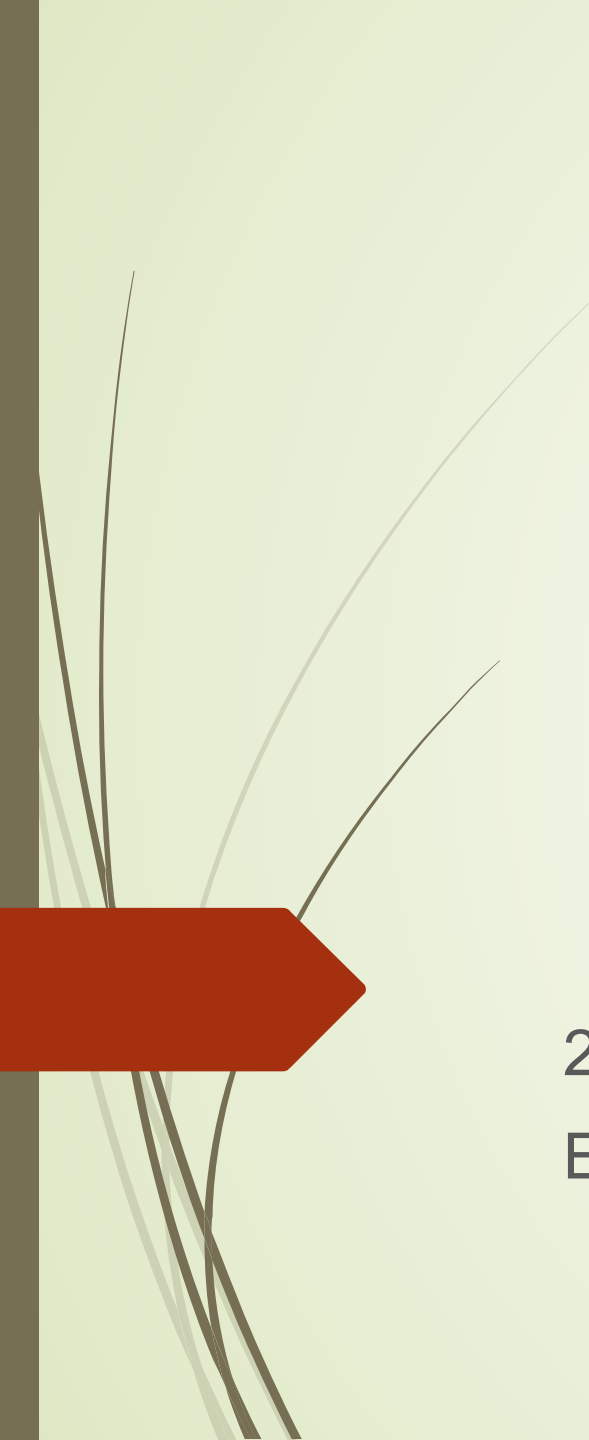
Revenue Category	Amount	Percentage
Property Taxes	\$1,482,108.00	46.12%
Penalties and Fines	\$64,346.00	2.00%
Licenses and Permits	\$7,550.00	.23%
Sale of Goods and Services	\$596,989.00	18.58%
Rentals	\$151,532.00	4.72%
Franchise Fees	\$125,000.00	3.89%
Provincial and Federal Grants	\$447,074.00	13.91%
Other Government Transfers	\$131,367.00	4.09%
Other Transfers	\$18,003.00	.56%
Other Revenue	\$189,849.00	5.90%
<b>TOTALS</b>	<b>\$3,213,818.00</b>	<b>100%</b>

- Education Tax \$285,974.00
- Seniors Requisitions \$ 7,905.00
- Policing Invoice \$ 58,075.00
- Designated Ind Prop \$ 111.00

Are paid from the property tax  
Collected. Net Municipal  
Revenue \$2,861,753

# Revenue Collected by Municipal Function





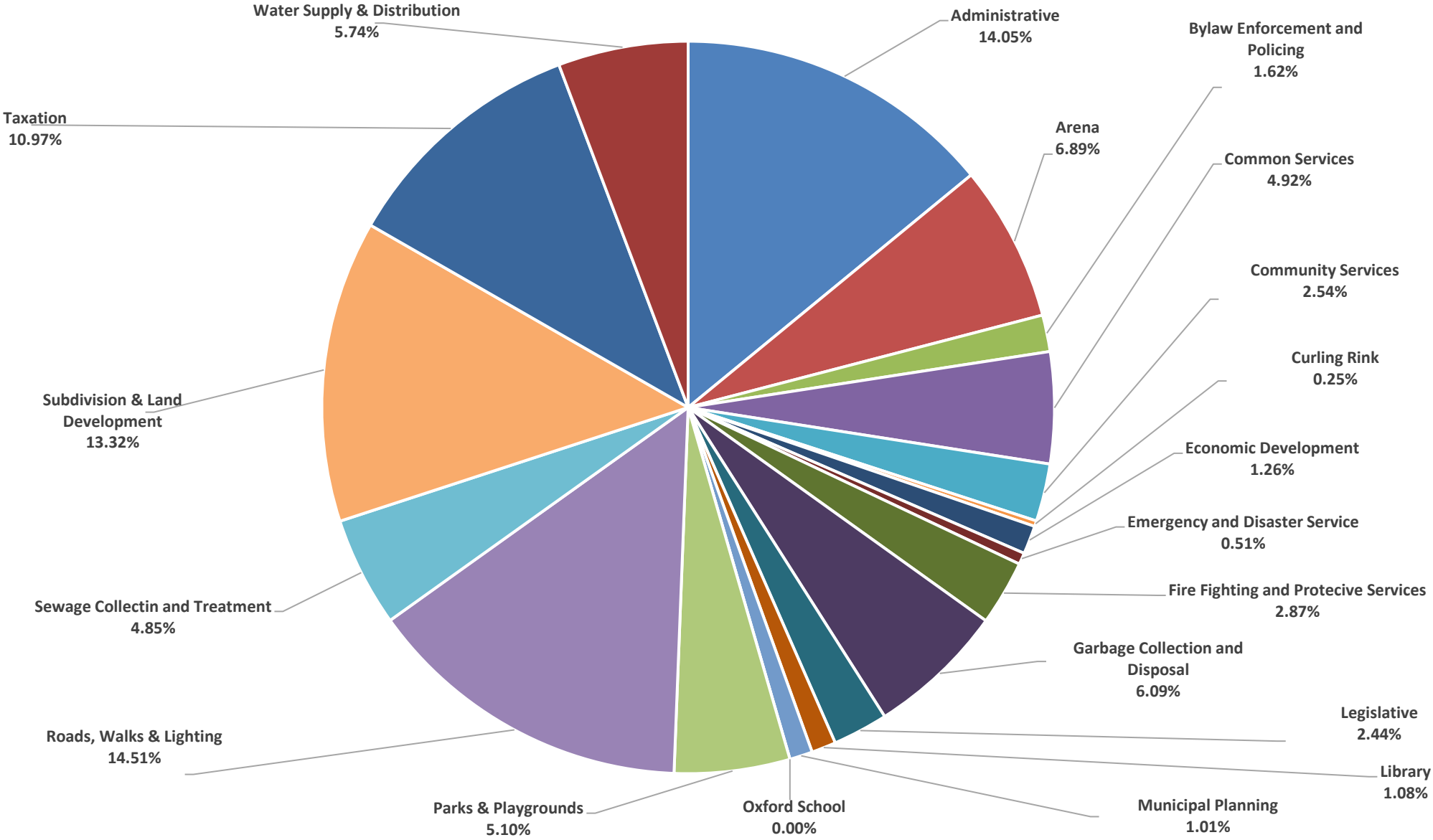
2023 Budget – Q3 Update

Expense By Category and Function

# Expenses Paid by Category

Revenue Category	Amount	Percentage
Wages/Benefits & Remuneration	\$895,649.00	27.91%
Memberships/Partnerships/Training/ Conferences and Licenses	\$66,407.00	2.07%
Mileage and Sustenance	\$4,523.00	.14%
Postage/Freight, phone & internet	\$30,486.00	.95%
Purchased Services	\$793,449.00	24.72%
Utilities	\$199,650.00	6.22%
Insurance	\$84,779.00	2.64%
Materials/Goods & Supplies	\$123,716.00	3.86%
Bank Charges and Loan Payments	\$276,920.00	8.63%
Grants & Donations	\$47,703.00	1.48%
Other Transfers	\$0	0%
Other	\$20,121.00	.63%
Capital	\$313,769.00	9.78%
Requisitions (Ed., Seniors, Police)	\$351,954.00	10.97%
<b>TOTALS</b>	<b>\$3,209,126.00</b>	<b>100%</b>

# Expense Collected by Municipal Function





2023 Revenue Increases and Decreases

2023 Budget to Q3 Projection (includes Actuals to September 30, 2023)

# SUMMARY OF 2023 BUDGET REVENUE INCREASES/DECREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
Net (Surplus)/Deficit	\$ ( 717.00)	\$ (1,969.00)	\$ (7,837.00)	\$ (4,692.00)	\$ (3,975.00) increase in surplus

### Revenue Increases and Decreases from 2023 Budget to Q3 Projected 2023 Budget

- **Property Taxes - \$12,471 Decrease in Revenue** – Increase of \$846 in linear and pipeline taxes based on actual billing. Decrease of \$12,913 in residential taxes from budget based on actual tax calculation (mainly related to decrease in school requisition) \$404 decrease in commercial taxes based on actual tax calculation.
- **Penalties and Fines - \$39,846 Increased revenue due to**
  - increase of \$38,000 in Administration – due to \$35,000 in penalties associated with tax sale accounts and amounts recoverable via the tax accounts that are delinquent, and increase of \$3,000 in AB justice fines based on actuals to date
  - increase of \$1846 in Bylaw Enforcement and Policing for fines issued and not budgeted
- **Licences and Permits - \$2,000 decrease revenue due to less permit fees than budgeted**
- **Sale of Goods and Services - \$290,911 decrease in revenue due to**
  - Increase of \$4,003 in common services – proceeds from auction for sale of Sweeper and Dakota as well as zero turn mower sold.
  - Increase of \$2,286 in Parks and Playground revenue based on anticipated increase in campground bookings
  - Decrease of \$3,500 in water supply and distribution budget, due to projecting down water meter revenue
  - Decrease of \$3,900 in Community Services budget due to projecting down neighborhood notes revenue, other revenue and donations revenue anticipated to be received to year end
  - Decrease of \$289,800 for lot sales new beginnings as no lot sales to date

# SUMMARY OF 2023 BUDGET REVENUE INCREASES/DECREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
Net (Surplus)/Deficit	\$ ( 717.00)	\$ (1,969.00)	\$ (7,837.00)	\$ (4,692.00)	\$ (3,975.00) increase in surplus

### Revenue Increases and Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Rentals – \$28,668 Decreased Revenue due to:**

- Decrease of \$690 in ball diamond rental revenue
- Decrease of \$27,978 in anticipated arena ice rentals to end of year

#### ► **Franchise Fees – \$5,000 Decreased Revenue due to:**

- less franchise fees anticipated to be received than budgeted based on actuals to date and trend

#### ► **Provincial & Federal Grants – \$2,348,403 Decreased in Revenue due to:**

- Increase of \$217,297 in Roads, Walks and Lighting in MSI and Canada Community Building Fund (formerly Gas Tax) to be used to deliver phase III of the Bentley Concrete Program (\$93,278 MSI and \$124,019 CCBF)
- Increase of \$50,000 in Subdivision and Land Development for successful application of the Tourism Relief Fund Grant in collaboration with CAEP, will invoice CAEP for the contribution to fund the Medicine Lodge Ski Hill Masterplan
- Increase of \$2,675 in Community Services (FCSS) for one-time operating funding increase through MSI Grant
- Increase of \$22,000 in Parks and Playgrounds for one-time operating funding increase through MSI Grant and Summer Jobs Grant received
- Increase of \$4,750 in Library for one-time operating funding increase through MSI Grant
- Increase of \$49,191 in Water Supply and Distribution for funding applied from MSI grant for Hydrant Replacement (\$47,625 and Dick Damron Drive Repairs residual MSI grant applied (\$1,566))
- Decrease of \$38,989 in Planning and Development as a result of \$50,000 decrease in amount for ACP Funding as project is not complete and Province will not pay final installment of ACP grant until project complete. This is offset by an increase in MSI operating funding of \$11,011
- Decrease of \$2,655,327 in Provincial and Federal Grants as follows: (2,413,008 Decrease in Canada Green and Inclusive Buildings Program) + (\$247,319 Decrease in Gas Tax and MSI Grant funding not needed) Offset by \$5,000 increase in one-time MSI operating funding.



# SUMMARY OF 2023 BUDGET REVENUE INCREASES/DECREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
Net (Surplus)/Deficit	\$ ( 717.00)	\$ (1,969.00)	\$ (7,837.00)	\$ (4,692.00)	\$ (3,975.00) increase in surplus

### Revenue Increases and Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### Other Government Transfers - \$366,823 Decreased Revenue due to:

- Increase of \$8,000 In Fire and Protective Services Budget due to an anticipated higher cost share recovery from the County for 2023 based on trend to date
- Increase of \$95.00 in Lacombe County Ball Diamond maintenance contribution
- Increase of \$3,737 in Community Services FCSS based on higher transfer from Lacombe County than anticipated through budget (additional transfer received)
- Decrease of \$356,967 in Arena Budget based on decrease of (\$360,000 for Lacombe County support for the Arena Slab construction – not needed in 2023 due to no notification of success of grant by end of Q1 – will utilize in 2024 if successful) This is offset by a slight increase of \$3,033 in operational funding from Lacombe County for the arena.)
- Decrease of \$19,088 in Lacombe County Funding for the library, typically was paid to the town and then the town paid the library, but this year paid directly to the library.
- Decrease of \$2,600 in Garbage Collection and Disposal in anticipation of billing for recycling diversion based on less costs for the recycling program

# SUMMARY OF 2023 BUDGET REVENUE INCREASES/DECREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
Net (Surplus)/Deficit	\$ ( 717.00)	\$ (1,969.00)	\$ (7,837.00)	\$ (4,692.00)	\$ (3,975.00) increase in surplus

### **Revenue Increases and Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### ► **Other Revenue - \$109,094 Increased revenue**

- Increase of \$21,494 in Fire Fighting and Protective Services Revenue due to \$21,344 in cost recovery from Grain Elevator Fire and \$150 Insurance refund after submitting revised roster.
- Increase of \$4,062 in Parks and Playground Budget related to Fortis Tree Grant and Donations for Southwest Gateway improvements (Tree Planting along 52<sup>nd</sup> Street corridor)
- Increase of \$1,505 related to insurance refund Oxford School (insurance paid for in November of prior year while demolition was not yet complete – refund issued for premiums paid for from November 2022 to November 2023)
- Increase of \$7,000 in general administration budget due to:
  - increase \$10,000 in interest earned due to continued trend of higher interest rates
  - increase of \$6,000 in donations, janitorial reimbursement community room, museum wage reimbursement
  - offset by a decrease of \$8,850 in Canada Day Revenue due to event cancelled and only fireworks moving forward and a \$150 decrease in revenue associated to copies, faxes, pins and misc sales
- Increase of \$75,033 in Subdivision and Land Development for reserve transfer to fund Sunset Heights subdivision consolidation – transfer from deferred revenue

#### ► **Other Transfers - \$64,743 Decreased Revenue**

- Increase of \$9,400 in Economic Development budget due to website work not completed in 2022 and carried into 2023, transfer amount from reserve to fund in 2023. Project completed on budget
- Decrease of \$74,143 in Arena budget due to reserve transfer not required to fund arena slab and ice plant replacement, due to no notification of success of the grant applied for to the Canada Green and Inclusive Buildings Program. (reduction is \$8,603 less than Q2 as small reserve transfer budgeted to cover the cost of the purchased floor scrubber approved by council)



2023 Expense Increases and Decreases

2023 Budget to Q3 Projection (Includes Actuals to September 30, 2023)

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### ► **Requisitions to Other Governments and Agencies – \$12,008 Decreased Expenditure due to:**

- Increase of \$1,347 in senior's requisition
- Decrease of \$13,355 decrease in school tax requisition from original estimate to actual

#### ► **Wages Benefits & Remuneration - \$58,900 increased expenditure**

- \$6,016 increase in Administration Budget (\$3,295 increase related to employee benefits, and \$2,721 increase in WCB premiums)
- \$2,850 increase in Common Services Budget for increased employee benefits costs
- \$12,783 increase in Community Services Budget as previously allocated portions of this cost to other cost centres but all charged here (increase made up of \$9,665 wages and \$3,118 benefits)
- \$1,000 increase in Fire Fighting and Protective Services for paid volunteer costs slightly higher than budgeted
- \$8,403 increase in Garbage Collection and Disposal (\$6,125 in wage allocation and \$2,278 in benefits allocation)
- \$30,325 increase in Parks & Playgrounds Budget as more salary allocated to this budget in 2023 and error in calculation of Parks Supervisor wages when budgeted and all summer students charged here (\$25,607 increase in projection for wages charged here and \$4,718 increase in benefits)
- \$2,761 increase in Roads, Walks and Lighting budget for benefits increases
- \$1,353 increase in Sewage Collection and Treatment (\$2,353 increase in benefits and \$1,000 decrease in wage allocation estimate)
- \$3,200 increase in Water Supply and Distribution associated with benefits increases

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
Net (Surplus)/Deficit	\$ ( 717.00)	\$ (1,969.00)	\$ (7,837.00)	\$ (4,692.00)	\$ (3,975.00) increase in surplus

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **► Wages Benefits & Remuneration - \$58,900 increased expenditure (cont'd)**

##### **Increases from previous page offset by the following decreases:**

- \$1,570 decrease in Legislative Services Budget – projected down based on trend in councillor payments
- \$756 decrease in Library Budget – projected down based on minimal work by town staff at library this year
- \$7,465 decrease in Arena Budget, projected down as minimal work done in arena by staff this year, less allocated to Arena

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Advertising, Memberships & Conferences / Training - \$3,729 Increased Expenditure**

- Increase of \$11,940 in Fire Fighting/Protective Services due to \$14,000 in increased training costs budget for paid training time for Fire Department, this is offset by a decrease of \$100 in Dispatch services, \$960 decrease in licenses and permit fees, \$1,000 decrease in communications equipment allowance
- Increase of \$992 in common services for registration for worksite safety training courses
- Increase of \$266 in Water Supply and Distribution as a result of \$221 increased costs for Reader Radio licensing, increase of \$45 in regulatory training fees
- Increase of \$1,000 in Municipal Planning advertising costs in anticipation of continued advertising for ASP as well as Land Use Bylaw updates
- Increase of \$557 in Parks and Playgrounds for additional training for Parks Supervisor (Pesticide Applicator and Applied Botany)
- Decrease of \$1,245 in Administration due to \$545 decrease in conference and course fees, \$700 decrease in advertising and membership fees

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Advertising, Memberships & Conferences / Training - \$3,729 Increased Expenditure (Cont'd)**

- Decrease of \$5,400 in Legislative budget due to \$900 decrease in public relations, \$4,500 decrease in registrations as only two members of council attended AM Conference.
- Decrease of \$685 in Sewage Collection and treatment due to \$535 decrease in course registration costs, and \$150 decrease in advertising allowance
- Decrease of \$750 in Community Services/FCSS \$500 for advertising and memberships, \$250 for course fees
- Decrease of \$2093 in CAEP membership fees for 2023
- Decrease of \$450 in Emergency and Disaster Management due to \$500 decrease in training budget offset by \$50 increase in LREMP fees
- Decrease of \$403 in Library Budget due to regional library fee less than anticipated

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>	
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00	Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00	Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00)</b>	<b>increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ➤ Mileage & Sustenance - \$7,577 Decreased Expenditure

- Increase of \$28 in Disaster and Emergency Services Budget for mileage charged by Community Services to attend exercise debrief in Lacombe
- Increase of \$90 in fire fighting and protective services budget for mileage charged by contractor for furnace repairs
- Decrease of \$5,400 in legislative budget for travel and sustenance due to only two members of council attending AM Conference
- Decrease of \$1000 in general administration budget for travel and sustenance
- Decrease of \$350 in community services budget for travel and sustenance
- Decrease of \$358 in sewage collection and treatment budget for travel and sustenance
- Decrease of \$587 in water supply and distribution budget for travel and sustenance



# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Postage, Freight & Internet – \$1383 Increase due to**

- Increase of \$133 in telephone and internet fees because of improved internet services
- Increase of \$1,000 in telephone and internet fees due to installation of star link at firehall to improve internet services
- Increase of \$1,000 in water supply and distribution as freight costs anticipated to be higher than budgeted
- Decrease of \$700 in administration in anticipated freight and postage expense based on trend
- Decrease of \$50 in common services due to \$900 increase in telephone and internet due to upgraded internet connection, this is offset by \$300 decrease in freight allowance to end of year and \$650 decrease in cellular phone costs projected to the end of year.

-

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **Purchased Services - \$31,488 Decreased Expenditure**

##### **- Increase of \$4,900 in administrative budget due to the following increases:**

- \$4,500 increase in legal and professional services to year end for advice around indigenous consultation and bylaw revisions,
- \$2,000 increase in tax service fees to help facilitate collections of delinquent accounts
- \$1,000 increase in photocopy costs to year end
- \$154 increase for building fire inspection
- \$240 increase to disconnect town old digital sign
- \$720 increase to repair power damaged from Oxford Demolition
- \$891 increase for installing triple pane instead of double pane windows
- \$495 increase for allowance for small building maintenance till year end
- **This is offset by the following decreases including:**
- \$4,600 decrease for installation of AC Unit as did not move forward – continued to work this summer
- \$500 decrease in estimated janitorial costs to year end

##### **- Increase of \$1,400 in arena budget due to:**

- \$4,000 increase in equipment purchase repair and maintenance due to unanticipated humidifier repairs.
- **This is offset by the following decreases including:**
- \$400 decrease in security system charges
- \$1,500 decrease in building purchase repair and maintenance
- \$200 decrease in equipment rental allowance, and;
- \$500 decrease in other purchased general services allowance

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **Purchased Services - \$31,488 Decreased Expenditure**

- \$500 increase in curling rink due to window replacement \$1,000 offset by a \$500 decrease in curling rink equipment repairs
- \$9,400 increase in economic development due to additional costs associated to completing website project from 2022 that was carried into 2023
- \$285 increase in fire fighting and protective services due to \$1,000 increase in building purchased repair and maintenance due to furnace repair, this is offset by \$715 decrease in equipment repair and maintenance allowance
- \$608 increase in library due to \$1008 increase in costs associated with furnace repair, this is offset by \$400 decrease in security system fees due to renegotiated rates
- \$13,128 increase in parks and playgrounds due to:
  - \$3,744 increase one time power reconnect oxford park
  - \$6,884 increase costs for tree planting project on 52<sup>nd</sup> ave approved by council
  - \$500 increase for P&R overhead shop door maintenance
  - \$610 increase for campground caretaker contract based on commission and additional campground bookings
  - \$3,840 increase for additional costs for conceptual design oxford park based on competitive bid and pricing
  - **This is offset by the following decreases:**
    - \$500 decrease for shower building purchased repair and maintenance allowance at campground
    - \$950 decrease in campground purchased maintenance allowance
    - \$1,000 decrease in bike path purchased repair and maintenance allowance

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **Purchased Services - \$31,488 Decreased Expenditure (cont'd)**

- \$2,898 increase in sewage collection and treatment due to: \$3,425 in increased costs above allowance for sewer systems purchased repair and maintenance (based on sewer repairs to 50<sup>th</sup> street – Dick Damron Drive) This is offset by a \$527 decrease in purchased services for sewer flushing
- \$22,800 increase in subdivision and land development due to additional budget for costs incurred for Medicine Lodge Ski Hill Masterplan (to be funded by reserve transfer)
- \$51,525 increase in Water Supply and Distribution due to \$800 increase in pumphouse minor repairs, \$47,625 increase for 3 hydrant replacements to be funded via MSI funding, \$1,900 increase in costs associated to cleaning and grouting the clear wells, \$1,200 increase to shock wells
- ***The above increases are offset by the following decreases***

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>	
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00	Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00	Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00)</b>	<b>increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **Purchased Services - \$31,488 Decreased Expenditure (cont'd)**

- \$500 decrease in bylaw enforcement and policing due to decrease in allowance for legal services based on actuals to date
- \$5,030 decrease in common services due to \$220 increase for Genie Lift Maintenance, offset by \$1,000 decrease in equipment vehicle purchased repair and maintenance, \$4,000 decrease in shop purchased repair and maintenance allowance and \$250 decrease in shop yard purchased repair and maintenance allowance
- \$1,500 decrease in community services due to \$500 decrease in neighborhood notes purchased services related to postage and \$1,000 decrease in facilitation, sponsorship and program expenses projected to year end
- \$500 decrease in emergency and disaster services due to \$250 decrease in computer support allowance and \$250 decrease in other purchased services allowance
- \$37,404 decrease in garbage collection and disposal due to \$1,816 increase in other purchased services related to commercial garbage pickup, offset by \$30,300 decrease in recycling fees, \$1,000 decrease in purchased repair and maintenance services, \$7,920 decrease in anticipated sold waste requisitions
- \$800 decrease in legislative services related to assessment appeals allowance projected to zero
- \$79,500 decrease in planning due to \$1,500 increase in building inspections related to Medicine Lodge Ski Hill offset by \$45,000 decrease for work related to ASP deferred to 2024, \$10,000 decrease for work related to ICF, IDP plan review deferred to future year, \$20,000 decrease for work related to MDP deferred to future year, \$5,000 JUPA deferred to next year, \$1,000 decrease for regular planning work allowance
- \$13,697 decrease in roads walks and lighting due to \$450 increase in hauling costs for sweeper to auction, this is offset by \$13,147 savings in calcium applications on gravel roads as less needed this year and \$1,000 decrease in equipment vehicle repair and maintenance allowance to year end

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Utilities \$1,750 Increased Expenditure**

- \$1,000 increase in natural gas costs for municipal building (administrative budget)
- \$4,000 increase in overall utility costs for arena due to \$5,000 increase in natural gas costs offset by a \$1,000 decrease in electricity
- \$1,000 increase in natural gas costs common services budget
- ***This is offset by the following decreases:***
- \$3,200 decrease in firefighting and protective services \$2,200 decrease in electricity, and \$1,000 decrease in natural gas
- \$550 decrease in parks and playgrounds due to \$200 decrease in electrical and \$350 decrease in natural gas costs
- \$500 decrease in roads walks and lighting electrical allowance

#### ► **Insurance \$2,161 Decreased Expenditure**

- Decrease of \$440 in Firefighting and Protective Services due to refund after submitting updated roster
- Decrease of \$162 in Common Services for refund issued for sale of Dakota
- Decrease of \$8 in Roads and Streets for refund issued for sale of Sweeper
- Decrease of \$1,551 in Oxford for refund issued in relation to demolition of oxford and insurance cancellation

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00 Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Materials, Goods and Supplies \$8,484 Decreased Expenditure**

- Increase of \$2,619 in arena budget due to increase of \$3,119 in machinery & vehicle parts due to costs associated with humidifier repairs, blade sharpening, this is offset by \$500 decrease in janitorial supplies allowance to year end
- Increase of \$1,000 in roads, walks and lighting budget due to:
  - increase of \$500 in small tools and equipment allowance to year end based on trend
  - increase of \$2,000 in fuel and oil charged to this budget to year end
  - increase of \$1,500 in machinery and equipment due to additional purchase of new tires for assistant foreman truck for winter

#### ***These increases in roads, walks and lighting are offset by the following decreases:***

- decrease of \$500 in general supplies allowance
- decrease of \$1,000 in chemicals and salts allowance
- decrease of \$1,000 in sand, gravel and other road repair material
- decrease of \$500 in street signs material
- Increase of \$3,507 in sewage collection and treatment due to more actizyme used in 2023 due to relatively dry summer

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>	
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00	Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u>	Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00)</b>	<b>increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ► **Materials, Goods and Supplies \$8,484 Decreased Expenditure (cont'd)**

- Decrease of \$1,000 in legislative budget for general supplies and materials allowance based on actuals
  - Decrease of \$1,200 in administrative budget due to: \$500 decrease in stationery and office supply, \$200 decrease in janitorial supply \$500 decrease in small tools and equipment
  - Decrease of \$390 in emergency management budget for stationery and office supplies and general supplies
  - Decrease of \$1,800 in common services budget due to:
    - \$300 decrease in general shop supplies
    - \$1,000 decrease in small tools and equipment allowance based on trend to date
    - \$4,000 decrease in fuel and oil products as more charged to roads and streets this year
    - \$500 decrease in shop yard maintenance material allowance to year end based on trend
    - \$500 decrease in other repair and maintenance materials allowance.

**These decreases in common services are offset by the following increases:**

    - Increase of \$500 in protective clothing for staff
    - Increase of \$4,000 in equipment & vehicle parts due to steering repairs of the tool cat
  - Decrease of \$500 in community services budget due to \$500 decrease in volunteer support program expenses, \$2,000 decrease in general supplies as moved out of general supplies budget.
- These decreases in community services are offset by the following increases:**
- Increase of \$1,750 in neighborhood notes supplies
  - Increase of \$250 in program and sponsorship supplies



# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **► Materials, Goods and Supplies \$8,484 Decreased Expenditure (cont'd)**

- Decrease of \$3,063 in Parks, Playgrounds and Campground due to:

- decrease of \$550 in small tools and equip allowance
- decrease of \$1,000 in fuel, oil based on trend
- decrease of \$1,497 in topsoil, gravel and shale based on actuals
- decrease of \$450 in building maintenance repair materials
- decrease of \$1,500 in ball diamond maintenance materials allowance

***These decreases in parks, playgrounds and campground are offset by the following increases:***

- increase of \$500 in general supplies based on actuals for fertilizing, weed spraying etc.
- increase of \$1,000 in Kubota parts, mower blades, tires, irrigation equipment and sprayer for P&R
- increase of \$434 in campground maintenance materials for picnic table repairs and supplies

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **► Materials, Goods and Supplies \$8,484 Decreased Expenditure (cont'd)**

- Decrease of \$2,290 in fire fighting and protective services due to:
  - decrease of \$2,075 in bunker gear and personal protective equipment
  - decrease of \$1,875 in general supplies and small tools
  - decrease of \$1,000 in vehicle repair and maintenance

#### ***These decreases in fire fighting and protective services are offset by the following increases:***

- increase of \$2,500 in equipment, parts and supplies due to additional costs for glass cutter heads, ext cords, eyewear, face shields, gloves, first aid supplies, backpack pumps, fire hoses and valves
- increase of \$160 for building material related to furnace repair
- Decrease of \$1,000 in garbage collection and disposal due to:
  - decrease of \$1,000 in fuel and oil allowance to year end

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00 Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u> Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00) increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### **► Materials, Goods and Supplies \$8,484 Decreased Expenditure (cont'd)**

- Decrease of \$500 in municipal planning purchased/materials and supplies allowance
- Decrease of \$3,867 in water supply and distribution due to:
  - decrease of \$1,000 in general supplies allowance
  - decrease of \$1,000 for chlorine and chemicals as less chemicals anticipated to be used by year end
  - decrease of \$3,000 for water pipes and fittings as no major repairs to date

#### ***These decreases in water supply and distribution services are offset by the following increases:***

- increase of \$1,133 in costs for injection valve replacement in water treatment plant

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>	
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00	Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u>	Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00)</b>	<b>increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### ➤ **Grants and Donations \$17,635 Decreased Expenditure**

- Increase of \$1453 in legislative due to additional funds being paid out under Recreation, Culture and Tourism Grants. Additional funds to support the Petting Zoo sponsored by the library and to support after school day program at Bentley School
- this is offset by a \$19,088 decrease in funding to the library as Lacombe County in the past sent the funding to the town and we paid to the library. However, this year they paid directly to the library

#### ➤ **Other Transfers \$90,880 Decreased Expenditure**

- Decrease of \$5,000 in administration – no reserve transfer due to no lot sales and higher expenditures across all budgets no reserve transfer this year offset additional costs
- Decrease of \$20,000 in firefighting and protective services – no reserve transfer due to no lot sales and higher expenditures across all budgets no reserve transfer this year to offset additional costs
- Decrease of \$65,880 in subdivision and land development as no lot sales and therefore no additional revenue to be transferred to reserve after paying debenture payments for land acquisition and servicing costs.

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>	
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00	Revenue Decrease
Expenditure	<u>\$6,183,180.00</u>	<u>\$3,555,721.00</u>	<u>\$3,537,543.00</u>	<u>\$3,209,126.00</u>	<u>\$2,974,054.00</u>	Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00)</b>	<b>increase in surplus</b>

### Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget

#### ➤ Other Expenditure \$3,479 Decreased Expenditure

- Decrease of \$3,100 in administration due to: \$4,000 decrease related to Canada Day flow through Expenditures as only the fireworks in 2023. This is offset by \$900 increase in overall costs related to: donations, staff and summer luncheon, pancake breakfast tent, tables and chair rentals and catering for dignitaries' luncheon costs
- Decrease of \$500 in Parks budget, remove general allowance for cancellations and refunds
- this is offset by \$121 increase in Firefighting and protective services for miscellaneous donations paid to Bentley Fire Department

# SUMMARY OF 2023 BUDGET REVENUE INCREASES

## Summary of major changes Q3 Projections

	<u>2023 Budget</u>	<u>2023 Q1 Projection</u>	<u>2023 Q2 Projection</u>	<u>2023 Q3 Projection</u>	<u>Net Change Budget to Q3</u>	
Revenue	\$6,183,897.00	\$3,557,690.00	\$3,545,380.00	\$3,213,818.00	\$2,970,079.00	Revenue Decrease
Expenditure	\$6,183,180.00	\$3,555,721.00	\$3,537,543.00	\$3,209,126.00	\$2,974,054.00	Expense Decrease
<b>Net (Surplus)/Deficit</b>	<b>\$ ( 717.00)</b>	<b>\$ (1,969.00)</b>	<b>\$ (7,837.00)</b>	<b>\$ (4,692.00)</b>	<b>\$ (3,975.00)</b>	<b>increase in surplus</b>

### **Expenditure Increases & Decreases from 2023 Budget to Q3 Projected 2023 Budget**

#### ➤ **Capital \$2,866,104 Decreased Expenditure**

- Increase of \$217,298 in Roads and Streets Budget - for Concrete Program Phase III – replaced most damaged sidewalks that need to be replaced other than major roadway improvements such as 50<sup>th</sup> Street. (Slight savings compared to Q1 & Q2 projection)
- Increase of \$75,734 in Municipal Planning Budget - for New Beginnings Subdivision Consolidation – budget unspent at the end of 2022 was deferred and needs to be brought into 2023 to show both the revenue and expenditure in 2023 to match when the work was completed. (Slight savings compared to Q1 & Q2 projection)
- Decrease of \$202 in Administrative Budget due to: decrease of \$157 in administrative laptop purchase and decrease of \$45.00 in AED purchase
- Decrease of \$464 in Firefighting budget due to saving sin cascade cylinder purchase
- Decrease of \$3,158,470 in the Arena Budget – for the Arena Slab and Ice Plant replacement project – have not received notification of success of grant and therefore cannot begin project in 2023 as not enough time to undertake construction planning and design. Only left \$8,603 for floor scrubber purchase.



2023 CAPITAL PLAN – Update for Q3

# Capital 2023

## 2023 Proposed Projects (Initial Budget Approval)

➤ Total Proposed Capital/Project Purchases in 2023	\$3,179,873.00
➤ Other Projects Design	\$ 65,000.00
➤ Other small capital ac unit/windows	<u>\$ 12,095.00</u>
➤ Total Funding as follows:	\$3,256,968.00

### Grants and Contributions

▪ MSI	\$ 143,129.00
▪ Gas Tax	\$ 104,190.00
▪ Canada Green & Inclusive	\$ 2,413,008.00
▪ Lacombe County	<u>\$ 360,000.00</u>

**Total Grants/Contributions \$ 3,020,327.00**

**92.73% Grants and Contributions**

### Municipal Sources/Reserves

Franchise Fees	\$ 129,395.00
Operating Budget	\$ 24,500.00
Reserve Transfers	<u>\$ 82,746.00</u>

**Total Municipal \$ 236,641.00**

**7.27% Municipal Contributions**



# Capital 2023

## 2023 Proposed Projects (1<sup>st</sup> Quarter Projection Changes)

➤ Total Proposed Capital/Project Purchases in 2023	\$ 505,022.00
➤ Design Projects	
- Design of 50 <sup>th</sup> Street	\$ 56,153.00
- Design of Oxford Park	\$ 13,840.00
➤ Other small capital ac unit/windows	\$ 12,095.00
➤ Arena Floor Scrubber	\$ 8,594.00
➤ Total Funding as follows:	\$ 595,704.00

### Grants and Contributions

■ MSI	\$ 142,469.00
■ Gas Tax	\$ 199,753.00
■ Canada Green & Inclusive	\$ 150,000.00
<b>Total Grants/Contributions</b>	<b>\$ 492,222.00</b>

82.63% Grants and Contributions

### Municipal Sources/Reserves

Franchise Fees	\$ 99,825.00
Operating Budget	\$ 3,657.00
Reserve Transfers	\$ 0.00
<b>Total Municipal</b>	<b>\$ 103,482.00</b>

17.37% Municipal Contributions

# Capital 2023

## 2023 Proposed Projects (2nd Quarter Projection Changes)

➤ Total Proposed Capital/Project Purchases in 2023	\$ 504,586.00
➤ Design Projects	
- Design of 50 <sup>th</sup> Street	\$ 56,153.00
- Design of Oxford Park	\$ 13,840.00
➤ Other small capital ac unit/windows	\$ 12,095.00
➤ Arena Floor Scrubber	\$ 8,594.00
➤ Total Funding as follows:	\$ 595,268.00

### Grants and Contributions

■ MSI	\$ 137,666.00
■ Gas Tax	\$ 196,192.00
■ Canada Green & Inclusive	\$ 150,000.00
<b>Total Grants/Contributions</b>	<b>\$ 483,858.00</b>

81.28% Grants and Contributions

### Municipal Sources/Reserves

Franchise Fees	\$ 99,361.00
Operating Budget	\$ 3,455.00
Reserve Transfers	\$ 8,594.00
<b>Total Municipal</b>	<b>\$ 111,410.00</b>

18.72% Municipal Contributions

# Capital 2023

## 2023 Proposed Projects (3rd Quarter Projection Changes)

▶ Total Proposed Capital/Project Purchases in 2023	\$ 352,790.62
▶ Design Projects	
- Design of 50 <sup>th</sup> Street	\$ 56,153.00
- Design of Oxford Park	\$ 13,840.00
▶ Other small capital ac unit/windows	\$ 8,391.00
▶ Arena Floor Scrubber	\$ 8,594.00
▶ Sewer Repair/Replacement 50 <sup>th</sup> Street (Dick Damron)	\$ 11,425.00
▶ Total Funding as follows:	\$ 451,193.62

### Grants and Contributions

■ MSI	\$ 142,469.00
■ Gas Tax	\$ 199,753.00
<b>Total Grants/Contributions</b>	<b>\$ 342,222.00</b>

75.85% Grants and Contributions

### Municipal Sources/Reserves

Franchise Fees	\$100,377.44
Operating Budget	\$ .18
Reserve Transfers	\$ 8,594.00
<b>Total Municipal</b>	<b>\$ 108,971.62</b>

24.15% Municipal Contributions

# Capital 2023

## ► Proposed Projects for 2023

1.) Bentley Arena Slab & Ice Plant Replacement \$3,167,073.00 (Not notified of success of the grant in 1<sup>st</sup> quarter – still waiting and Mayor and Council are lobbying the Federal Government – Projected to zero in 3<sup>rd</sup> quarter as we have been waiting for more than 16 months and no answer from the federal gov't)

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

- Movement has resulted in uneven ice coverage which creates inefficient ice plant operation, additional operational time to repaint lines during the season and melting of ice during chinooks
- The project will replace the entire arena slab & ice plant contingent on our success with Canada Green and Inclusive Building Grant

### To be funded as follows:

- Canada Green and Inclusive Buildings Grant	\$2,413,008
- Lacombe County Contribution	\$ 360,000
- MSI Funding 2022 Carry Forward	\$ 660
- MSI Funding 2023	\$ 142,469
- Gas Tax 2022 Carry Forward	\$ 39,590
- Gas Tax 2022 Grant	\$ 64,600

Total Grants and Contributions \$3,020,327

Franchise Fees	\$ 43,000
- Operating Revenue	\$ 21,000
- Reserve Transfer	\$ 82,746
Total Municipal Contributions	\$ 146,746

Total Project Funding \$3,167,073

# Capital 2023

## ► Proposed Projects for 2023

- 1.) 6000 psi Cascade Cylinder Bentley Firehall \$2,800
  - Funded 60% Lacombe County, 40% Bentley
  - Total cost is \$7,000

The cylinder is rated for 6000psi. Provides air for high demands that exceed the compressor output. The oxygen is used to fill and refill the SCBA breathing apparatus for the Bentley Fire Department. The existing cylinder is due for replacement.

**Item has been purchased actual cost share for Bentley was \$2,336**



# Capital 2023

## Proposed Projects for 2023

### Project Description:

#### 2.) Computer Replacement & Conferencing Hardware for Mayor and Council \$6500

- Most of the Computer infrastructure was upgraded in 2021, however I could not replace the Public Works Foreman's computer or the Community Services/FCSS computer (which was newer)
- 2022 replaced Public Works Foreman computer infrastructure
- Mayor and Council conferencing hardware \$2,500
  - Will include conference room communication bundle, expansion mics and wireless keyboard with touchpad
- 2023 have replaced the Community Services/FCSS computer (Completed) slightly under budget for \$3,843 under the \$4,000 approved budget, includes docking station, laptop, dual monitors
  - Community Services / FCSS computer more than 6 years ago
  - The older computer equipment will be repurposed to support Emergency Response
    - Laptop was purchased in Q1 \$3,843
    - Will look at conferencing hardware in Q4 \$2,500



# Capital 2023

## ► Proposed Projects for 2023

### Project Description:

#### 3.) AED Defibrillator Replacements (Completed)

We have purchased the Defibrillators for \$3,455, slightly under the \$3,500 approved budget

- Defibrillator's have expired in the Seniors Drop In and the Arena
  - Mandatory replacement
- defibrillators purchased in Q1 under budget



# Capital 2023

## ► Proposed Projects for 2023

4.) Municipal Park / Oxford Park Design \$13,840 **(concepts completed)**  
**(waiting for council direction)**



- Public Engagement occurred in June
- Discussed on August 22, 2023, Council Meeting
- Council provided feedback shared on September 12, 2023, Council Meeting

On September 27, 2022, at the Regular Meeting of Council the difficult decision was made to undertake the demolition of Oxford School. The decision was not made lightly and was based on the significant cost to repair the building due to major concerns including deterioration of roof, load-bearing brick walls and foundations. Town administration and Mayor and Council conducted a public information session on June 29, 2022, to seek community input regarding ideas for the Municipal Park. Feedback collected was shared and publicly posted in the council agenda package for the September 27, 2022, regular meeting of council. Additional engagement was held in June 2023. The project took those ideas and developed conceptual plans and options for consideration of council on August 22, 2023. Mayor and Council deferred a decision regarding the concepts to allow additional time for each individual member of council to provide further feedback shared publicly on September 12, 2023. Deferred to 2024 budget for next steps to be determined by council.



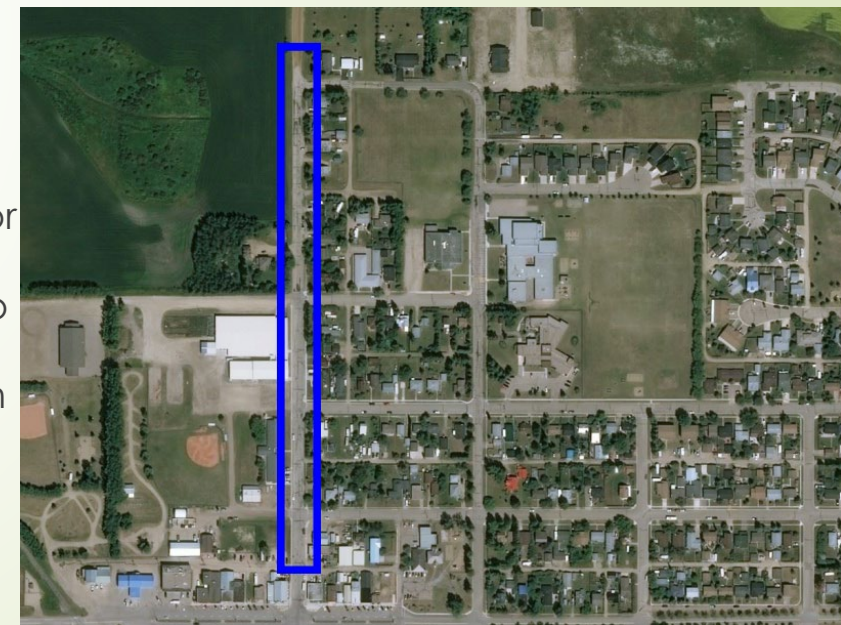
# Capital 2023

## ► Proposed Projects for 2023

### 5.) Pre-Design 50<sup>th</sup> Street (Dick Damron Drive) \$56,153 (Funded by Franchise Fees) (conceptual design completed)

Infrastructure (deep utilities and roadway) within 50<sup>th</sup> Street from North of 50<sup>th</sup> Ave to 55<sup>th</sup> avenue is aging. This is a significant corridor for the town and is an entertainment district that supports the Arena, BVAC, Ball Diamonds and Farmers Market and Rodeo. The major project also must consider alignments of the sewer and water system mains south of the New Beginnings Subdivision. There is an existing sanitary trunk that runs from 54<sup>th</sup> avenue and 49<sup>th</sup> street through the school yard. The town needs to look at possibly pushing both the sanitary and water systems north to tie into 55<sup>th</sup> avenue and loop back to 50<sup>th</sup> street for long term efficiency of the systems. The objective of this pre-design work is to complete conceptual designs for the roadway (street scaping plan) and utility improvements and to develop an opinion of probable cost for the work. Requirements for detailed design and construction services will be determined once the functional design component has been reviewed and approved by the Town of Bentley. Therefore, this pre-design work is imperative to understand the long-term costs and alignments of the system.

Public engagement was held in June 2023 and Associated Engineering is working To develop conceptual designs that incorporate that public feedback. **Concept plans were presented and accepted as information by council on October 24, 2023 regular meeting of council.**



# Capital 2023

## ➤ Proposed Projects for 2023 (3<sup>rd</sup> Quarter Completion)

### 6.) AC Unit & Window Replacement Town Office \$12,095

The Town Office is in good shape with a newer roof, new gutters and downspouts from 2021 and fresh paint in the downstairs community room. Mechanical systems are also decent with a new hot water tank, and two newer furnace with one older furnace. The front windows and the side window were not replaced when the office was renovated, and the framing is deteriorating causing heat loss and inefficiency. In the summer of 2022, there were also several failures of the AC unit due to its age. This project will replace the 3 windows that need replacement and the AC Unit.

- **Windows were installed at the end of August (\$8,391)**
- **AC Unit not installed as worked through 2023 (projected budget to zero in 3<sup>rd</sup> quarter (savings in 2023 of \$3,704 as did not move forward with project)**



# Capital 202

## ► Proposed Projects for 2023

### 7.) Bentley Concrete Program Phase 3 (**Completed in Q3 – minor landscaping and materials testing remaining**)\*

- The Town of Bentley is a beautiful community with amazing views of the Blindman Valley throughout town.
- Sidewalk, curb and gutter continue to age throughout the community and the Concrete Program is designed to replenish and rejuvenate aging sidewalk infrastructure in either key major traffic areas or in high-risk areas due to failure of the asset.
- Assessments were completed by the Town Foreman and in collaboration with our engineer Stantec Consulting
- Phase 3 will address sidewalks along 48<sup>th</sup> ave, create a moonwalk down 46<sup>th</sup> street from 50<sup>th</sup> ave to the cemetery, complete repairs on 51<sup>st</sup> Ave, 52<sup>nd</sup> Ave, 53 Ave, 47 St and 49 St
- MSI and Canada Community Building Funding will be utilized to fund the project

**Budget was \$259,803 for 2023**

**Revised Q2 estimate is \$255,000 for 2023**

**Revised Q3 Final Expenditure is \$217,297.22 net of GST (resulting in savings in 2023)**

*\*This project moved forward because Arena Slab project cannot until grant approval*

# Capital 202

## ► Proposed Projects for 2023

## ► Proposed Projects for 2023

### 8.) Arena Floor Scrubber (Completed)

- At the end of the season in 2022 the Arena Floor Scrubber failed.
- On January 10, 2023, a council report was presented to Mayor and Council, seeking authorization to purchase a Demo Tenant T290 Floor Scrubber for the Bentley Arena. Council approve the purchase as per the minutes of this meeting.
- The normal retail for this unit was \$10,000, however because it was a Demo Unit it was acquired for \$8,594.00



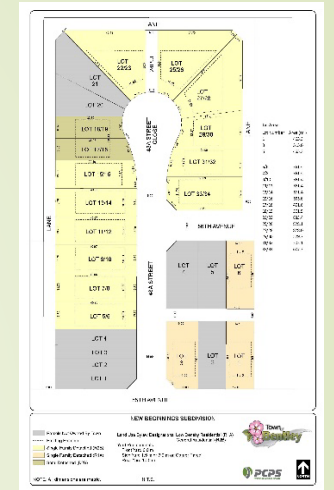
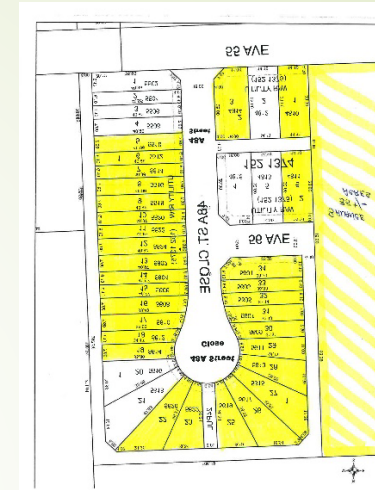
# Capital 2023

## ➤ Proposed Projects for 2023

## ➤ Proposed Projects for 2023

### 9.) New Beginnings Subdivision Consolidation (Completed)

- Was a carryover project from 2022 – budget was deferred from prior year
- Not completed in December 2022 due to extreme weather was completed in January 2023
- Total cost to complete the work and consolidation was \$75,734



# Capital 2023

## ► Proposed Projects for 2023

## ► Proposed Projects for 2023

### 10.) 3 Hydrant's Replaced

- 2022 winter grain elevator fire was during an extreme weather event
- As the result of extreme weather and fire fighting efforts – 3 hydrants were damaged from cold weather
- The Town undertook to immediately replace the 3 hydrants in the spring at a total cost of \$47,625 and this was approved through the 2<sup>nd</sup> quarter projection report presented to Council in Q2



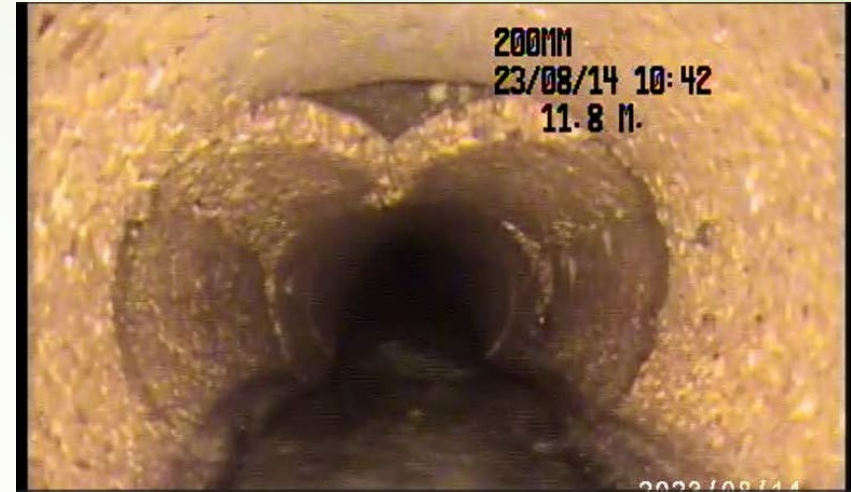
# Capital 2023

## ➤ Proposed Projects for 2023

### ➤ Proposed Projects for 2023

#### 11.) Sewer Repair 50<sup>th</sup> Street (Dick Damron Drive)

- During the project to undertake conceptual design work for 50<sup>th</sup> Street (Dick Damron Drive) we found two section of the sewer main that were close to collapsing.
- We immediately undertook the emergency repairs to ensure that services would not be adversely impacted
- Cost to undertake the work is \$11,425 and was funded \$1,566 from MSI funds and \$9,859 from Franchise Fee Revenue





**QUESTIONS?**





**Agenda Date:** November 28, 2023

**Agenda Item:** New Business:  
Town of Bentley Library Board – Appointments

---

## **SUMMARY AND BACKGROUND**

The Bentley Library has been in the community since 1949. Its first space was in Bentley School with the library collection being supplied by volunteers. The first official Board Members were selected in 1949 as well!

In 1972 a fire destroyed the entire collection, and in 1977 a new library was opened at the Bentley Village Office on main street. The Bentley Municipal Library was formed in 1980, which made the library eligible for an annual provincial grant. Funding also came from the Village of Bentley, Parkland Regional Library, the Royal Purple, Bentley Kinsmen and Bentley Lions.

In 1981. The village office moved with the library accompanying it to their new space on main street, and in 1991 the Village Council and Library Board relocated the library to the current location at 5014 49<sup>th</sup> Ave. The Bentley Municipal Library officially opened June 16, 1991. Over the years, the library has continued to grow, hosting programs, acquiring new equipment and technology and in 2012 the library had a major renovation.

The Bentley Municipal Library is not just about books, there are DVD's, computers and printing services, cake pans, physical literacy (children's games, yard games, and sports equipment), Wii gaming systems and games, graphic novels. They even run a Mini Libraries program from May to September in our local area campgrounds and summer villages.

## **CURRENT STATE:**

As per the Libraries Act and summarized in (Attachment #1) council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors.

***Only the council of the municipality that established the library board has the authority to appoint members. The council of the neighboring municipality cannot appoint board members to a board they did not have a role in establishing. Council has the prerogative to decide who is appointed to the municipal library board, however it is good practice for council to involve the library board with the recruitment and selection of board members.***

The limits to the term are as follows:

- Library Board Members are appointed for a term not exceeding 3 years.
- A Board Member cannot automatically serve more than 3 consecutive terms.
- If a council wishes to have an individual on a municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term.

At the June 28, 2022, Regular Meeting of Mayor, and Council the following appointments were approved through motion 138/2022:

Joan Dickau	for a 3-year term from June 28, 2022, to June 27, 2025
Robin Lemay	for a 3-year term from June 28, 2022, to June 27, 2025
Carol Hamelin	for a 3-year term from June 28, 2022, to June 27, 2025
Kathy Pike	for a 3-year term from June 28, 2022, to June 27, 2025
Maureen Rue	for a 3-year term from June 28, 2022, to June 27, 2025
Alan Wilson	for a term from June 28, 2022, to October 31, 2023
Pam Hansen	for a term from June 28, 2022, to December 31, 2022

In addition, at the October 25, 2022, organizational meeting for the Town of Bentley, Pam Hansen was again appointed as the Council Representative to the Bentley Library, to serve beyond December 31, 2022, until the organizational meeting in 2023.

### **CURRENT STATUS**

All members of the Bentley Library Board continue to serve in their roles as per the appointments listed above. Pam Hansen was once again appointed by Bentley Council at the October 24, 2023, organizational meeting for another year term until October 22, 2024, when the next organizational meeting will occur. In addition, Lacombe County has indicated that Alan Wilson is willing to continue to serve as a representative to the Bentley Library Board. Therefore, Mayor and Council for the Town of Bentley need to consider Mr. Alan Wilson’s appointment and if acceptable to Mayor and Council, officially appoint him as a board member for a specified term.

### **BUDGET AND FINANCIAL CONSIDERATIONS**

None

### **RECOMMENDATION**

THAT Mayor and Council appoint the following persons to the Town of Bentley Library Board for the term specified:

Alan Wilson	for a term from November 1, 2023, to June 27, 2025
Pam Hansen	for a term of October 24, 2023, to October 22, 2024

### **ATTACHMENTS**

- 1) Appointments to Municipal Library Boards

---

Marc Fortais, CAO

# Appointments to the Municipal Library Board

## A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

### Appointment Basics

#### Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

#### Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

#### Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

#### Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is

a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

### **Municipal vs. System Appointments**

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

## **The Importance of Ensuring ALL Board Members are Appointed**

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

## **Board Member Responsibilities**

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions. Councils may not appoint alternates

to these library boards because an alternate cannot represent the views of another individual.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

## **Support and Resources**

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).

## <The (Name of Municipality) Library Board>

### Requirements as per the *Libraries Act*, section 4:

- Only the municipal council that established the library board has the authority to appoint board members
- Minimum of 5, maximum of 10 board members can be appointed to the municipal library board
- A maximum of 2 board members may also be councillors from the municipality that established the board
- A single term on the board cannot exceed 3 years
- After 3 consecutive terms, 2/3rds of council must approve the individual being reappointed for each consecutive term thereafter (e.g. for a fourth, fifth term)
- Alternates are not allowed

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term  Motion#98765f – appointed for a 3 year term



WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING NOVEMBER 14, 2023

---

### **BYLAW NO. 1397/23 PUBLIC HEARING**

A public hearing was held for Bylaw No. 1397/23. Bylaw No. 1397/23 is a bylaw of Lacombe County to adopt the Southeast Bentley Area Structure Plan. Following the public hearing, Bylaw No. 1397/23 was given second reading. Council will give consideration to third reading of Bylaw No. 1397/23 at their November 23, 2023 regular meeting.

### **PLANNING SERVICES LONG-RANGE PLANNING PROGRAM**

Council approved the Planning Services 2024-2026 Long Range Planning Program.

### **AUC INQUIRY ON ELECTRICITY DEVELOPMENT PROJECTS**

Council will provide input into an inquiry by the Alberta Utilities Commission (AUC) regarding the approval process for electricity generation requirements.

### **POLICY RC(10) FUNDING APPLICATIONS**

Council approved 2024 funding applications for Policy RC(10) Operating Support of Historical, Cultural, Tourism, and Visitor Information Facilities and Services, as follows:

- \$16,995.00 for Mirror and District Museum Association
- \$4000.00 for Alix Wagon Wheel Museum Association
- \$10,000.00 for Bentley Museum Society
- \$10,000.00 for Blackfalds and Area Historical Society
- \$2,266.00 for Eckville and District Historical Society
- \$41,272.30 for Lacombe and District Historical Society
- \$60,000.00 for Lacombe Regional Tourism and Marketing Association.

### **BRIDGE FILE 1091 REPAIRS**

Bridge File 1091, northeast of Tees, received significant damage on September 23, 2023 as a result of being struck by a vehicle.

The County Manager was authorized to engage a qualified contractor to complete repairs to Bridge File 1091 in the amount of \$109,120.00, to be funded from the Bridge Reserve. Any funds from insurance proceeds related to the damage to Bridge File 1091 will be directed to the Bridge Reserve.

### **VILLAGE OF ALIX/LACOMBE COUNTY INTERMUNICIPAL DEVELOPMENT PLAN (IDP) PROPOSED UPDATES**

Proposed changes to the Village of Alix/Lacombe County IDP received Council endorsement. A meeting to seek public input regarding the proposed changes to the Village of Alix/Lacombe County IDP will be held on January 9, 2023 at 6:00 p.m. at the Alix Community Hall.



WHERE PEOPLE ARE THE KEY

### **ANDERSON PARK BOAT LAUNCH REVIEW**

In follow-up to a resolution of Council in November 2018 whereby the discussion regarding a boat launch at Anderson Park was deferred for a five-year period, Council reviewed potential layout options and cost estimates for a boat launch at Anderson Park.

It was determined, by resolution of Council, that any work on the development of a boat launch at Anderson Park be further deferred until such time as Council deems that additional access to Gull Lake is required.

### **AGRICULTURAL SERVICES BOARD MEETING RECOMMENDATIONS**

Council approved the following recommendations from the October 18, 2023 Lacombe County Agriculture Service Board meeting:

- That the Clive Seed Cleaning Cooperative report be received for information.
- That the Lacombe County 2024 Budget include funding for the purchase of Spring and Fall Road Safety Signage.
- That the input from the Agricultural Service Board regarding the 2024 agricultural extension activities be received for information.
- That the 2023 Seasonal Agriculture Operations update be received for information.
- That the 2023 ASB Resolution Report Card be received for information.
- That Lacombe County continues with the Farm Family Award.
- That the Alberta Transportation and Economic Corridors Vegetation Management Plan Report be received for information.
- That the Agricultural Services Board Position Statement Information Item be received for information.
- That the East Central Review Wild Boar article be received for information.
- That the information regarding the 2023 Central Region Agricultural Service Board Conference.

### **REQUEST FOR ROAD CLOSURE AND SALE – ROAD PLAN 1756 CO**

Road Plan 1756 CO is a road diversion within the Pt. NW 33-41-22 W4M. Daniel Hucal is requesting the closure and sale of Road Plan 1756 CO so it can be consolidated with his property. The proposal was circulated to interested parties for comment; there was no response from adjacent landowners, or Chain Lakes Gas Co-op Ltd. Battle River Power Coop responded that they have no concerns with the road closure.

By resolution of Council, the closure of Road Plan 1756 CO was approved. To complete the road closure process, the request will be forwarded to Alberta Transportation for approval and then registered with Land Titles.

### **PROPERTY TAX LATE PAYMENT PENALTY CANCELLATION REQUEST**

A motion that Lacombe County cancel the \$74.63 late payment penalty on tax account #4022503509 did not receive Council approval.



WHERE PEOPLE ARE THE KEY

### **CLIVE ATHLETIC AND AGRICULTURAL SOCIETY**

Council received a presentation by representatives of Clive School and the Clive Athletic and Agricultural Society regarding a request for funding for the construction of a new playground at Clive School as well as a general update on the fundraising efforts of the Clive Athletic and Agricultural Society.

### **LACOMBE REGIONAL TOURISM**

Council was provided with a presentation highlighting the services and operations of Lacombe Regional Tourism.

**Next Regular Council Meeting is**  
**November 23, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**December 5, 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](http://www.lacombecounty.com)) after approval.**





**Greg Rathjen**

**Council Report October 2023**

- Tuesday October 24 Regular Town Council Meeting
- Tuesday October 24 Organizational Meeting
- Wednesday Oct 25 LREMP ADVISORS Meeting



**Brenda Valiquette**

**REPORT FOR October 2023**

- 10/10/23. Regular council meeting
- 24/10/23. Regular council meeting
  - Update on dick damron dr.



**Pam Hansen**

**REPORT FOR October 2023**

- October 10 regular council
- Oct 24 regular council
- Oct 24 organizational meeting , I was appointed to the following Boards:
  - LACOMBE REGIONAL FIRE PROTECTION ADVISORY COMMITTEE (PRIMARY)
  - LACOMBE FOUNDATION (ALTERNATE)
  - BENTLEY MUNICIPAL LIBRARY BOARD (PRIMARY)
  - PARKLAND REGIONAL LIBRARY BOARD (PRIMARY)
  - MEDICINE LODGE SKI HILL



**Lenore Eastman**

**REPORT FOR October 2023**

- Oct. 10 - regular council meeting
- Oct. 24 - regular council meeting  
- organization meeting.



**Dale Grimsdale**

**REPORT FOR October 2023**

- Oct 10- Regular Council meeting
- Oct 17-LRWSC-
  - 2024 Budget presented and approved. Waste haul summary and cheque listing. Manager report and major discussion about Campground waste
- Oct 17- Attended the Museum Board meeting and AGM
- Oct 24- Regular Council Meeting
- Oct 24- Council Organization Meeting.