



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday January 23, 2024**  
**6:30pm Regular Meeting**

***Municipal Planning Commission Meeting at 6:00 pm – please see separately posted agenda on the Town of Bentley website.***

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**1. Call to Order**

**2. Indigenous Acknowledgement**

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

**3. Amendments & Acceptance of Agenda**

**4. Adoption of Previous Minutes:**

**a) Regular Meeting of Council January 9, 2024**

**5. Financial:**

**a) Prepaid Cheque Listing – Cheques No. 20240011 to 20240032**

**6. Unfinished Business**

**a) Bentley Community Hall request for funding stair project (Municipal Historic Building) (*Delegation Bentley Community Hall Board*)**

- Funding for stair replacement (Continued from 2024 Annual, Recreation, Cultural, Historical and Tourism Funding Support Grants)

**b) Bentley Minor Hockey (*Delegation Bentley Minor Hockey*)**

- Funding for Canuck Room Bathroom Renovation (Continued from 2024 Annual Recreation, Cultural, Historical and Tourism Funding Support Grants)

## **7. New Business**

- a) Bentley Minor Hockey**
  - Provincial Tournament and Support
  - Bentley Minor Hockey Association Structure
  
- b) Medicine Lodge Ski Hill – Formal Response from Medicine Lodge Ski Hill regarding masterplan.**
  
- c) Public Works Report**
  - General Public Works Report
  - Parks & Recreation Report
  - Water Meter Radio and Handheld Replacement Strategy

## **8. Correspondence**

- a) Lacombe County Council Highlights January 11, 2024**
- b) Information Bulletin – Monkey Top Fire**

## **9. Other Business**

- a) Calgary Outdoor Adventure Trade Show – March 16 & 17 2024**
  - ask from Lacombe Tourism for CAO of Bentley to attend the tradeshow with Lacombe Tourism to promote Bentley and Central Alberta
  
  - Austin Weaver is unable to attend due to other commitments for Lacombe Tourism, he, and his board have suggested that I attend with them and can. utilize the opportunity to promote Bentley and the Area
  
  - Seeking Council approval for attendance at the Tradeshow

## **10. Adjournment**



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

January 9, 2024

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**Date and Place** Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, January 9, 2024, at 6:30 p.m., in the Bentley Municipal Office

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

**Call to Order** Mayor Rathjen called the regular meeting to order at 6:30pm

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

**Read by Mayor Rathjen**

### Agenda

**Motion 1/2024** Moved by Councillor Hansen, “THAT the agenda of the January 9, 2024, Regular Meeting of Mayor and Council be amended to include an additional item as other business to discuss The Canada Green and Inclusive Buildings Program Application and the Federal Governments lack of response to the application and next steps.”

**Carried**

**Motion 2/2024** Moved by Councillor Eastman, “THAT the amended agenda of the January 9, 2024, Regular Meeting of Mayor and Council be accepted.”

**Carried**

### Previous Minutes

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**Motion 3/2024** Moved by Councillor Hansen, "THAT the minutes of the December 12, 2023, Regular Meeting of Council be accepted."

**Carried**

## **Financial**

### **a) Prepaid Cheque Listing – Cheques No. 20230892 to 20240011**

**Motion 4/2024** Moved by Councillor Grimsdale, "THAT Cheques No. 20230892 to 20240011 be received for information."

**Carried**

### **b) Mayor and Council Remuneration Listings**

- **December paid in January.**

**Motion 5/2024** Moved by Councillor Hansen, "THAT Mayor and Council Remuneration Listings for December and paid in January be received for information."

**Carried**

## **New Business**

### **a) 2024 Revised Budget Presentation**

CAO Marc Fortais provided a detailed presentation showing the approved changes made by Mayor and Council to the 2024 preliminary budget during the December 12, 2023, presentation of the 2024 preliminary budget:

Key changes included:

- The removal of Oxford Park washroom project for 2024
- Changing the CPI Index increase from the recommended 3.8% average to 2.5% for wages, salaries, and benefits.

The result of the changes creates an anticipated surplus of \$104,445.00 resulting from a total of \$3,044,634.00 total revenue less expenses of \$2,940,189.00.

**Motion 6/2024** Moved by Councillor Hansen, "THAT the revised 2024 budget presentation be accepted as information as it was already approved at the December 12, 2024, budget meeting; AND

THAT CAO Marc Fortais be directed to add to the agenda a line item for Mayor and Council to further discuss Oxford Park at the first meeting in February."

**Carried**

**b) 2024 Annual Recreation, Cultural, Historical and Tourism Funding Support Grants**

**Motion 7/2024** Moved by Councillor Grimsdale, "THAT a 2024 grant of \$8,081.00 be approved through the recreation, cultural, historical and tourism funding program to support the Medicine Lodge Ski Club's application for the purchase of equipment as received."

**Carried**

**Motion 8/2024** Moved by Deputy Mayor Valiquette, "THAT a 2024 grant of \$3,718.00 be approved through the recreation, cultural, historical and tourism funding support program to support the Bentley Museum Society's application for support of a second summer student as received."

**Carried**

*It should be noted that Councillor Grimsdale excused himself prior to the discussion and vote taking place regarding the Bentley Museum Society's request as he serves as a council representative for those board meetings and therefore did not partake in the discussion or vote due to a possible conflict of interest.*

**Motion 9/2024** Moved by Deputy Mayor Valiquette, "THAT the application received from minor hockey for a 2024 grant of \$19,650.00 received through the recreation, cultural, historical and tourism funding program to support further renovations of the canuck room, be put on hold until such a time, that minor hockey can come and present to Mayor and Council further information regarding their significant grant request; AND

THAT CAO Marc Fortais be directed to request minor hockey to present as soon as possible at a regular meeting of Mayor and Council."

**Carried**

**Motion 10/2024** Moved by Councillor Hansen, "THAT a 2024 grant of \$1,500.00 be approved through the recreation, cultural, historical and tourism funding support program to support the Bentley Library Society to host a petting zoo for the 2024 rodeo weekend as received."

**Carried**

**Motion 11/2024** Moved by Councillor Eastman, "THAT a 2024 grant of \$1,750.00 be approved through the recreation, cultural, historical and tourism funding support program to support the Bentley Municipal Library to host the 2024 mini libraries program as received."

**Carried**

***It should be noted that Councillor Hansen excused herself prior to the discussion and vote taking place regarding the Bentley Municipal Library as she serves as the council representative to the board and therefore did not take place in the discussion or vote due to a possible conflict of interest.***

**Motion 12/2024** Moved by Councillor Hansen, "THAT the application received from the Bentley Farmers Market for a 2024 grant of \$5,000.00 received through the recreation, cultural, historical and tourism funding program to support the market for fencing, staffing and security costs, be put on hold until such a time as an additional full breakdown of revenue and expenditure is provided to Mayor and Council; AND

THAT CAO Marc Fortais be directed to request Bentley Farmers Market to provide that detailed breakdown as soon as possible."

**Carried**

***Prior to the next application being considered for the Bentley Community Van Society, Mayor Rathjen declared a potential conflict of interest due to his role as the chair of the Community Van Society and removed himself from the meeting prior to any discussion and or vote occurring on this item.***

***Deputy Mayor Valiquette assumed the role as chair of the regular council meeting due to Mayor Rathjen removing himself from the meeting.***

**Motion 13/2024** Moved by Councillor Grimsdale, "THAT a 2024 grant of \$2,000 be approved through the recreation, cultural, historical and tourism funding support program to support the Bentley Community Van Society for support of operating costs associated to the provision of the program."

**Carried**

**Motion 14/2024** Moved by Councillor Hansen, "THAT the application from Bentley Minor Ball for a 2024 grant of \$5,000 received through the recreation, cultural, historical and tourism funding program to support diamond improvements, not be approved through the program; AND

THAT the funds required for diamond improvements, be funded through the operational budget for Parks and Rec as there are sufficient funds within that budget to undertake such work; AND

THAT the CAO or his representative be directed to work with minor ball to facilitate the required improvements up to a maximum of \$5,000."

**Carried**

**Motion 15/2024** Moved by Councillor Eastman, "THAT a 2024 grant of \$2,000 be approved through the recreation, cultural, historical and tourism funding support program to support the Bentley Rodeo Committee to fund the high point saddle for the 2024 Bentley Rodeo."

**Carried**

**Motion 16/2024** Moved by Councillor Grimsdale, "THAT a 2024 grant of \$2,500 be approved through the recreation, cultural, historical and tourism funding support program to support the Kruizin West Bentley Show N Shine to fund operational costs such as trophies, movie night, posters and advertising."

**Carried**

**Motion 17/2024** Moved by Councillor Hansen, "THAT the application from the Bentley Community Hall for a 2024 grant of \$20,000 received through the recreation, cultural, historical and tourism funding program to support a major stair replacement, be removed from this grant program for consideration; AND

THAT it will be considered separately by Mayor and Council due to the significant nature of the request; AND

THAT CAO Marc Fortais be directed to request that the Bentley Community Hall come and present to Mayor and Council at the January 23, 2023, regular meeting of mayor and council, so that the request can be considered more thoroughly."

**Carried**

**Motion 18/2024** Moved by Councillor Grimsdale, "THAT the letter submitted by BGC indicating that they intend to submit a future grant request between \$8,000 and \$10,000 to support a program regarding childcare at the Bentley School, be accepted as information."

**Carried**

**Motion 19/2024** Moved by Councillor Hansen, "THAT a 2024 grant of \$5,000 be approved through the recreation, cultural, historical and tourism funding support program to support the Bentley Curling Club to fund POS upgrades, and a Beveridge cooler replacement."

**Carried**

**c) Rita Mueller Donation \$250.000**

**Motion 20/2024** Moved by Councillor Hansen, "THAT the donation received from Rita Mueller in the amount of \$250,000, be placed in a restricted reserve, that can only be used to support Bentley Minor Soccer through initiatives to improve the league and its presence in Bentley, such as field upgrades, or the construction of a new field."

**Carried**

**Correspondence**

**a) Lacombe County Council Highlights – November 23, 2023**

**b) Lacombe County Council Highlights – December 14, 2023**

**Motion 21/2024** Moved by Councillor Hansen, "THAT CAO Marc Fortais be directed to reach out to CAO Timmons from Lacombe County to find out additional details regarding the Gull Lake trail system being contemplated."

**Carried**

**Motion 22/2024** Moved by Councillor Grimsdale, "THAT correspondence items a) to b) be accepted as information."

**Carried**

**Other Business**

**a) ABMunis webinar on Local Government Fiscal Framework (LGFF)**

- CAO Fortais provided an overview on the importance of understanding the LGFF allocations process.

**Motion 23/2024** Moved by Councillor Hansen, "THAT Councillor Grimsdale be approved to attend and be compensated for his attendance at the January 18, 2024, AB Munis seminar on Local Government Fiscal Framework."

**Carried**

**b) Canada Green and Inclusive Buildings**

- Mayor Rathjen provided an update on his conversations with Blaine Calkins Office and the Federal Ministers office.
- Councillor Hansen voiced some concerns regarding the continued lack of response to our requests for a meeting.



**Motion 24/2024** Moved by Councillor Hansen, “THAT Mayor Rathjen, supported by Councillor Grimsdale work with CAO Marc Fortais to continue to push the Federal Minister and Blaine Calkins Office to set up a meeting between the Town of Bentley and the Ministers office regarding the Canada Green and Inclusive Buildings program and to ask why the Town of Bentley continues to be ignored.”

**Carried**

## **Council Reports**

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

**Motion 25/2023** Moved by Deputy Mayor Valiquette, “THAT the December council reports be accepted as information.”

**Carried**

## **Adjournment**

**Mayor Rathjen adjourned the January 9, 2024 Regular Council Meeting at 7:56pm**

**Carried**

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**Mayor Greg Rathjen**

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**CAO Marc Fortais**



# TOWN OF BENTLEY

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20240012	2024-01-04	HOLDEN, KARI		PAYMENT		435.00
			3	FIREHALL JANITORIAL FOR DEC	195.00	
			31122023	OFFICE JANITORIAL FOR DECEM	150.00	
			31122023.	BASEMENT JANITORIAL FOR DE	45.00	
			31122023..	SENIOR'S DROPIN JANITORIAL F	45.00	
20240013	2024-01-15	CARSON, BARBARA J				
20240014	2024-01-15	JENSEN, DARREN J				
20240015	2024-01-15	MEREDITH, SANDRA L				
20240016	2024-01-15	GIBSON, COLE C				
20240017	2024-01-15	DENNEHY, NATHAN				
20240018	2024-01-15	GREAVES, LORYANNE				
20240019	2024-01-15	FORTAIS, MARC C				
20240020	2024-01-15	KIKSTRA, ROBERT B				
20240021	2024-01-15	LOOV, CHRISTOPHER D				
20240022	2024-01-12	327241 ALBERTA LTD.		PAYMENT		1,102.50
			1253	ANIMAL CONTROL SERVICES FC	1,102.50	
20240023	2024-01-12	BLACK PRESS GROUP LTD.		PAYMENT		585.90
			BPI85840	MARKETING INVOICE FOR DECE	585.90	
20240024	2024-01-12	PITNEYWORKS		PAYMENT		525.00
			31122023	POSTAGE FOR DECEMBER	525.00	
20240025	2024-01-12	SERVUS CREDIT UNION		PAYMENT		3,082.96
			31122023	SERVUS MASTERCARD BILL FOI	3,082.96	
20240026	2024-01-12	NEW WEST TRUCK CENTRES		PAYMENT		39.98
			X108055843-01	GARBAGE TRUCK CAB AIR BAG	39.98	
20240027	2024-01-12	ACCESS COPYRIGHT		PAYMENT		220.50
			61144/57740	LICENSE FEE 2024	220.50	
20240028	2024-01-12	ADT SECURITY SERVICES CANADA INC.		PAYMENT		31.50
			33375826	PUMP HOUSE SECURITY	31.50	
20240029	2024-01-12	G.L.D.C. GAS CO-OP LTD.		PAYMENT		661.61
			681873	FIRE DEPT NATURAL GAS BILL	661.61	
20240030	2024-01-12	TELUS COMMUNICATIONS INC.		PAYMENT		710.83
			01042024	INTERAC LINE FOR JANUARY	37.54	
			04012024	TELUS BILL FOR JANUARY 2024	594.54	
			04012024.	ARENA WIFI FOR JANUARY	78.75	
20240031	2024-01-12	VALIQUETTE, BRENDA		PAYMENT		111.06
			20240102	LACOMBE FOUNDATION BOARD	111.06	
20240032	2024-01-12	ENTANDEM		PAYMENT		247.25
			392281	LICENSING FEES FOR 2024	247.25	

**Total 25,424.13**

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

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

\_\_\_\_\_  
Mayor

**Schedule A  
Town of Bentley**

**Annual Recreational, Cultural, Historical, Tourism Funding Support  
Application Form**

Name of the Organization: Bentley Community Hall Association

Mailing Address: Box 768, 4933 – 49<sup>th</sup> Ave Bentley, AB T0C 0J0

Contact Person: Carol Bayntun – Bentley Community Hall treasurer

Phone/Cel Number: 403-396-7015

email address: bentleycommunityhall@gmail.com

Amount of Funding Request: \$ 86,760.00

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

We are applying for funding to replace or repair the front entry stairway of the Bentley Community Hall.

Thus far we have received confirmation from an engineer that the stairway must be replaced. As the Hall is listed as

Designated Historical Site any and all repairs or replacement must be attempted to retain the original state and look

of the stairway.

As the Town of Bentley houses their emergency generator on Hall property, it is in the best interest of the Town

of Bentley to help us complete our project and without this project our Hall will not be useable.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

Our Hall is owned by community members and is a vital part of our community that allows families to host weddings,

birthdays, dances, bingos, memorials and a multitude of community events over the last 100 years. This offers

a sense of nostalgia and family and provides a greater sense of civic pride.

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Please summarize how your project aligns with the strategic priorities of Mayor and Council as identified through the Bentley Community Strategic Plan April 2019.

This project will enable our community a welcoming space to grow and the will provide a high quality facility that is accessible to sections of our diverse, local community, encouraging people to engage, connect and grow.

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Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

We are including the engineers and contractors quotes for the repair or replacement of the front entrance stairs. We are also including a request for permits and electrical costs to light up our bannisters.

Our budget:

engineer - \$28,460.00 contractor - \$57,700.00 electrical-\$1000.00 approximately town permits- \$300.00

Our project budget total:\$86,760.00 we need to raise 50% (\$43,380.00) to submit to HPPP to match their funding.

We are asking for \$20,000.00 from the Town of Bentley grant, along with our portion of \$15,000.00 plus

public donations for the remainder of \$8,380.00 allows us to complete our project.

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Provide the schedule or target dates for the program, event or activity

The schedule of this project will commence the summer of 2024. Our stairs have deteriorated to the point that they could be deemed unsafe.

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***Does your organization carry a cash balance in your bank account or carry operating reserves that could be used to fund the project (please explain below and if so, please provide amounts)?***

The Hall has saved \$15,000.00 from fundraising efforts to go towards the Hall steps repairs. We also have

Businesses within the town that have promised to donate towards our Hall stairs project in the new year, that amount is still unknown at this time, we are applying to the HPPP for a matching grant at the end of February 2024.

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If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

Yes, we will take on the demolition of the project. Electrical also may be donated.

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**Acceptance:** If approved, \_\_\_\_\_ (print name) hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: Dec 22, 2023 Representative: Carol Baynton <sup>Carol Baynton</sup> Treasurer  
Tammy Izquierdo Secretary  
BCH



**Associated  
Engineering**

*GLOBAL PERSPECTIVE.  
LOCAL FOCUS.*

Associated Engineering Alberta Ltd.  
500, 9888 Jasper Avenue NW  
Edmonton, AB T5J 5C6 Canada  
www.ae.ca

December 12, 2023  
File: P23-02120

TEL: 780.451.7666

Carol Bayntun  
Bentley Community Hall Association  
c/o Town of Bentley  
PO Box 179  
4918 50 Avenue  
Bentley, AB T0C 0J0

Re: BENTLEY COMMUNITY HALL STAIR RESTORATION  
PROPOSAL FOR CONSULTING SERVICES

Dear Carol:

Associated Engineering (Associated) is pleased to provide this fee proposal for the design of new entrance stairs at the Bentley Community Hall located at 4821 50 Street in Bentley, Alberta.

The following sections summarize the background, scope, and fee to complete this work.

## 1 BACKGROUND

The Community Hall Association would like to apply for funding from the Provincial Government to reconstruct the existing concrete entrance stairs. The stairs originally constructed in 1927 are of heritage significance as they are considered a good example of the Craftsman design philosophy popular in the early part of the 20th century. The stairs, as well as the walls supporting the stairs, are currently in disrepair. It is recommended the stairs and walls be rebuilt, while the fieldstone bannisters are in fair condition and could be re-used.

## 2 SCOPE OF WORK

Associated, together with Grace Architecture, will prepare the design. We will develop structural drawings of the new stairs, new supporting walls, new handrail, and new sidewalk at the base of the stairs. Our electrical engineer will also specify the conduit and lights to be installed at the tops of the two existing fieldstone bannisters. Specifications will be provided on the drawings. The drawings will be issued for construction.

We assume Associated will not be required to assist with tender period and contracts between the Bentley Community Hall Association and Contractor. Should the Community Hall Association need assistance from Associated for tendering and contract administration, we can provide a fee estimate upon request.





We will provide schedules as Coordinating Professional of Record and Registered Professionals for the Contractor to obtain a Building Permit. During construction, we are obligated as professionals to visit site to confirm, the construction matches our design intent. We have assumed a total of three site trips during construction.

### 3 SCHEDULE

It is understood the project will proceed in spring or summer 2024 if funding is available. Associated and Grace Architecture will require two months to complete the design prior to tendering.

### 4 FEE

Based on the scope of work described, Associated will complete the project for a fixed fee of \$28,460, plus GST. A breakdown of the fee follows:

Table 4-1 Fee Estimate

Task	Fee Estimate
Design	\$22,370
Services during Construction	\$6,090
<b>Total</b>	<b>\$28,460</b>

### 5 CLOSURE

We thank you for the opportunity to submit our proposal for this project. If you have any questions, please do not hesitate to contact us at (780) 969-6627.

Yours truly,

*Carma Holmes*

Carma Holmes, MBA, P. Eng., LEED@AP  
Project Manager

Chris Meiring, C.E.T.  
Structural Team Lead

cc. Marc Fortais, Town of Bentley



# OLDS CONCRETE SERVICES (2014) LTD.

6508 - 48 AVENUE, OLDS ALBERTA T4H 1V1

PHONE (403) 556-2979

FAX (403) 556-2995

Date: December 13, 2023

Quote

To: Bentley Community Hall  
[tonylynn14@hotmail.com](mailto:tonylynn14@hotmail.com)

Re: Stair Replacement

Item	Description	Quantity	Unit	Unit Price	Subtotal
1	Mobilization of Equipment	1	I.s.	\$1,500.00	\$1,500.00
2	Demolition (includes hauling and disposal) - does not include removal of the round columns at the base of existing stairs - these are to be removed by others - can be done by others	1	I.s.	\$6,000.00	\$6,000.00
3	Excavation for Footings	1	I.s.	\$1,500.00	\$1,500.00
4	Footing Supply and Install (each side)	2	ea	\$2,400.00	\$4,800.00
5	Retaining Wall Supply and Install (each side) - stone cladding to be supplied and installed by others	2	ea	\$9,000.00	\$18,000.00
6	Concrete Top Cap Supply and Install (each side)	2	ea	\$750.00	\$1,500.00
7	Concrete Steps - includes top and bottom landing	1	I.s.	\$13,500.00	\$13,500.00
8	0.5m Diameter Concrete Columns - if new columns are required - build out and stone cladding to be supplied and installed by others	2	ea	\$1,950.00	\$3,900.00
9	Hand Rails - 2 side mounted hand rails and 1 center hand rail - can be powder coated in red or black finish	1	I.s.	\$7,000.00	\$7,000.00
				<b>Subtotal</b>	<b>\$57,700.00</b>

If lighting, electrical wires and/or conduit is required for new lights in columns - to be supplied by others - we can coordinate to install conduit in retaining walls with electrician.

Quote is valid for work done until October 1, 2024.

GST to be added.

Olds Concrete is COR certified as per ACSA safety standards. COR Certificate 20210601-3584.

If you have any questions, I can be reached on my cell at 403-559-9339.

Thank you.

Joel Vermeulen  
Olds Concrete Services





Re: Town of Bentley- Annual Recreation Funding Support

Bentley Minor Hockey and its Board of Directors would like to thank you for considering our application as well and included is our budgetary estimated costs:

Description	Contractor Budgets	Cost
Plumbing, Electrical and Painting upgrades	Ruttan Mechanical	\$8350.00
Material Costs	TBD- Quotes out to wholesalers	\$6300.00
General Construction	TBD- Quotes Request out to contractors	\$4000.00
Internet Upgrades	TBD- Quotes out to contractors	\$1200.00
	<b>Total:</b>	<b>\$19,650.00</b>

These numbers are all budgets numbers may change depending on final design considerations. As well these prices reflect all labor and material. Thank you for your time.

Regards,

Bentley Minor Hockey Board of Directors

Chad Kimmel  
 President  
 Bentley Minor Hockey  
[presidentbmh@gmail.com](mailto:presidentbmh@gmail.com)

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

\_\_\_\_\_  
Mayor

**Schedule A  
Town of Bentley**

**Annual Recreational, Cultural, Historical, Tourism Funding Support  
Application Form**

Name of the Organization: Bentley Minor Hockey Association (Blindman Valley Minor Hockey)

Mailing Address: \_\_\_\_\_

Contact Person: Chad Kimmel

Phone/Cel Number: 780-232-9224 email address: vpbentleybvmh@gmail.com

Amount of Funding Request: \$ 19,650.00

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

Over the past few months Bentley Minor Hockey (including volunteers) has overseen an extensive renovation of the back rooms (formely the generals room). Together with the support of the Towns 2022 Grant (\$8000) and cash reserves from over 15years of savings have spent a total of \$48,820.46. This has included all demolition, framing, electrical, and painting thus far. We have a few more invoices to come for this first phase as well (see pictures below).

To finish off this renovation BMH would like to request an additional fund to renovate the back washroom. This will finish off the renovation and we appreciate the support.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

Once again Bentley Minor Hockey is seeing an influx in numbers for the younger divisions.

Our U7 group as an example has over 23 participants. This is more than double previous years and quite higher than other similar towns. We believe by splitting the washrooms into two will allow for a greater use of space and will support the growing need within the arena facility.

In addition we would like to upgrade the internet in the facility so we can support Live Barn.

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Streaming service would allow all the public to view games when not being able to make it live.

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Please summarize how your project aligns with the strategic priorities of Mayor and Council as identified through the Bentley Community Strategic Plan April 2019.

Not sure of the relevance of this from 2019.

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Provide a clear, detailed budget of income and expenditures for the program, event or activity for which funding is being requested.

Demolition and Framing- \$4000.00

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Electrical, plumbing, and painting- \$8350.00

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Bathroom fixtures, showers, sinks, toilets, and water fill station- \$ 6300.00

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Internet Upgrade- \$ 1200.00 ( allowed for streaming and Live Barn in facility)

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Provide the schedule or target dates for the program, event or activity

May- August. Complete all renovations.

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***Does your organization carry a cash balance in your bank account or carry operating reserves that could be used to fund the project (please explain below and if so, please provide amounts)?***

We had a cash balance but used it on the first phase. BMH will continue to carry a smaller amount for unexpected operating expenses that we may incur. ( Gas leak and grill replacement

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at the concession cost (\$1631.70).

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If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

We will continue to fundraise to complete the renovation as it we feel its truly important to complete.

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**Acceptance:** If approved, Chad Kimmel (print name) hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: 12-28-23

Representative: 

---

**Canucks Room Renovation ( receipts availbe upon request)**

Demo, Framing, walls, trims, doors, and flooring install: \$20,000.00

New rubber matting, benches, wall hangers: \$ 19, 455.45 (2022 Town Grant towards material)

Electrical and Vinyl flooring: 3865.01

Painting: \$5500.00

**Big Hill Services Ltd.**

Box 1167  
41080 Cook Road  
Cochrane, AB T4C 1B2  
1-888-932-2728/(403) 932-3598

**INVOICE**

Invoice No.: 32427  
Date: Oct 12, 2023  
Ship Date:  
Page: 1  
Re: Order No. Benches & Flooring

**Sold to:**

Bentley Minor Hockey  
Michelle  
Bentley, AB

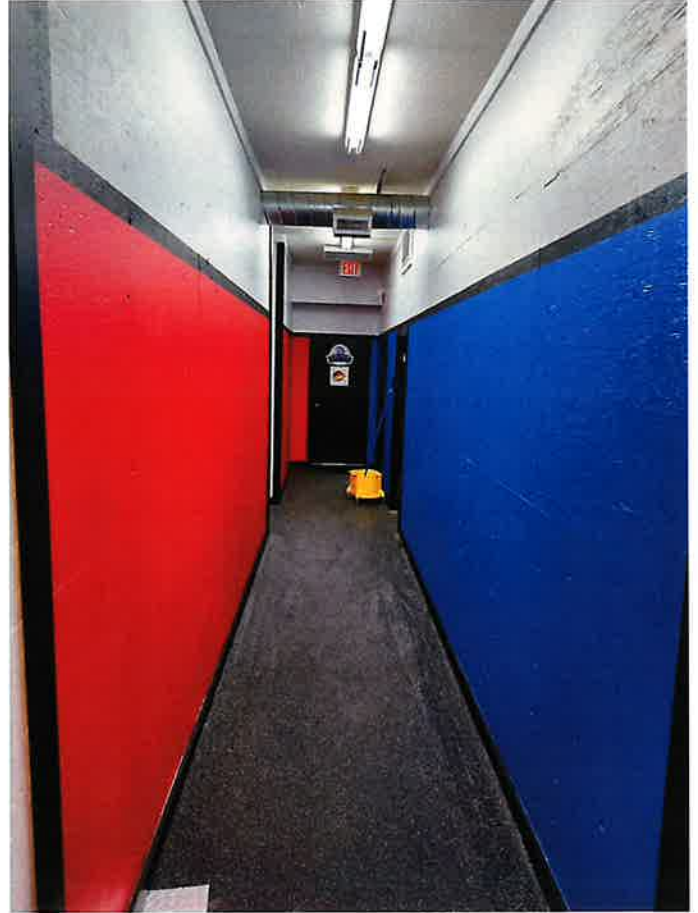
**Ship to:**

Bentley Minor Hockey  
Attn: Chad  
Bentley, AB

Business No.: 870651015

Quantity	Unit	Description	Tax	Unit Price	Amount
		Supply Only	G		
1,300	Square Feet	38" x 38" x 3/8" Dinoflex Metro Grey/Grey	G	7.98	10,374.00
3	4 Gallon Pa	Dinogrip Glue (approx. 400 sq. ft.)	G	413.00	1,239.00
6	Sheets	3 Red & 3 Blue 1/2" Bench Plastic 16" Wide	G	286.00	1,716.00
41	Ea.	Bench Brackets	G	45.00	1,845.00
68	Feet	Wall Hangers - Red Room	G	15.00	1,020.00
69	Feet	Wall Hangers - Blue Room	G	15.00	1,035.00
2	Ea.	Hockey Stick Holders	G	650.00	1,300.00
		F.O.B. Cochrane			
		Subtotal:			18,529.00
		G - GST 5.00%			
		GST			926.45
Big Hill Services Ltd. GST: #870651015					
Shipped By: Tracking Number:					
<b>Comment:</b> 2% Int/Month on Accts over 30 Days. 3% Admin Fee on Orders over \$1,000 Pd by Credit Card.				<b>Total Amount</b>	19,455.45
Sold By:					

**Pictures of Renovations:**



# WHAT NOW? WHAT'S NEXT?

Building from the Medicine Lodge Ski Hill Master Plan



Medicine Lodge Ski Club - 23 January, 2024

# THANK YOU!

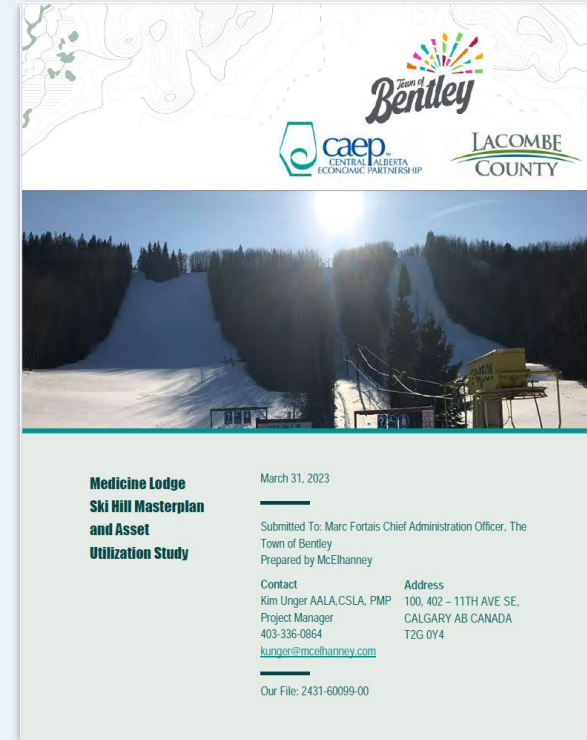
- For your continued support.
- For your engagement and interest.
- For your time today.
- For helping to shape our bright future!





# THE MASTER PLAN

- A big effort!
- Insight, ideas and guidance.
- Adopted by Council Spring 2023.
- Let's blow the dust off!
- “What's next?”



# THE MASTER PLAN



our  
common  
ground!



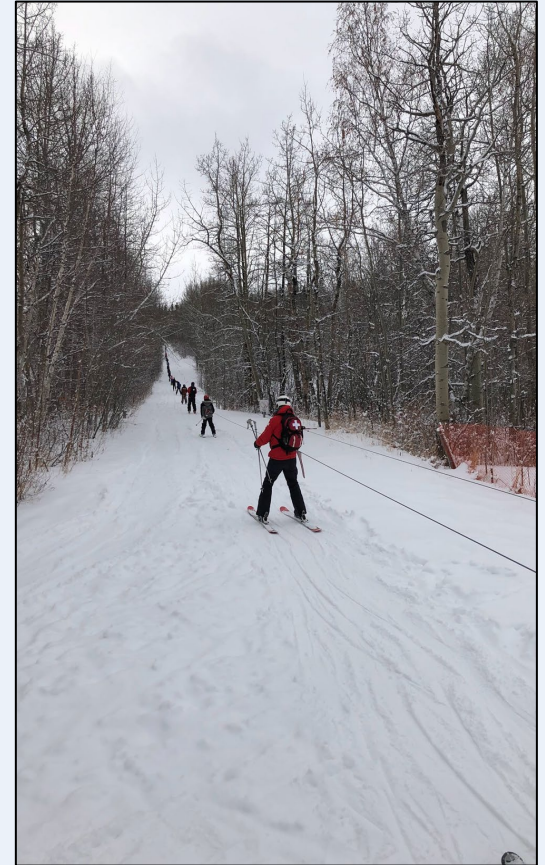
# CLUB FUNCTION & GOVERNANCE

- Capacity issues...
- Paid staff *might* be part of the solution.
- First: Grow our Volunteer Base!
- Harness energy, build community, share the burden.
- Culture change.



# SKI HILL & FACILITY OPERATIONS

- Upgrades and Improvements.
- Reliable and safe lifts.
- Day lodge improvements.
- Other equipment and infrastructure.
- Snowmaking?



# A REGIONAL ATTRACTION!

- Real fun. Right here!
- Local focus, regional reach.
- Supporting the local economy.
- Increase the “right kind” of marketing.
- Fundraising - capitalize on our importance!



# OTHER ACTIVITIES

- Master Plan - options for many different uses.
- MLSC - focus on skiing!
- We would like to be involved, supportive.
- Honouring history, heritage, and culture.
- Willing partners for reconciliation.





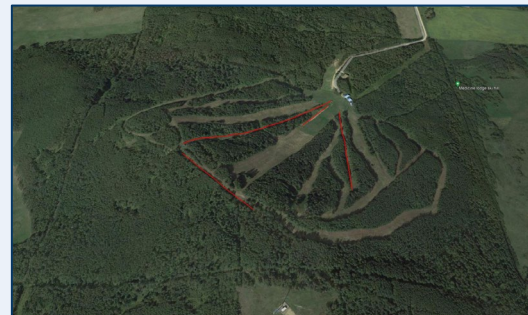
# GOOD NEIGHBOURS!

- We are proud of our role in this community!
- Strengthening connections.
- Building relationships.
- Sharing respect.



# WORKING WITH BENTLEY

- A very special place.
- We are tenants on & stewards of Town land.
- When we succeed, Bentley succeeds!
- **THANK YOU** for all your support!
- Please protect the Ski Hill property!





# SEE YOU ON THE HILL!



## Questions?



**Council / Public Works  
Report  
January 23, 2024**

# Water

- ## September 2023 Water Summary

There was no analyzing done in this month

Repaired broken conduit Between Pump House and Injector Building

No failed Bacteria results

## TOWN OF BENTLEY

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

Month: September

Year: 2023

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	8173	272	86	484
TOWN USAGE (m3)	8145	271.5	159	385
CHLORINE USED (L)	242	8.1	0	16
DOSAGE (mg/L)		4.2	0	5.0
FREE CL2(Enter Dist.)mg/L		0.67	0.54	0.74
FREE CL2(In Dist.)mg/L		0.64	0.58	0.74
TOTAL CL2(Enter Dist.)mg/L		0.78	0.63	0.85
TOTAL CL2(In Dist.)mg/L		0.76	0.69	0.85
ONLINE CL2(Free CL2)mg/L		0.68	0.55	0.73
# OF BACTI SAMPLES	5			

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

Manufacturer: ClearTech Industries Inc. 2302 Halseman Ave., Saskatoon, SK, S7L 5Z3, Canada. PH: 1-800-387-7503 or 1-306-664-2622

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

NONE

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

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

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

Sample ID # / Location / Date Positive Results?

2342818/4810-51ave/Sept 6,2023 Yes/No

2472151/4602-46st/Sept 13,2023 Yes/No

2472152/5017-51ave/Sept 13,2023 Yes/No

2472200/5014-49ave/Sept 20,2023 Yes/No

2472191/5218-50st/Sept 27,2023 Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

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

Summary of Operational Problems/ Incidents/ Actions:

Repaired broken conduit between pump house and Injector building

# TOWN OF BENTLEY

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

Month: October

Year: 2023

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	7954	257	58	481
TOWN USAGE (m3)	7721	249	63	468
CHLORINE USED (L)	246	8	1	15
DOSAGE (mg/L)		4.4	2.5	5.5
FREE CL2(Enter Dist.)mg/L		0.54	0.39	0.81
FREE CL2(In Dist.)mg/L		0.51	0.36	0.77
TOTAL CL2(Enter Dist.)mg/L		0.63	0.49	0.94
TOTAL CL2(In Dist.)mg/L		0.59	0.47	0.86
ONLINE CL2(Free CL2)mg/L		0.52	0.38	0.78
# OF BACTI SAMPLES	4			

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

Manufacturer: ClearTech Industries Inc. 2302 Halseman Ave., Saskatoon, SK, S7L 6Z3, Canada.  
PH: 1-800-387-7503 or 1-306-664-2622

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

NONE

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

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

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

Sample ID # / Location / Date Positive Results?

2472199/4637-53ave-d/Oct 4,2023 Yes/No

2472189/4622-49ave/Oct 11,2023 Yes/No

2472193/4810-51ave/Oct 18,2023 Yes/No

2472197/5017-51ave/Oct 25,2023 Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

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

Summary of Operational Problems/ Incidents/ Actions:

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## October 2023 Water Summary

There was no analyzing done in this month

There were no operational problems, incidents, or concerns.

No failed Bacteria results



# TOWN OF BENTLEY

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

Month: December

Year: 2023

PARAMETER	TOTAL	AVG	MIN	MAX
WELL USAGE (m3)	7611	246	52	506
TOWN USAGE (m3)	7656	247	142	342
CHLORINE USED (L)	243	8	1	14
DOSAGE (mg/L)		4.6	1.9	6.7
FREE CL2(Enter Dist.)mg/L		0.81	0.56	1.18
FREE CL2(In Dist.)mg/L		0.85	0.51	1.13
TOTAL CL2(Enter Dist.)mg/L		0.92	0.68	1.30
TOTAL CL2(In Dist.)mg/L		1.00	0.79	1.28
ONLINE CL2(Free CL2)mg/L		0.79	0.59	1.12
# OF BACTI SAMPLES	3			

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

Manufacturer: ClearTech Industries Inc. 2302 Hainselma Ave., Saskatoon, SK, S7L 5Z3, Canada.  
PH: 1-800-387-7503 or 1-306-664-2822

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

NONE

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

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

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

Sample ID # / Location / Date Positive Results?

2472184 / 4810-51 Ave / Dec 6, 23	Yes/No
2472190 / 4602 46 St / Dec 13, 23	Yes/No
2472187 / 5017 51 Ave / Dec 20, 23	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No

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

Summary of Operational Problems/ Incidents/ Actions:

Dec 5/23 - Airlift and Shock well #3

Sent seized valve from clearwell to get refurbished, pressure tested, and recertification.

## December 2023 Water Summary

There was no analyzing done in this month

Air Lift and CL2 Shock of Well 3

Clear Well Butterfly Valve, Refurbished, Tested, Recertified

No failed Bacteria results

# Water Treatment Plant

## 18" Butterfly Valve

Together with Wolseley and Universal Machine the Butterfly Valve was rebuilt, pressure tested and recertified.

Divers will return to switch this valve with the second valve still in the Clear Well.



## Power/Control Cables

- Conduits running between the Pump House and Injector Building compromised during 2012 Water Well 3 installation
- Conduit was daylighted
- Broken sections were repaired temporarily in September (Outlaw Electric)
- Tech Cable will replace the conduit in the spring.
- We will relocate the lines further to the west to avoid further issues



## Annual Hydrant Testing & Flushing

- Testing and maintenance was done in October



## Well 3

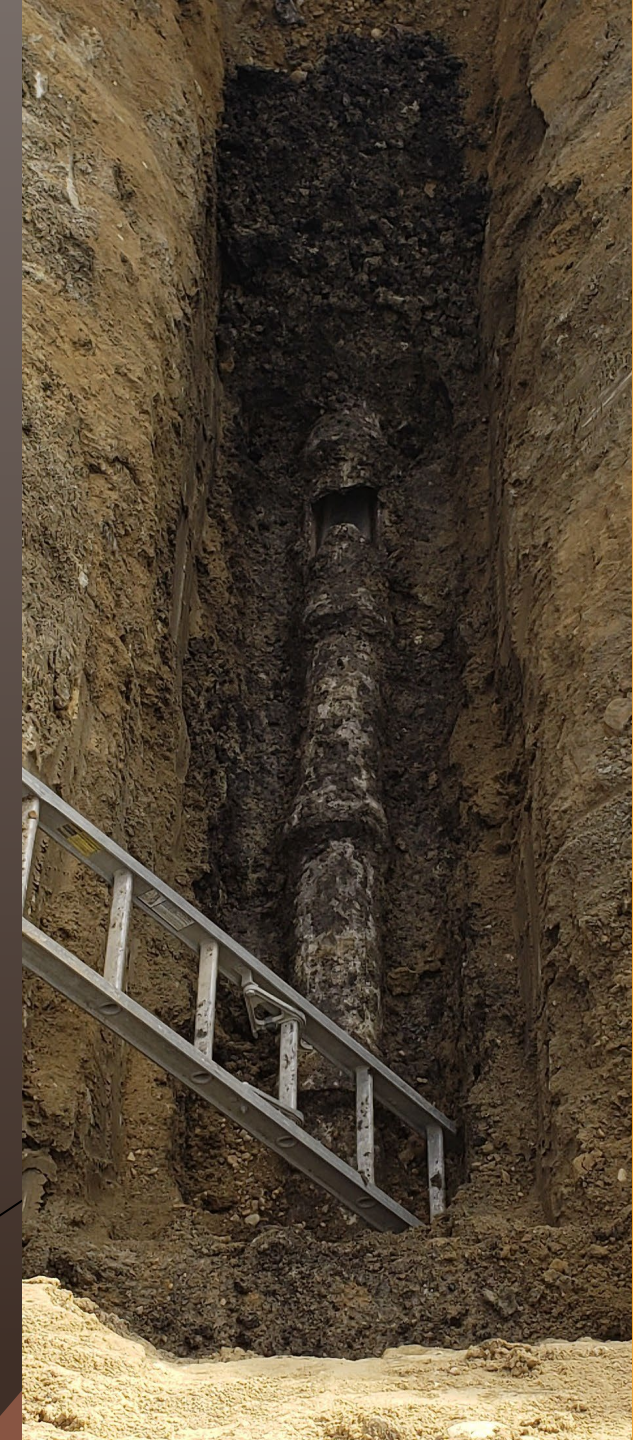
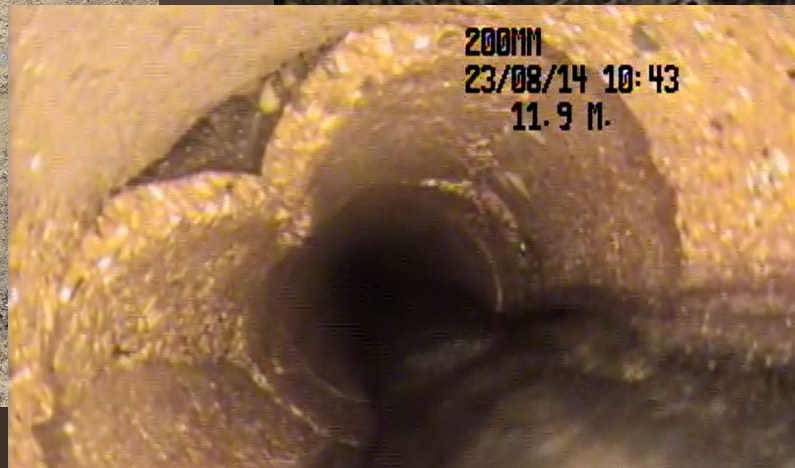
- December 5<sup>th</sup> Well 3, Cl2 shocked and air lifted.
- 1000 Liters of sodium hyper chloride used to sanitize.
- 50' airline was dropped down the well, forcing sediment from the bottom using an Industrial compressor.
- 1 section of pipe was replaced as well as a coupler.
- Well pump and pitless adaptor were reused.



# Wastewater

## 50th Street sewer breaks

- Both sections of broken clay pipe were removed and replaced with PVC.
- Asphalt patching will be done this summer.



## Annual Wastewater Analytical Testing

- 3 Grab samples were taken from the river sent to KaizenLab (November 2023)
- AE&P Maximum Allowable Concentration limits were achieved before release
- 3-week release began on November 16, the Outfall was closed on December 7.
- Release was delayed due to low river level; AE&P suggested the delay to lessen the possible impact on the environment.

## Roads, Streets & Sidewalks

- Snow Removal, no issues this year, mild snowfalls so far.
- There is a Sand Bin for residents, it is located outside the Public Works yard gate, it is provided for residents' ice issues.

## Equipment

### Toolcat Sander

- Buyers 4.4 cu ft Sander was purchased for small sanding jobs. (Main St, Bike Path, Extensions etc.)



# Miscellaneous

## Campground Washrooms

The concrete pad located outside of the washroom doors was removed due to heaving, it was becoming difficult to open the doors.

## Town Hall Park Tree

- 12' Blue Spruce Tree Purchased from Wolf's Botanical and planted in the Town Hall Park. (Christmas Tree)

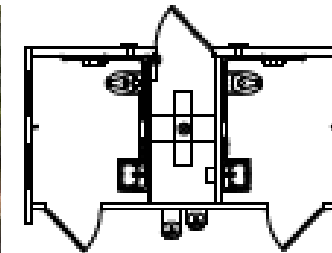


## Town Hall Park Washroom

- We have received a quote from Habitat Systems \$146,113.00
- Eagle Builders has also been approached to get a quote.

### CORTEZ – 10' 3" X 17'

Cortez with chase has two single user fully accessible flush restrooms. Standard features include simulated barnwood textured walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded, and set up at site.



\*Base Price \$ 146,113.00

## Arena Wall

- KCB Construction has been hired to repair the wall on the Arena. The tin had to be brought in from B.C. as the color used prior was discontinued. Fortunately, Kevin Bejima owner of KCB reached out to a contact of his that had an old roll we could purchase. Once the panels are built, KCB will install them. Most likely closer to the spring.



# Wastewater Labs

## ANALYTICAL REPORT

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

**Attention:** Darren Jensen

<b>KaizenLAB JOB #:</b>	334797
<b>DATE RECEIVED:</b>	09-Nov-2023
<b>DATE REPORTED:</b>	15-Nov-2023
<b>PROJECT ID:</b>	2023 Wastewater Samples
<b>LOCATION:</b>	

**KaizenLAB Sample #:** 334797\_001 **Sample ID:** Lagoon  
**Date Sampled:** 8-Nov-2023 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
<b>Total and Thermotolerant (Fecal) Coliforms In water</b>			
Thermotolerant (Fecal) Coliforms	MPN/100mL	2	1
Total Coliforms	MPN/100mL	48	1
<b>CBOD pH TSS with un-ionized ammonia</b>			
pH @ 15°C		7.4	
<b>Ammonia-N In Water</b>			
Ammonia-N	mg/L	3.60	0.05
Ammonia-N (un-ionized) (calculated)	mg/L	0.02	0.01
Carbonaceous Biochemical Oxygen Demand	mg/L	<3.0	3.0 *
Total Suspended Solids	mg/L	<2	2
Chloride	mg/L	84.38	0.50
Dissolved Sodium	mg/L	238.9	0.1
Total Kjeldahl Nitrogen	mg/L	5.51	2.00
Total Phosphorus	mg/L	2.858	0.040

## ANALYTICAL REPORT

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

**Attention:** Darren Jensen

<b>KaizenLAB JOB #:</b>	334804
<b>DATE RECEIVED:</b>	09-Nov-2023
<b>DATE REPORTED:</b>	15-Nov-2023
<b>PROJECT ID:</b>	2023 Waste Water Samples
<b>LOCATION:</b>	

**KaizenLAB Sample #:** 334804\_001 **Sample ID:** Pre-Lagoon  
**Date Sampled:** 8-Nov-2023 9:15 **Matrix:** Water

Parameter Description	Units	Result	Detection Limit
<b>Total and Thermotolerant (Fecal) Coliforms In water</b>			
Thermotolerant (Fecal) Coliforms	MPN/100mL	1	1
Total Coliforms	MPN/100mL	140	1
<b>CBOD pH TSS with un-ionized ammonia</b>			
pH @ 15°C		8.0	
<b>Ammonia-N In Water</b>			
Ammonia-N	mg/L	<0.05	0.05
Ammonia-N (un-ionized) (calculated)	mg/L	<0.01	0.01
Carbonaceous Biochemical Oxygen Demand	mg/L	<3.0	3.0 *
Total Suspended Solids	mg/L	3	2
Chloride	mg/L	15.41	1.00 *
Dissolved Sodium	mg/L	57.6	0.1
Total Kjeldahl Nitrogen	mg/L	<2.00	2.00
Total Phosphorus	mg/L	<0.040	0.040

ANALYTICAL REPORT

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

Attention: Darren Jensen

KaizenLAB JOB #:	334798
DATE RECEIVED:	09-Nov-2023
DATE REPORTED:	15-Nov-2023
PROJECT ID:	2023 Waste Water Samples
LOCATION:	

KaizenLAB Sample #: 334798\_001 Sample ID: Post Lagoon  
 Date Sampled: 8-Nov-2023 9:00 Matrix: Water

Parameter Description	Units	Result	Detection Limit
<b>Total and Thermotolerant (Fecal) Coliforms in water</b>			
Thermotolerant (Fecal) Coliforms	MPN/100mL	3	1
Total Coliforms	MPN/100mL	140	1
<b>CBOD pH TSS with un-ionized ammonia</b>			
pH @ 15°C		7.8	
<b>Ammonia-N in Water</b>			
Ammonia-N	mg/L	<0.05	0.05
Ammonia-N (un-ionized) (calculated)	mg/L	<0.01	0.01
Carbonaceous Biochemical Oxygen Demand	mg/L	<3.0	3.0 *
Total Suspended Solids	mg/L	7	2
Chloride	mg/L	17.26	1.00 **
Dissolved Sodium	mg/L	58.4	0.1
Total Kjeldahl Nitrogen	mg/L	<2.00	2.00
Total Phosphorus	mg/L	<0.040	0.040



## Parks & Safety Update January 23, 2024



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

- In the early summer 5 additional Purple Spire Columnar Crabapple trees are to be planted along 52<sup>nd</sup> Street at the locations shown. Left over budgeted funds will be used to plant additional trees near the Hwy 12 entrance sign.
- Trees come with 1-year warranty and will be watered and fertilized throughout the summer.
- Trees will be staked for one year and extra soil will be brought in around the root balls just like the trees that were planted in 2023.

- Administration has applied for the Community Naturalization and Tree Planting Grant through Fortis Alberta for this project.



## Treatment of Dutch Elm

- In September 2023, 32 trees along 50<sup>th</sup> Ave between 46 Street and 47 Street were diagnosed with European Elm Scale. An additional 16 trees along 50<sup>th</sup> Ave had evidence of Elm Scale.
- Wild Rose Tree Service has been contracted to begin treating all impacted trees with TreeAzin insecticide sometime around June 2024. TreeAzin is a systematic insecticide that is injected near the base of the trees and does not pose any serious risk to people, pets or wildlife.
- The initial treatment should eliminate about 80% of the pests. A second treatment will be applied in 2025 and trees will be assessed in 2026 for potential spot treatment.
- Wild Rose Tree Service comes highly recommended by contractors in the industry. They have conducted treatments for the City of Calgary and many other municipalities around Central Alberta.
- Additionally, these trees will be watered in with a balanced fertilizer each Spring for the next several years to assist their recovery.



## 50<sup>th</sup> Ave Playground Railing

- A new railing has been installed on the 50<sup>th</sup> Ave playground to meet CSA standards.



## Safety Update

Working on a Health and Safety Policy that will cover:

- New hire orientation
- Hiring of contractors
- PPE & training requirements
- Incident reporting & investigation
- Safety inspections
- Individual roles & responsibilities
- OH&S compliance
- Documentation & record keeping
- Various other safety related topics

Continuing to conduct quarterly safety meetings discussing a variety of topics and develop SOP's and Hazard Assessments for specific types of work





# WATER METER RADIO AND HANDHELD REPLACEMENT STRATEGY

# WHY IS IT IMPORTANT TO REPLACE OUR CURRENT RADIOS AND HANDHELD?

- CURRENT HANDHELD WILL ONLY COMMUNICATE WITH THE OLD AUTOREAD SOFTWARE, THIS FORCES MANUAL INPUTS FOR UTILITY BILLING WHICH IS VERY TIME CONSUMING.
- EXISTING AUTOREAD VERSION IS BEING PHASED OUT BY MUNIWARE, SOON IT WILL NO LONGER BE SUPPORTED.
- RADIOS ARE NEARING THE END OF THEIR LIFE EXPECTANCY(20 YEARS) INSTALLED IN 2005 & BEFORE.
- SOME RADIOS HAVE STARTED TO FAIL WHICH REQUIRES “RE-READS” TO BE DONE. INCREASING MAN HOURS PER BILLING CYCLE
- CURRENT HANDHELD BATTERY IS FAILING, REQUIRES 2-3 BATTERY CHARGES TO COMPLETE UTILITY COLLECTION ROUTES.

# WHY IS IT IMPORTANT TO REPLACE OUR CURRENT RADIO'S AND HANDHELD?

- UTILITY BILLING GENERATES A SIGNIFICANT AMOUNT OF REVENUE FOR THE TOWN. ENSURING THAT THE UTILITY BILLS ARE COLLECTED, INPUT, AND BILLED ACCURATELY AND EFFICIENTLY IS ESSENTIAL.
- UPDATING OUR EQUIPMENT AND SOFTWARE WILL STREAMLINE THE BILLING PROCESS, WHICH WILL ALLOW APPROXIMATELY 34 HOURS TO BE ALLOCATED TO OTHER ADMINISTRATIONAL TASKS PER BILLING CYCLE(BI-MONTHLY). THIS INCREASES EFFICIENCY NOT ONLY TO UTILITY BILLING BUT TO OTHER ASPECTS OF ADMINISTRATION.
- CURRENTLY THIS PROCESS TAKES 44 HOURS TO COMPLETE PER BILLING CYCLE.

# ANNUAL REVENUE GENERATED FROM UTILITY BILLING

- 2020 \$172,769.17
- 2021 \$171,316.94
- 2022 \$167,006.32
- 2023 \$146,601.46 + \$26,769.53 (YEAR END BILLING) = \$173,370.99
- **4 YEAR AVERAGE = \$171,116.00**



# CURRENT UTILITY BILLING PROCESS

1. UTILITY READS & RE-READS: THIS PROCESS IS COMPLETED BY PUBLIC WORKS PERSONNEL VIA DRIVE BY METHOD , TAKING 4 HOURS ON AVERAGE.
2. PRINT WALK REPORT FOR ALL ROUTES
3. MANUALLY INPUT THE READS ONE BY ONE FROM THE HANDHELD INTO THE WALK REPORTS
4. MANUALLY INPUT THE WALK REPORTS INDIVIDUALLY INTO EVERY ACCOUNT (425) IN THE MUNIWARE SYSTEM
5. BILLS ARE THEN CALCULATED, REVIEWED AND PRINTED

STEPS 2-5 REQUIRE ON AVERAGE 40 HOURS TO COMPLETE

TOTAL HOURS REQUIRED PER BILLING CYCLE: **44 HOURS**

ANNUAL HOURS REQUIRED FOR UTILITY BILLING: **264 HOURS**

# WHAT THE NEW PROCESS WOULD LOOK LIKE

1. UTILITY READS: COMPLETED VIA DRIVE BY METHOD BY PUBLIC WORKS PERSONNEL. 1-2 HOURS FOR COMPLETION. THIS ESTIMATE IS BASED OFF THE TIME REQUIRED WHEN OUR SYSTEM WAS FULLY FUNCTIONAL
2. PLACE HANDHELD ON RECEIVING STATION: INFORMATION FROM HANDHELD WILL AUTOMATICALLY START TRANSFERRING INTO THE AUTOREAD PROGRAM. MUNIWARE WILL AUTONOMOUSLY UPDATE ACCOUNT INFORMATION AND GENERATE UTILITY BILLS.
3. BILLS WILL BE PRINTED OFF AND MAILED. 8 HOURS FOR COMPLETION

TOTAL HOURS REQUIRED PER BILLING CYCLE: 9-10 HOURS

ANNUAL HOURS REQUIRED FOR UTILITY BILLING: 54-60 HOURS

ON AVERAGE 204 HOURS WILL BE REDISTRIBUTED TO OTHER ADMINISTRATION AND PUBLIC WORKS TASKS ANNUALLY

# CURRENT EQUIPMENT

## SENSUS SRII METER AND REGISTER

- PRIMARILY USED THROUGHOUT OUR SYSTEM, SOME IPEARL METERS HAVE BEEN INSTALLED(IPEARL METERS ARE COMPATIBLE WITH 510-M RADIOS)
- POSITIVE DISPLACEMENT MAGNETIC METER
- DURABLE, EASILY MAINTAINED AND REPAIRED, COMPATIBLE WITH ALL SENSUS RADIOS AND OPTIONAL REGISTER UPGRADES EX. DIGITAL DISPLAY REGISTERS
- ANALOG REGISTER: NO BATTERY, NO MAINTENANCE.



# CURRENT EQUIPMENT



## **SENSUS AR 5502 AUTO READ HANDHELD DEVICE**

- PURCHASED IN 2012
- WILL NO LONGER BE SUPPORTED BY NEW AUTOREAD SOFTWARE UPDATE
- BATTERY NO LONGER HOLDS ENOUGH CHARGE TO COMPLETE UTILITY READ ROUTES IN A SINGLE ATTEMPT

# CURRENT EQUIPMENT

## SENSUS MXU 505-C

- PURCHASED AND INSTALLED IN 2005 WITH A 20-YEAR LIFE EXPECTANCY
- SOME OF OUR CURRENT RADIOS HAVE ALREADY BEGUN TO SHOW SIGNS OF FAILURE EX. RE-READS, NO COMMUNICATION, MULTIPLE ATTEMPTS TO COLLECT READ INFORMATION.





# PROPOSED NEW EQUIPMENT

## FL7502-RF FIELD LOGIC HANDHELD DEVICE

- WILL COMMUNICATE WITH EXISTING 505-C MXU RADIOS AS WELL AS THE NEW 510-M FLEXNET RADIOS
- REQUIRED TO PROGRAM AND ACTIVATE NEW RADIOS
- COMPATIBLE WITH NEW AUTOREAD SOFTWARE
- 2-YEAR MANUFACTURES WARRANTY
- REPLACEABLE BATTERY

# PROPOSED NEW EQUIPMENT



## **SENSUS FLEXNET 510-M**

- COMPATIBLE WITH SRII METERS AND REGISTERS
- CURRENTLY HAVE 15 BEING USED IN OUR SYSTEM
- 20-YEAR BATTERY LIFE WARRANTY
- 10 YEARS FULL REPLACEMENT
- YEARS 11-20 PRO RATED REPLACEMENT VALUE

# COST OF REPLACEMENT

<u>Item</u>	<u>Units</u>	<u>Price</u>	<u>Total</u>
FL7502-RF FieldLogic Handheld Device	1	\$ 16,727.17	\$ 16,727.17
Flexnet Smartpoint 510 - M (Radios)	410	\$ 236.91	\$ 97,133.10
Training- Programing and Installation, AutoRead Program Operations	4	\$ 200.00	\$ 800.00
		Total	\$ 114,660.27
		G.S.T	\$ 5,733.01
		<b>Grand Total</b>	<b>\$ 120,393.28</b>



# 3-YEAR IMPLEMENTATION PLAN

Year 1		
	Purchase FL7502-RF FieldLogic Handheld Device	
	Complete necessary training for program operation and radio programming	
Cost:		
	FL7502-RF FieldLogic Handheld Device	\$ 16,727.17
	Training	\$ 800.00
	Total	\$ 17,527.17
	G.S.T	\$ 876.36
	<b>Grand Total</b>	<b>\$ 18,403.53</b>
Training:		
	4 Hours hands on training by certified Sensus Technical Support Specialist	
Years 2 & 3		
	Purchase 1/2 of replacement radios per year (205 per year)	
	Public works will remove and replace radios throughout the year	
	Target: 15-20 Radio installations per month	
Annual Cost		
	205 Flexnet Smartpoint 510-M Radios	\$ 48,566.55
	Total	\$ 48,566.55
	G.S.T	\$ 2,428.33
	<b>Grand Total</b>	<b>\$ 50,994.88</b>
Annual Installation Hours		
	2 Public Works personnel at 1 hour per installation (conservative estimate)	410 Hours

# 5-YEAR IMPLEMENTATION PLAN

	Purchase FL7502-RF FieldLogic Handheld Device	
	Complete necessary training for program operation and radio programing	
Cost:		
	FL7502-RF FieldLogic Handheld Device	\$ 16,727.17
	Training	\$ 800.00
	Total	\$ 17,527.17
	G.S.T	\$ 876.36
	<b>Grand Total</b>	<b>\$ 18,403.53</b>
Training:		
	4 Hours hands on training by certified Sensus Technical Support Specialist	
Years 2-5		
	Purchase 1/4 of replacement radios per year (103 per year)	
	Public works will remove and replace radios throughout the year	
	Target: 8-10 Radio installations per month	
Annual Cost		
	103 Flexnet Smartpoint 510-M Radios	\$ 24,401.73
	Total	\$ 24,401.73
	G.S.T	\$ 1,220.09
	<b>Grand Total</b>	<b>\$ 25,621.82</b>
Annual Installation Hours		
	2 Public Works personnel at 1 hour per installation (conservative estimate)	206 Hours

# INSTALLATION REQUIREMENTS

- 2 PUBLIC WORKS PERSONNEL: FOR LIABILITY AND SAFETY REASONS WE ALWAYS SEND TWO PEOPLE
- REMOVE AND REPLACE RADIO: THIS PROCESS IS STRAIGHT FORWARD REMOVING RADIO FROM THE WALL WHICH IT IS ATTACHED, DISCONNECT 3 COMMUNICATION WIRES. ATTACH NEW RADIO TO THE WALL, AND RECONNECT WIRES.
- PROGRAM RADIO: THIS STEP IS DONE WITH THE HANDHELD DEVICE, THIS ACTIVATES THE RADIO AND SETS THE DESIRED PARAMETERS.
- DOCUMENTATION: FILL OUT DESIGNATED DOCUMENTATION, THIS TRACKS INSTALL DATE AND LOCATION, RADIO SERIAL NUMBER AS WELL AS WHICH METER AND REGISTER IT IS PAIRED WITH.
- TIMEFRAME: 1 HOUR IS A CONSERVATIVE ESTIMATE, ACCESSIBILITY WILL BE THE BIGGEST FACTOR WHEN IT COMES TO INSTALLATION TIME. A PERFECT SCENARIO WOULD SEE THESE RADIOS REPLACED IN 20 MINS.

# ADVANCED TECHNOLOGY AVAILABLE

## **M400-D FLEXNET BASESTATION**

- ELIMINATES THE NEED TO DO DRIVE BY COLLECTIONS
- CONTINUOUS MONITORING PROVIDES A GREATER LEVEL OF SERVICE: BACK FLOW ALERTS, TAMPER ALERTS, AND LEAK DETECTION
- USE OF THE HANDHELD DEVICE WOULD STILL BE NECESSARY TO INSTALL RADIOS



The image features a light gray gradient background. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, rendered with soft shadows and highlights to give them a three-dimensional appearance. The word "QUESTIONS?" is centered in the middle of the page in a bold, black, sans-serif font.

**QUESTIONS?**



## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JANUARY 11, 2023

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### **PUBLIC HEARING BYLAW NO. 1399/23**

A public hearing was held for Bylaw No. 1399/23. Bylaw No. 1399/23 is a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw, Bylaw No. 1237/17 as it relates to land use designation on Pt. SW 31-39-25-W4M and the Dow Chemical Rail Yard expansion.

Following the public hearing, Bylaw No. 1399/23 was given second and third reading and so passed.

### **DWELLINGS ON AGRICULTURAL 'A' DISTRICT PARCELS**

Council received an overview of the feedback received from the community consultations regarding Dwellings on Agricultural 'A' District Parcels that were held in November and December 2023.

By resolution of Council, Administration was directed to draft bylaw changes to the Municipal Development Plan and Land Use Bylaw to allow two dwellings on Agricultural 'A' District Parcels of 10 acres in size or larger. The proposed bylaw changes will be presented for Council's consideration of first reading in February 2024.

### **PLANNING SERVICES UPDATE**

Council received an update on the progress and activities of the Planning Services Department for 2023.

### **DECEMBER 5, 2023 COMMITTEE OF THE WHOLE MEETING NOTES**

The following recommendations from the December 5, 2023 Committee of the Whole Meeting received Council approval:

- The Paid Parking Program Review was received for information. The County Manager was directed to obtain more in-depth data regarding users of the paid parking program for consideration at a future Council meeting.
- The County Manager was directed to prepare a report and recommendation regarding options for future expansion of water servicing to the Blackfalds Joint Economic Area, for consideration at a future Council meeting.
- The Alberta Association of Community Peace Officers (AACPO) presentation was received for information. A representative of the Peace Officer Program, Public Safety, and Emergency Services will be invited to present at a future Committee of the Whole meeting subsequent to the County receiving the report commissioned by the AACPO on the safety of Community Peace Officers in carrying out their assigned duties.
- The Subdivision Policies presentation was received for information.
- The Community Organizations Property Tax Exemption Regulations presentation was received for information.
- The Pictography presentation was received for information.



WHERE PEOPLE ARE THE KEY

### **CORPORATE BUSINESS PLAN**

The Lacombe County 2022-2027 Corporate Business Plan was presented to Council. The Corporate Business Plan identifies specific initiatives that address each of the four strategic goals established by Council and sets out the timelines for completing each initiative. The Corporate Business Plan is intended to be a fluid document and, as such, will be updated annually.

### **COUNTY MANAGER EVALUATION – ESTABLISH PROCESS AND SET DATE**

The annual performance evaluation of the County Manager will be informed by Councillors on an individual basis for compilation and review by the Reeve, Deputy Reeve, and County Manager on February 8, 2024.

### **OPPORTUNITY TO MEET WITH MINISTER OF MUNICIPAL AFFAIRS**

Council will request to meet with the Honourable Ric McIver, Minister of Municipal Affairs, during the 2024 Spring RMA Convention in Edmonton.

### **CORRESPONDENCE WITH MINISTERS REGARDING TAXATION ON OIL AND GAS DEVELOPMENT**

In follow-up to discussions held at the RMA Fall Convention, a letter will be sent to the Honourable Brian Jean, Minister of Energy and Minerals, and the Honourable Ric McIver, Minister of Municipal Affairs, to reiterate Council's concern regarding taxation on oil and gas development.

### **LETTER FROM MINISTER SCHULZ REGARDING DROUGHT**

Council authorized the establishment of a committee, comprised of representatives from all County departments, for the purpose of developing a Drought Risk Management and Response Plan for Lacombe County. This initiative is in response to a letter from the Honourable Rebecca Schulz, Minister of Environment and Protected Areas, requesting municipal action regarding the current drought conditions in Alberta.

### **RMA SPRING CONVENTION**

Council will attend the 2024 RMA Spring Convention that will be held at the Edmonton Convention Centre March 18 – 20, 2024.

### **ECONOMIC DEVELOPMENT UPDATE**

Council received an update on the progress and activities related to Economic Development in the County.

### **2024-2026 ASPHALT LINE PAINTING**

The County Manager was authorized to award the 2024-2026 Asphalt Line Painting and Other Works tender to 624091 Alberta Ltd. o/a RanN Maintenance Western Division in the amount of \$249,692.14.

### **POLICY OP(20) BRIDGE MATERIAL SALES – UPDATE**

Council approved amendments to Policy OP(20) Bridge Material Sales to increase credit limits for customers who purchase bridge materials on approved credit.

### **ALIX NATURE TRAIL FUNDING REQUEST**

A motion to approve an annual operating grant to the Alix Nature Trail Society in the amount of \$13,000 for the operations and maintenance of the Alix Nature Trail did not receive Council approval.



WHERE PEOPLE ARE THE KEY

**TOWN OF BLACKFALDS AND LACOMBE COUNTY RECREATION FACILITIES OPERATIONAL COST-SHARING AGREEMENT**

Council approved The Town of Blackfalds and Lacombe County Recreation Facilities Operational Cost-Sharing Agreement as presented.

**BYLAW NO. 1405/24 LACOMBE COUNTY 2024 RATES AND FEES BYLAW**

Council moved first, second, and third readings of Bylaw No. 1405/24 Lacombe County 2024 Rates and Fees.

**Next Regular Council Meeting is  
January 25, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is  
February 6, 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.**





## **Information Bulletin**

### **Monkey Top Fire**

**Update January 16, 2024**

Today at approximately 1:30am first responders from the Bentley Fire Department responded to a fire at the Monkey Top Saloon in Bentley.

Fire Fighting efforts were supported by Bentley, Lacombe County, City of Lacombe, Blackfalds, and Eckville Fire Departments. The fire is under control and has been isolated to the Monkey Top and liquor store building. We are thankful for the support of our local and neighboring fire departments.

The investigation into the cause of the fire is ongoing and nothing has been determined at this time. In addition, based on what we know there are no casualties, and no one was injured in the fire. It is a sad day for Bentley as we have lost another important historical building. Just over a year ago we experienced the loss of the iconic grain elevator and today we have lost the Monkey Top.

The original building Putland & Thorp site was destroyed by a fire in 1919. The gentlemen who owned this store were Archie Putland and Frank (Cappy) Thorp. Cappy was the first Mayor when Bentley was first incorporated into a village in 1915.

The Putland & Thorp building was replaced by the Bentley Co-Operative under the management of Mr. Bolton, and lastly by Chas MacDougall. The business was sold to WM. A. Holmes in 1933 and operated as the Bentley Mercantile. In the early years supplies were brought in by train and picked up by horse and dray and delivered to the store. Later Mr. Holmes purchased a truck and would drive to Edmonton for supplies. Store merchants were well known for carrying credit for many customers during the 1930 depression years. Nostalgic memories include the smell of freshly oiled floors, buying a slab of cheese cut from the bulk cheese cutter, seeing bananas hanging from the ceiling and the fact that Mr. Holmes would deliver groceries with his Chevrolet car in the Lockhart area where he could be greeted with an invitation to stay for a home cooked meal.

The building has stood for many years and most recently, until today as the Monkey Top a staple for residents, tourists, and visitors regardless of if they were the leather worn, done it all biker or the time worn seen it all senior or families having a meal with their kids after checking out the amazing businesses or farmers market in Bentley. It was a place of celebration for our hockey and ball teams and for the parents who drive their kids to and from games and practices. The Monkey Top was not just a place to gather, but a place where it did not matter what your background or style is. It was a place of spirited declaration of independence and togetherness.

Mayor and Council, along with administration would like to thank the first responders for their efforts to keep the community safe and ensure that the fire was isolated to the Monkey Top Building. Our empathy also goes out to the property owner for their loss and the challenges ahead in working with insurance.

Sincerely,  
Marc Fortais  
Chief Administrative Officer

Box 179, Bentley AB T0C 0J0  
Ph. 403.748.4044 | Fx. 403.748.3213  
info@TownofBentley.ca  
[www.TownofBentley.ca](http://www.TownofBentley.ca)





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