



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday January 26, 2021**  
**6:45 pm**

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- 1. Call to Order**
- 2. Amendments & Acceptance of Agenda**
- 3. Adoption of Previous Minutes:**
  - a) Regular Meeting January 12, 2020**
- 4. Financial:**
  - a) Prepaid Cheque Listing – Cheques No. 20200946 to 20210053**
- 5. New Business**
  - a) 2021 Annual Recreation, Cultural, Historical, Tourism Funding Support**
  - b) Deferral of utility and tax penalties until December 31, 2021**
- 6. Correspondence**
  - a) Lacombe County Council Highlights January 14, 2021**
- 7. Other Business/Council Question Period:**
- 8. Adjournment**



**Minutes of the Regular Meeting of the Council of the Town of Bentley  
January 12, 2021**

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**Date & Place:** Minutes of the Regular Meeting of the Council of the Town of Bentley, held beginning Tuesday, January 12, 2021 at 6:45am, in the Bentley Municipal Office.

**In Attendance** Mayor Greg Rathjen  
Deputy Mayor Joan Dickau  
Councillor Doug Talsma  
Councillor Cora Knutson  
Councillor Neil Maki  
CAO Marc Fortais (called into meeting via zoom)

**Call to Order** Mayor Greg Rathjen called the council meeting to order at 6:45pm

**Agenda** **Motion 1/2021** Moved by Councillor Talsma, "THAT the agenda of the December 15, 2020 Council Meeting be accepted including one additional item as other business - an information update from the CAO regarding the Bentley Business Coaching Program."  
**Carried**

**Previous Minutes** **Motion 2/2021** Moved by Councillor Knutson, "THAT the minutes of the regular meeting held on December 15, 2020 be confirmed."  
**Carried**

**Financial**

a) **Prepaid Cheque Listing – Cheques 20200870 to 20200946**

**Motion 3/2021** Moved by Councillor Maki, "THAT cheques numbered 20200870 to 20200946," be received as information.  
**Carried**

**New Business**

a) **Capital Purchase of Freightliner M2106 Garbage Truck from Amtruck**

**Motion 4/2021** Moved by Mayor Rathjen, "THAT Mayor and Council authorize CAO Marc Fortais to purchase a 2011 Freightliner M2106 (VIN #1FVACYDT1BHBB7785) Garbage Truck at a capital cost of \$51,850 to be funded from the Garbage Truck Replacement Reserve; AND

THAT Mayor and Council authorize CAO Marc Fortais to sell the 1992 Ford F700 Garbage Truck (VIN#1FDHK72P2NVA36043) for fair market value."  
**Carried**

**b) Capital Purchase of International 5 Ton Dump Truck from City of Wetaskiwin**

**Motion 5/2021** Moved by Councillor Maki, "THAT Mayor and Council authorize the CAO Marc Fortais to purchase a 2016 International Model 7400S single axle truck with dump at a capital cost of \$65,000 to be funded from the Garbage Truck Replacement Reserve; AND

THAT Mayor and Council authorize CAO Marc Fortais to sell the 2009 Dodge 5500 SLT Crew Cab with dump (VIN#3D6WD78L89G510413) for fair market value to offset the purchase cost of the new unit. Any proceeds from the sale of this unit will be placed back into the reserve for future acquisitions."

**Carried**

**c) Town of Bentley & Lacombe County (IDP) & (ICF) Committee Joint Alberta Community Partnership Grant Application**

**Motion 6/2021** Moved by Deputy Mayor Dickau, "THAT the Town of Bentley agree to participate in the Town of Bentley/Lacombe County Joint Development Initiative project to be funded via a grant application to the Alberta Community Partnership grant program and furthermore, agree that the Town of Bentley be designated as the managing partner for the project."

**Carried**

**d) Town of Bentley & Lacombe County (IDP) & (ICF) Committee Terms of Reference**

**Motion 7/2021** Moved by Councillor Talsma, "THAT the Town of Bentley and Lacombe County IDP/ICF Committee Terms of Reference be approved as presented."

**Carried**

**Correspondence**

- a) **Keep it Central Contest**
- b) **Affordable Housing Review Panel Report**

**Motion 8/2021** Moved by Deputy Mayor Dickau, "THAT correspondence items a) to b) be accepted as information."

**Carried**

**Council Reports**

- a) **Mayor Rathjen**
- b) **Deputy Mayor Dickau**
- c) **Councillor Knutson**
- d) **Councillor Talsma**
- e) **Councillor Maki**

**Motion 9/2021** Moved by Councillor Talsma, "THAT the council reports be accepted as information."

**Carried**

## Other Business/Council Question Period

CAO Marc Fortais provided an overview of the Bentley Business Coaching Program that will be launching January 13<sup>th</sup> for Bentley Businesses.

- The program will utilize some of the MOST grant funding that was received in relation to costs for the COVID-19 Pandemic.
- Will provide one on one coaching services from a certified management consultant to support the needs of up to 5 Bentley businesses.
- Businesses will need to submit an expression of interest to the CAO at [mfortais@townofbentley.ca](mailto:mfortais@townofbentley.ca)
- Upon receipt of the expression of interest an intake interview will be done with the business to understand their unique challenges.
- Based on the number of applications, businesses will be short listed and up to 5 local businesses will be selected to work directly with a Certified Management Consultant matched to their specific needs.

**Adjournment:** **Motion 10/2021** Moved by Deputy Mayor Dickau, "THAT the regular meeting of council be adjourned. Time: 7:46 pm."

**Carried**

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Mayor Greg Rathjen

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Marc Fortais



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-Jan-19  
3:45:09PM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
20200946	2020-12-24	SUPERIOR SAFETY CODES INC.	2020 1008	PAYMENT BUILDING INSPECTION FEE FOR 49%	262.50	262.50
20210001	2021-01-13	AMTRUCK LIMITED	64969	PAYMENT 2011 FREIGHTLINER M2106	49,350.00	49,350.00
20210002	2021-01-13	CITY OF WETASKIWIN	IVC0032685	PAYMENT 2016 INTERNATIONAL DUMP TRUCK	65,000.00	65,000.00
20210003	2021-01-15	CARSON, BARBARA J				
20210004	2021-01-15	JENSEN, DARREN J				
20210005	2021-01-15	MEREDITH, SANDRA L				
20210006	2021-01-15	GIBSON, COLE C				
20210007	2021-01-15	DENNEHY, NATHAN				
20210008	2021-01-15	GREAVES, LORYANNE				
20210009	2021-01-15	FORTAIS, MARC C				
20210010	2021-01-15	KIKSTRA, ROBERT B				
20210011	2021-01-15	327241 ALBERTA LTD.	827	PAYMENT DECEMBER ANIMAL CONTROL SER	1,071.00	1,071.00
20210012	2021-01-15	ACCESS GAS SERVICES	202012-AB1163	PAYMENT DECEMBER NATURAL GAS INVOICE	2,595.06	2,595.06
20210013	2021-01-15	ALBERTA ONE-CALL CORPORATION	IN164641	PAYMENT DECEMBER 2020 NOTIFICATIONS	12.60	12.60
20210014	2021-01-15	BEARCOM CANADA CORP, C/O T45502	5122572 5125166	PAYMENT P.W. 3 SMARTPHONES P.W. SMARTPHONE	2,236.50 577.50	2,814.00
20210015	2021-01-15	BENTLEY DISTRICT FIRE DEPARTMENT	20203411	PAYMENT DONATION - BRYCE MCLACHLAN	500.00	500.00
20210016	2021-01-15	BENTLEY ESSO	31122020	PAYMENT VEHICLE/EQUIPMENT GAS & DIESEL	1,235.45	1,235.45
20210017	2021-01-15	BENTLEY I.D.A. PHARMACY	31122020	PAYMENT FCSS - GIFT CERTIFICATES	180.08	180.08
20210018	2021-01-15	BLACK PRESS GROUP LTD.	34017198	PAYMENT CHRISTMAS & NEW YEARS GREETI	491.66	491.66
20210019	2021-01-15	CAMPUS ENERGY PARTNERS LP	1000894-202012 1000895-202012	PAYMENT DECEMBER ELECTRICITY BILL DECEMBER ELECTRICITY FOR STR	9,123.89 5,823.32	14,947.21
20210020	2021-01-15	DESJARDINS CARD SERVICES	31122020	PAYMENT FCSS - STAPLES ORDER	339.56	339.56
20210021	2021-01-15	GRAYSON EXCAVATING LTD.	2674	PAYMENT SERVICE RD SOUTH OF TOWN-DIG	1,294.13	1,294.13
20210022	2021-01-15	HOMEWOOD HEALTH INC.	H316863 H332619	PAYMENT EMPLOYEE BENEFITS APRIL-JUNE 2 EMPLOYEE BENEFITS FROM JULY -	100.80 100.80	201.60
20210023	2021-01-15	LACOMBE COUNTY	IVC00039837 IVC00039926	PAYMENT 2020 COUNTY FIRE CHIEF COSTS 2020 PEACE OFFICER SERVICES	5,999.80 39,933.18	45,932.98
20210024	2021-01-15	LACOMBE REGIONAL WASTE SERVICES COMMISSIO	36332	PAYMENT 2020 QUARTERLY REQUISITION	18,544.30	18,544.30
20210025	2021-01-15	OUTLAW ELECTRIC LTD.	8424 8717	PAYMENT TOWN OFFICE OUTSIDE POT LIGHT: ARENA - REPLACE LIGHT SWITCH	1,419.73 53.88	1,473.61



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3:45:09PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210026	2021-01-15	PITNEYWORKS	03012021	PAYMENT DECEMBER 2020 POSTAGE	573.62	573.62
20210027	2021-01-15	RURAL MUNICIPALITIES OF ALBERTA	AB032342	PAYMENT 2021 DOG & CAT TAGS	449.40	449.40
20210028	2021-01-15	SERVUS CREDIT UNION	3112020	PAYMENT SERVUS MASTERCARD BILL FOR DE	2,244.55	2,244.55
20210029	2021-01-15	TELUS MOBILITY INC.	09012021	PAYMENT P.W. CELL PHONES & FIRE DEPT IP/	85.45	85.45
20210030	2021-01-15	WASTE MANAGEMENT	1110462-0613-7	PAYMENT DECEMBER 2020 RECYCLING	3,970.41	3,970.41
20210031	2021-01-15	WOLF CREEK BUILDING SUPPLIES	236286	PAYMENT ARENA-TRASH CANS & UTILITY CON	249.83	249.83
20210032	2021-01-15	ALBERTA FOREST & GARDEN	2294235	PAYMENT WEARSTRIP KIT, KIT SPACER SERVI	2,632.29	2,632.29
20210033	2021-01-15	CAROLINE & DISTRICT ATHLETIC AGRICULTURE SOC	2931	PAYMENT ARENA - SG 51 SPRAYER	175.30	175.30
20210034	2021-01-15	ALBERTA URBAN MUNICIPALITIES ASSOCIATION	20210080	PAYMENT AUMA MEMBERSHIP FEE	1,968.34	1,968.34
20210035	2021-01-15	BENTLEY AGENCIES	15012021	PAYMENT 5 TON REGISTRATION & PLATE FEE	84.00	84.00
20210036	2021-01-15	COUNTY OF LACOMBE LIFELONG LEARNING ASSOC.	2630	PAYMENT FCSS ADVERTISING FULL PAGE AD	250.00	250.00
20210037	2021-01-15	GREGG DISTRIBUTORS LP	059-338002 059-338989	PAYMENT P.W. SHOP SUPPLIES & PPE P.W. PPE	455.09 50.03	505.12
20210038	2021-01-15	HOMEWOOD HEALTH INC.	H362816	PAYMENT EMPLOYEE BENEFITS JANUARY - M.	100.80	100.80
20210039	2021-01-15	KIKSTRA; ROB	01112021	PAYMENT OLD FIRE HALL DOOR HANDLE	31.37	31.37
20210040	2021-01-15	MEREDITH, SANDRA	15012021	PAYMENT OFFICE JANITORAL & COVID CLEAN	362.50	362.50
20210041	2021-01-15	MUNICIPAL INFORMATION SYSTEMS INC.	20201772	PAYMENT JANUARY SUPPORT 2021	828.48	828.48
20210042	2021-01-15	PACIFIC TIER SOLUTIONS INC.	6447	PAYMENT QUARTERLY FEES FOR BOOKKING :	488.22	488.22
20210043	2021-01-15	PARKLAND REGIONAL LIBRARY	210021	PAYMENT QUARTERLY REQUISITION PAYMEN	2,419.44	2,419.44
20210044	2021-01-15	PITNEY BOWES LEASING	3201614766	PAYMENT POSTAGE METER LEASE	242.24	242.24
20210045	2021-01-15	SHAW CABLE	21012021	PAYMENT INTERNET AT FCSS DOCTORS OFFI	163.80	163.80
20210046	2021-01-15	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	15012021	PAYMENT JANUARY ARENA CARETAKER CON	10,500.00	10,500.00
20210047	2021-01-15	VEUGER, JULIAN	01152021	PAYMENT JANUARY REMUNERATION	400.00	400.00
20210048	2021-01-15	WASTE CONNECTIONS OF CANADA INC.	7425-0000227901	PAYMENT COMMERCIAL WASTE PICKUP FOR .	810.08	810.08
20210049	2021-01-15	WILD ROSE ASSESSMENT SERVICES	8097	PAYMENT WILDROSE ASSESSMENT SERVICE	1,330.88	1,330.88
20210050	2021-01-15	WOLF CREEK BUILDING SUPPLIES		PAYMENT		1,079.31



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-Jan-19  
3:45:09PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210050	2021-01-15	WOLF CREEK BUILDING SUPPLIES	241971	PUMPHOUSE MAINTENANCE MATEF	52.94	1,079.31
			242615	ARENA BUILDING MAINTENANCE	375.22	
			242629	ARENA DECK PAINT	115.48	
			242903	PARKS & REC KEYS CUT	31.40	
			243416	ARENA MAINTENANCE SUPPLIES	11.54	
			243423	ARENA MAINTENANCE SUPPLIES	8.39	
			243864	ARENA BULDING MAINTENANCE SU	484.34	
20210051	2021-01-15	RED DEER CLEANING SERVICES LTD	4460	PAYMENT COMMERCIAL COVID CLEAN	294.00	294.00
20210052	2021-01-15	GROUPSOURCE	14012021	PAYMENT GROUPSOURCE FLOAT FOR FUTUR	3,900.00	3,900.00
20210053	2021-01-19	FEDERATION OF CANADIAN MUNICIPALITIES	INV-26485-T6R3V	PAYMENT 2021 FCM MEMBERSHIP	443.71	443.71

**Total 256,807.19**

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



**Agenda Date:** January 26, 2021

**Agenda Item:** **New Business:**  
**Annual Recreation, Cultural, Historical, and Tourism Funding Support  
2021 Applications**

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## **ADMINISTRATIVE RECOMMENDATIONS**

THAT Mayor and Council review applications received and determine funding allocations in accordance with the Annual Recreation, Cultural, Historical, and Tourism Funding Support Policy 52/2015; AND

THAT Mayor and Council authorize the CAO to carry over any unspent grant funds from the 2020 year, where an extension request has been formally received from the organization that received the grant funds for the 2020 year.

## **SUMMARY**

Each year the Town of Bentley receives applications to the Annual Recreation, Cultural, Historical and Tourism Funding Support Program in accordance with the guidelines outlined in Policy 52/2015 (Attachment #1).

Mayor and Council are required to review and approve the applications based on budget availability and if organizations have submitted the required reporting from any previous year funding as well as meeting other requirements outlined in the Policy.

Administration has prepared this report, including all applications received for the 2021 year and is seeking a decision from Mayor and Council regarding the provision of funding.

## **BACKGROUND**

Policy 52/2015 includes the following policy statement:

“Bentley Town Council is committed to strengthening the quality of life of its residents, fostering civic pride and building a healthy community. Town Council acknowledges the value of community organizations and volunteers whose time and effort contribute to the strength and pride felt by the Community. Annually, Bentley Town Council will include in the Town of Bentley’s Operating Budget a Recreational, Cultural, Historical, Tourism fund that non-profit community organizations may apply for, in support of their organizations goals and objectives. The amount of funds allocated to the Recreational, Cultural, Historical, and Tourism Fund will be determined by Bentley Town Council, based on its annual budgetary considerations.”



Pursuant to Policy 52/2015 all applications must be received by December 31 and Mayor and Council will review and consider applications by January 31.

Also, any organization that has been provided financial support pursuant to the policy shall be accountable for the expenditure of funds provided and shall submit a financial report to the Town of Bentley on or before December 31 in the year the funding was approved. Any such applicant that received funds in 2020 has provided the required report, or has requested an extension of funds if they have been unspent in accordance with the attached summary. (Attachment #2)

For 2021 the amount budgeted and approved by council for allocation is \$15,000. This amount was reduced from prior years as there were some carry over grant amounts that could not be utilized in 2020 due to the pandemic impacts. Grant amounts not utilized in 2020 but requested to be carried forward are as follows:

• Rev Masters Car Club	2020 Fireworks during the Bentley Town & County Fair Days and Rodeo	\$ 2,000
• Bentley District Ag. Society	Fun Zone activity expenses held During the Town & County Fair Days	\$ 2,500
• Bentley Municipal Library	Mini Libraries	\$ 1,200
• Canada Day Grant	Grant for Canada Day Fireworks	<u>\$ 2,500*</u>
<b>Total Grants requesting carried forward as prepaid</b>		<b>\$ 8,200</b>

*\*Note: Canada Day Grant is approved outside of the Annual Rec, Cultural, Historical and Tourism annual grant program, however was not utilized in 2020 and is therefore also requesting an extension to 2021.*

The following applications (Attachment #3) have been received and meet all guidelines of the policy and are presented for Council's consideration:

Medicine Lodge Ski Club	Uniforms (jackets) for the hill staff & Volunteers	\$ 4,000
Bentley Museum Society	Tourism Information Centre Staffing Costs	\$ 2,530
Bentley Municipal Library	Bentley Library Mural Project	\$ 6,000
Bentley Farmers Market	Operating Costs related to COVID-19 Enhanced security, fencing, cleaning	<u>\$ 5,000</u>
<b>Total Grant Funds Requested meeting policy guidelines</b>		<b>\$17,530</b>

Additional Grant Request not meeting policy guidelines:

Bentley Minor Hockey	Funding request for cost associated To electronic system for rink cameras Monitors – paid for in 2020	\$ 4,450**
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*\*\*In accordance with the policy the request from Bentley Minor Hockey does not meet policy guidelines as it is a request to fund a prior year's expense. The policy also states that Non-profit organizations may only apply for support of one program, event or activity per year. However the request is included here for Council's additional consideration.*

## BUDGET AND FINANCIAL CONSIDERATIONS

<b><u>2021 approved budget</u></b>	<b>\$15,000</b>
• Total Grant Requests meeting policy guidelines	<u>\$17,530</u>
2021 Funds Surplus (Deficit)	(\$ 2,530)
• Additional Grant Request not meeting guidelines	<u>\$ 4,450</u>
2021 Funds Surplus (Deficit)	(\$ 6,980)
<b><u>2020 approved budget carry over requested</u></b>	<b>\$ 8,200</b>
• Total Carry Over Grant Requests received	<u>\$ 8,200</u>
2020 Funds Surplus (Deficit)	\$ 0

## ATTACHMENTS

- 1) Policy 52/2015 - Annual Recreation, Cultural, Historical and Tourism Funding Support Program
- 2) 2020 Grant Funding Summary
- 3) 2021 Grant Funding Request Summary

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Marc Fortais, CAO



## Policy No. 52 / 2015

**Policy Title:** Annual Recreational, Cultural, Historical, Tourism Funding Support

**Date Adopted:** September 8, 2015

**Purpose:** To establish guidelines and procedures for financial support for community non-profit groups whose focus is recreational, cultural, historical, tourism services, programs, events, activities and facilities.

**Policy Statement:** Bentley Town Council is committed to strengthening the quality of life of its residents, fostering civic pride and building a healthy community. Town Council acknowledges the value of community organizations and volunteers whose time and effort contribute to the strength and pride felt by the Community.

Annually, Bentley Town Council will include in the Town of Bentley's Operating Budget a Recreational, Cultural, Historical, Tourism Fund that non-profit community organizations may apply for, in support of their organizations goals and objectives. The amount of funds allocated to the Recreational, Cultural, Historical, Tourism Fund will be determined by Bentley Town Council, based on its annual budgetary considerations.

### **Policy Guidelines & Procedures:**

#### **A. Eligibility Criteria:**

1. Non-profit community organizations that offer programs, events, activities or facility operations that benefit the citizens of the Town of Bentley through the strengthening of the quality of life, fostering of civic pride and the building of a healthy community by using recreational, cultural, historical, tourism pursuits to achieve their goals.

#### **B. Application Procedure:**

1. Annually, no later than December 31, non-profit community organizations must submit to the Town of Bentley, their funding application for the following year on the Application Form, identified as "Schedule A".

\_\_\_\_\_  
Initial

2. Bentley Town Council will review and consider the applications by January 31 of each year.
3. Bentley Town Council shall be the deciding body on all applications.
4. Applicants will be notified by March 1 of each year of the status of their application.
5. Non-profits organizations may only apply for support of one program, event or activity per year.
6. The Town will advance its financial support upon approval of the application.

**C. Assessment Criteria:**

Applications will be assessed using the following criteria;

1. The application must meet the eligibility criteria
2. The application must demonstrate a need for financial support from the Town
3. The application must set out clear and credible goals and objectives of the proposal that reflect the purpose of this policy.
4. The application must demonstrate the outcome of the proposal will be of direct benefit to the community in accordance with the purpose of this policy.
5. The application must demonstrate the stability of the non-profit group or organization

**D. Accountability of Funds**

1. Organizations that are provided financial support pursuant to this policy shall be accountable for the expenditure of the funds provided and shall submit a financial report to the Town of Bentley on or before December 31 in the year the funding was provided.
2. The entire amount of financial support provided must be used exclusively for the program, event, or activity identified in the application.
3. The program, event or activity must be conducted in the year in which the support was requested for.

4. If the organization is unable to conduct the program, event or activity in the year in which they have requested funds, a written letter of request for an extension must be submitted. If an extension request is not received or if an extension is not granted, the organization shall return the funds provided by the Town.
5. Organizations receiving support pursuant to this policy must repay the Town any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
6. The Town's support must be recognized during the program, event or activity.
7. If the Organization does not comply with the requirements of Clauses D-1 to D-6 of this policy, future financial support from the Town of Bentley, pursuant to this policy, will not be considered.
8. Programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes and regulations.

**E. General**

1. Town Council, may, at its discretion, provide grants to non-profit organizations under special circumstances in additional to the annual budgeted funds for this policy and may approve other conditions regulating the expenditures of grant funds.

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Mayor

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Chief Administrative Officer

**Schedule A**

**Town of Bentley**

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

Name of the Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Phone/Cel Number: \_\_\_\_\_ email address: \_\_\_\_\_

Amount of Funding Request: \$ \_\_\_\_\_

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.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

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?

\_\_\_\_\_  
\_\_\_\_\_  
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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.

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

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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.

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**Acceptance:** If approved, \_\_\_\_\_ 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: \_\_\_\_\_ Representative: \_\_\_\_\_  
\_\_\_\_\_

# Town of Bentley

## Annual Recreation, Cultural, Historical, Tourism Funding

### 2020 Grant Funding - Summary

Organization Name	Grant Description	Grant Amount	Chq #	Grant Funds Utilized in 2020	Reporting Received	Extension Letter	Need to set as prepaid
Medicine Lodge Ski Club	Kitchen Upgrades	\$ 2,000.00	20200025	Y	Y		
Bentley Museum Society	Tourism Information Centre Costs	\$ 2,530.00	20200015	Y	Y		
Bentley Minor Hockey	Purchase & Installation of Rubber Matting from Canucks Room to Ice Surface	\$ 2,700.00	20200013	Y	Y		
			20200032 issued then cancelled new chq issued				
Rev Masters Car Club	2020 Fireworks during the Bentley Town & County Fair Days and Rodeo	\$ 2,000.00	20200864	N	Grant Carried to 2021	Received	Y
Bentley District Ag Society	Fun Zone activity expenses During the Town & County Fair Days and Rodeo	\$ 2,500.00	20200011	N	Grant Carried to 2021	Received	Y
Bentley Municipal Library	Mini Libraries	\$ 1,200.00	20200014	N	Grant Carried to 2021	Received	Y
Bentley Farmers Market	Operating Costs related to COVID-19 enhanced security and fencing	\$ 5,000.00	20200604	Y	Y		
Canada Day Grant	Grant for Canada Day Fireworks	\$ 2,500.00	JE 13607	N	Paid Deposit for Fireworks	Received	Y
<b>Total Grant Funding issued</b>		<b>\$ 20,430.00</b>					



# Town of Bentley

## Annual Recreation, Cultural, Historical, Tourism Funding

### 2021 Grant Funding - Request Summary

Organization Name	Grant Description	Requested Grant Amount	Comments
Medicine Lodge Ski Club	Uniforms for the hill - staff & volunteer jackets	\$ 4,000.00	Price per jacket is \$200.00 includes jacket, embroidery and shipping to be purchased from Scratchin the Surface Laser in Rimbey (20 jackets)
Bentley Museum Society	Tourism Information Centre Costs	\$ 2,745.60	funding for second part time student
Bentley Minor Hockey*	Funding Request for costs associated to electronic system for rink - cameras, monitors paid for in 2020	\$ 4,450.00	Is a request to fund amounts spent in 2020 - provincials 2020 cancelled - monies from provincials to go to a legacy project - upgraded the electronic system for the rink this includes cameras, TV in the lobby placed so could stream hockey games for parents and grand parents to watch. (Requesting to allocate 2021 grant to previous expenditure)
Rev Masters Car Club	2020 Fireworks during the Bentley Town & County Fair Days and Rodeo	\$ -	No request carry forward from 2020
Bentley District Ag Society	Fun Zone activity expenses During the Town & County Fair Days and Rodeo	\$ -	No request carry forward from 2020
Bentley Municipal Library	Bentley Library Mural Project	\$ 6,000.00	Also have a carry forward from 2020 for mini libraries
Bentley Farmers Market	Operating Costs related to COVID-19 enhanced security and fencing	\$ 5,000.00	Funding for 2021 season - ongoing costs related to enhanced security and fencing as well as additional cleaning costs
Canada Day Grant	Grant for Canada Day Fireworks	\$ -	No request carry forward from 2020
	<b>Total Grant Funding Requested 2021</b>	<b>\$ 22,195.60</b>	
	<b>Total Grant Funding Request meeting policy guidelines</b>	<b>\$ 17,745.60</b>	prior year (2020) expenditure this is not in alignment with the application procedure in the Policy Guidelines, where organizations are required to apply by no later than December 31 an application for the following year.

## Town of Bentley

Annual Recreational, Cultural, Historical, Tourism Funding Support  
Application FormName of the Organization: Medicine Lodge Ski ClubMailing Address: Box 1104 Bentley AB T0C 0J0Contact Person: Michael RoseboomPhone/Cel Number: 403-358-9415 email address: medicinelodgeskihill@gmail.comAmount of Funding Request: \$ 4000 %

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.

The Medicine Lodge ski hill staff and volunteers currently wear ten year old jackets. These jackets are worn out and cannot be used anymore at the event of our both anniversary next year the volunteers and staff would like to express our pride in working for the hill and feel that these jackets would help accomplish that.

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?

staff and volunteer jackets are effective in preventing various public misdemeanors such as shing out of bounds and consumption of alcohol on the hill. since staff and volunteers wear distinguishable jackets most of the mischief has stopped.

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

These prices come from Scratchin The Surface Laser in Rimbey Zorcher cost about \$140.- the embroidery is \$40.- and shipping is \$20.- each.

We are hoping to buy 20 of them

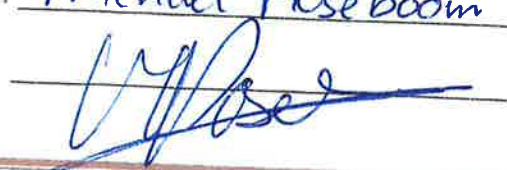
Provide the schedule or target dates for the program, event or activity

Winter season 2021-2022.

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 would need to have this done for the quality of a family friendly shihill. as long as we get snow and Covid doesn't shut us down we would try to do this. but maybe over a two year period depending on funds available.

**Acceptance:** If approved, Michael Roseboom 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 28- 2020 Representative: Michael Roseboom  


Schedule A

Town of Bentley

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

Name of the Organization: Bentley Museum Society  
Mailing Address: Box 620, Bentley, AB T0C0S0  
Contact Person: Betty Kubista  
Phone/Cel Number: 403-748-2744 email address: bet.kubista@shaw.ca  
Amount of Funding Request: \$ 2745.60

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 require funding for a second part time summer student for the Bentley Tourist Information.

(We will apply to Canada Summer Jobs for funding for our main host person.)

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?

Due to Covid 19, we will only be employing 2 parttime summer students. we need to have 2 staff to appropriately tour visitors during the pandemic. We hope that the museum will be open per Government health regulations by the summer.

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

We expect to pay in wages approximately \$2,745.60 for the second parttime student, and this is the amount that we humbly request from the RCHT funding program.

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

Our student employment program runs for July and August each summer.

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.

In view of the pandemic and the economic condition of our country, if we are unable to attain these grants, we will be unable to open the Museum to the public in the summer 2021.

Acceptance: If approved, Bentley Museum 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, 2020 Representative: Betty Kubesta Vice Chair

Schedule A

Town of Bentley

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

Name of the Organization: Bentley Minor Hockey & Ringette Association

Mailing Address: Box 413, Bentley, AB T0E 0J0

Contact Person: Rockelle Stephenson

Phone/Cel Number: 403-304-7955 email address: treasurerbmh1@gmail.com

Amount of Funding Request: \$ 4450.00

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.

In March 2020 Bentley Minor Hockey was to host provincials. Do to Covid-19 this event was unfortunately cancelled. To host provincials we are supposed to have the money made go to a legacy project. We decided to put the money towards an upgraded electronic system for the arena. This included cameras placed in the ice service so we could stream hockey games live for parents/grandparents to watch

\* continued on next page.

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?

These upgrades will allow us to host larger events. It will allow parent, grandparents and/or relatives watch hockey games/skating events when they are not able to attend in person. These upgrades will also benefit all groups/organizations that use the Bentley Arena.

\* if they were unable to attend the game in person. A TV was also purchased for the lobby to have a digital layout of our dressing room assignments. It also is a place to acknowledge our sponsors or display any messages our users of the arena need to be aware of. We decided as board this would be a useful benefit to have before provincials and we installed everything before the event was cancelled.

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

Since we have already purchased/installed the equipment I have attached the invoices. We understand that this money should go to a program for 2021 but with COVID-19 we hope we will be able to allocate funds to a previous expenditure. With the uncertainty of COVID all other programs/events that we could apply for have been postponed. This upgrade will continue to be beneficial for all going forward in the future.

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

Completed.

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.

**Acceptance:** If approved, Rochelle Stephenson 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 8, 2020 Representative: Rochelle Stephenson - Treasurer  
Bentley Minor Hockey.



Rimbey TV & Electronics  
 Rimbey AVU  
 Box 379, 5031 50th ave  
 Rimbey GST# 883545220RM0001  
 T0C 2J0 Tel: 403 843-2460

Invoice 05/03/2020 204055

Sales Rep. Phil  
 Order 1110  
 Reference cameras

Customer: 12354

Bentley Arena  
 5218-50st  
 Bentley  
 T0C 0J0

Ship To :

Same

Tel: 403 748-3130

Item No.	Description	Comm	Inv.	B/O Qty	Price	Total	Tx
SVDN8704K-HT	4CH HYBRID NETWORK VIDEO Arena/54037493130 Guest/Guest/3130 sn 8401804318X00028 mac 12-2F-FD-0C-AD-39	1	1	0	300.00	300.00	A
NV1042-28	GALAXY PLATINUM 4MP S/N: 237205405 S/N: 237205447 S/N: 237205479 192.158.1.11-13 admin/abod1234	3	3	0	140.00	420.00	A
Z2BK430H	LG 22" MONITOR 1920 X 1080 W/ S/N: 909#ITVS00831	1	1	0	140.00	140.00	A
ADS-2	less than 30" Visual Device	1	1	0	4.00	4.00	A
GX-POE-S1004EP-E	4PORT SWITCH	1	1	0	60.00	60.00	A
QH3	CATS/CAT6 HDMI EXTENDER 50M	1	1	0	100.00	100.00	A
HDMI2AV	HDMI TO RCA CONVERTER BOX	1	1	0	40.00	40.00	A
HDMI3	HDMI 3FT	2	2	0	15.00	30.00	A
HDMI9	HIGH SPEED HDMI CABLE	3	3	0	35.00	105.00	A
CAT5	8 STRAND COMPUTER WIRE	750	750	0	0.18	135.00	A
RJ45	RJ45 ENDS	16	16	0	0.80	12.80	A
SS	shop supplies	1	1	0	80.00	80.00	A
LABORT	install cameras & wire to curling rink	1	1	0	860.00	860.00	A
	ADD ONS						
MH12	MAESTRO HDMI 1 INPUT TO 2	1	1	0	60.00	60.00	A
USB32HDES	STARTECH USB 3.0 TO HDMI	1	1	0	85.00	85.00	A
BD100	BLUE DIAMOND 10 OUTLET	1	1	0	45.00	45.00	A
SS	add electrical plug in timekeeper box	1	1	0	66.06	66.06	A

No Refunds on open comp software & parts, 14 day return policy

		<b>COPY</b>	<b>Subtotal :</b>	2 542.86
A) Regist :			<b>GST :</b>	127.14
Accounts Receivable	2 670.00	<b>Total :</b>	2 670.00	

Rimbey TV & Electronics  
 Rimbey AVU  
 Box 379, 5031 50th ave  
 Rimbey GST# 883545220RM0001  
 TOC 2J0 Tel : 403 843-2460

Invoice 05/03/2020 204059

Sales Rep. : Phil  
 Order : 1111  
 Reference : rink schedule monitor

Customer: 12354

Bentley Arena  
 5218-50st  
 Bentley  
 TOC 0J0

Ship To :

Same

Tel: 403 748-3130

Item No.	Description	Comm	Inv.	B/O Qty	Price	Total	Tx
UN50NU6900	SAMSUNG 4K UHD SMART 50" TV S/N: 07WW3CHMA03563	1	1	0	470.00	470.00	A
ADS-3	30" and larger and all in one cpu's	1	1	0	10.00	10.00	A
SO43	WALL MOUNT SONARA	1	1	0	55.00	55.00	A
CAT5	8 STRAND COMPUTER WIRE	80	80	0	0.18	14.40	A
RJ45	RJ45 ENDS	4	4	0	0.80	3.20	A
HDMI9	HIGH SPEED HDMI CABLE	2	2	0	35.00	70.00	A
QHX3	CAT5/CAT6 HDMI EXTENDER 50M	1	1	0	130.00	130.00	A
USB32HDES	STARTECH USB 3.0 TO HDMI	1	1	0	130.00	130.00	A
EX532	5FT EXTENSION CORD	2	2	0	7.50	15.00	A
labor	install tv and cable to computer	1	1	0	400.00	400.00	A
SS	SETTING UP PROGRAM	1	1	0	35.73	35.73	A

No Refunds on open comp software & parts, 14 day return policy

COPY Subtotal : 1 333.33

A) Regist : GST : 66.67

Accounts Receivable	1 400.00	<b>Total :</b>	1 400.00
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Rimbey TV & Electronics  
 Rimbey AVU  
 Box 379, 5031 50th ave  
 Rimbey GST# 883545220RM0001  
 TOC 2J0 Tel. : 403 843-2460

Invoice

05/03/2020

204060

Sales Rep. : Phil  
 Order : 1113  
 Reference : Access Point

Customer: 12354

Ship To :

Bentley Arena  
 5218-50st  
 Bentley  
 TOC 0J0

Same

Tel.: 403 748-3130

Item No.	Description	Comm	Inv.	B/O Qty	Price	Total	Tx
UBNS2L	UBNT Nano Loco ubnt/B40374833130 SSID Arena / B7483130	1	1	0	150.00	150.00	A
CAT5	8 STRAND COMPUTER WIRE	120	120	0	0.18	21.60	A
RJ45	RJ45 ENDS	4	4	0	0.80	3.20	A
LABORT	install AP and run Lines	3	1	0	170.00	170.00	A
SS	SHOP SUPPLIES	1	1	0	17.10	17.10	A

pd 224.

No Refunds on open comp software & parts, 14 day return policy

		<b>COPY</b>	<b>Subtotal :</b>	361.90
A) Regist :			<b>GST :</b>	18.10
Accounts Receivable	380.00	<b>Total :</b>	380.00	

Schedule A

Town of Bentley

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

Name of the Organization: Bentley Municipal Library

Mailing Address: Box 361 Bentley, AB T0C 0J0

Contact Person: Vera Boettger and Tammy Izquierdo

Phone/Cel Number: 403-748-4626 email address: bentleylibrary@prl.ab.ca

Amount of Funding Request: \$ 6000.00

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.

The historical landmark we are requesting funding for is the Bentley Municipal Library mural. This local point of interest began as a fundraiser in 1990 but in recent days has reached the point where temporary fixes are no longer working and the mural is on the cusp of disintegrating and disappearing. Through the years members of the public have contributed by purchasing a personalized "book spine" to have painted on the exterior wall. We are requesting funding for the duplication of the original mural in an enhanced, cost effective, and transportable medium. We have approached John Ellenberger, of Lacombe, who is locally renown for facilitating the back-alley enhancements throughout the city of Lacombe. The Western Producer newspaper reported "The finished mural received a protective layer of industrial matte clear coat. "It's very durable," says Ellenberger. "The painting will last the life of the building." The matte clear coat also allows any vandalized graffiti to be easily removed."

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?

The library mural is a sentimental visitor destination and a visual link to commemorate previous family members of this community. The library mural has become a historic and identifying landmark for the Town of Bentley and is a bridge to foster intergenerational ties with in the community.

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

See attached quote

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

Installation to commence upon funding approval and artist schedule availability

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 would unfortunately be unable to commence any part of the enhancement as it is very difficult to fundraise during the pandemic and economic crisis if not approved for full funding.

**Acceptance:** If approved, \_\_\_\_\_ 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: \_\_\_\_\_ Representative: \_\_\_\_\_

\_\_\_\_\_



**From:** Wendy Buyar <bentleymarketmanager@gmail.com>  
**Sent:** Thursday, December 24, 2020 1:33 PM  
**To:** Marc Fortais  
**Subject:** Re: Annual Tourism and Culture Grant Application

Schedule A  
Town of Bentley

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

Name of the Organization: Bentley & District Farmers' Market  
Mailing Address: Box 618 Bentley, Ab T0C 0J0  
Contact Person: Wendy Buyar  
Phone/Cel Number: 403-748-4809 email address: bentleymarketmanager@gmail.com  
Amount of Funding Request: \$ 5,000.00

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.

The Bentley Farmers' Market is making this request for funding for our 2021 season. We are anticipating ongoing additional costs related to our Covid-19 precautions. These additional costs could include fencing, additional staffing, cleaning, and other precautions we feel are required to protect our team, vendors, shoppers and the community of Bentley.

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?

During our 2020 season we were able to participate in some studies with our partnership with the University of Wisconsin - Madison's Farm 2 Facts Program. We learned that we had as many as 1700 people attend the market with an average of 90% being non residents of Bentley. Many of these people also ate and shopped in other Bentley stores before or after visiting the market.

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

2020 fencing cost us 2335.20 in 2021 we anticipate a rise in the cost of fencing due to the increasing demand. We will also be looking to extend the layout of our fencing to create more space for vendors.

Weekly costs for security was on average just over \$500, we anticipate we will likely need the same amount of staffing to assure all government regulations as well as our organizations precautions are being followed to the best of our ability. We average 17 weeks per season, not including our Christmas market.

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

Our market intends to run a regular season, May long weekend to September long weekend. Additionally we run a Christmas market on the second Saturday of December.

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.

For us to operate our board feels it is extremely important that we not only meet but exceed the minimum recommendations laid out fo safe operationsin this unique time. If approved with only reduced funding we would need to find additional funding elsewhere or potentially not operate.

Acceptance: If approved Bentley & District Farmers' Market 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: December 24, 2020 Representative: Wendy Buyar  
Market Manager

Kind Regards,



Wendy Buyar  
Bentley Farmers' Market  
Market Manager

403.748.4809

<https://bentleyfarmersmarket.org>

Farmers' Market Bentley, Alberta



A great attitude does much more than turn on the lights in our worlds; it seems to magically connect us to all sorts of serendipitous opportunities that were somehow absent before the change. ~ Earl Nightingale ~





**Agenda Date:** January 26, 2021

**Agenda Item:** **New Business:**  
**Bylaw Approvals Tax & Utility Penalty Deferrals to support businesses and residents during the ongoing COVID-19 Pandemic**

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## **LEGISLATIVE REQUIREMENT/AUTHORITY**

WHEREAS Section 344 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice; and

WHEREAS Bylaw No 36/98 of the Town of Bentley specifies and defines how, when and at what rate penalties will be applied to unpaid taxes; and

WHEREAS Bylaw No 207/2018 of the Town of Bentley specifies and defines how, when and at what rate penalties will be applied to unpaid utility bills.

## **SUMMARY AND BACKGROUND**

On April 14, 2020 at the public Council Meeting a discussion took place regarding the deferral of penalty charges related to late payment of taxes and utilities. Mayor and Council voted unanimously to approve the deferrals for both taxes and utilities until December 31, 2020. Subsequently on April 28, 2021 Mayor and Council gave three readings to Bylaw No. 217/2020 being a bylaw to defer all penalty charges related to the late payment of taxes until December 31, 2020; and 218/2020 being a bylaw to defer all penalty charges related to the late payment of utilities and transfer of utilities to tax fee until December 31, 2020.

The majority of taxes and utilities were paid prior to the December 1, 2020 date and a penalty charge was therefore applied on remaining current balances as of December 31, 2020 for outstanding current taxes and utilities.

However, due to the continued impacts of COVID-19 and to allow additional time for residents to pay their municipal utilities and taxes, administration is recommending that Mayor and Council again consider penalty charge deferrals for the 2021 year until December 31, 2021.

### **Taxes**

Under the Municipal Government Act Section 344 provides a municipal council the authority to establish penalties for unpaid taxes. Typically these penalties are charged to ensure that the municipality can encourage payment of taxes needed to fund operations. However, the recent declaration of a global pandemic related to COVID-19, there is unprecedented strain on residents and

businesses in relation to the requirements for social isolation. Never before have local business and residents been so drastically impacted by the required response to stop the spread of COVID-19.

The Town of Bentley has an established bylaw, Bylaw No. 36/98 (Attachment 1) that provides for two penalties a year on taxes. The first of 14% being applied if taxes remain unpaid ninety (90) days from the date of mailing of tax notices. The second penalty of 8%, being applied to tax arrears remaining unpaid after January 15. It should be noted that tax arrears are defined as, “taxes that remain unpaid after January 15 of the year following the year in which the tax was imposed and in each succeeding year thereafter so long as the tax arrears remain unpaid.”

**Utilities**

The Town of Bentley has an established bylaw, Bylaw No. 207/2018 (Attachment 2) that provides for a penalty of 10% to be charged on current utility charges if those charges remain unpaid for 35 days from the date of mailing the utility bills. It should also be noted, that utility billings take place every 2<sup>nd</sup> month.

Due to the unique and unprecedented hardship being placed on local residents and businesses in relation to the impacts of COVID-19 and the requirement of social isolation, administration is recommending that Tax and Utility Penalties be deferred until December 31, 2021.

**RATIONALE FOR RECOMMENDATION**

- The impacts of COVID-19 to residents and businesses is unprecedented and continues into 2021. There is new hope that the vaccination process has started, however it will take time to reach all residents.
  - The added strain of penalty charges for those that have been impacted via lay-offs, business closures etc.is unjustified at this time and the Town needs to contribute to alleviating this strain by giving those impacted the time to recover

**BUDGET AND FINANCIAL CONSIDERATIONS**

**2021 Budget**

Penalties on Taxes	\$37,000
Penalties on Utilities	<u>\$16,500</u>
Total Budgeted Penalty Revenue	\$53,500

Total Penalty Revenue with Deferral	<u>\$33,500</u>
<b>Anticipated Decrease in Revenue</b>	<b>\$20,000</b>

<b>Town of Bentley</b>			
<b>Summary of Penalty Revenue 2019 &amp; 2020</b>			
<b>Penalty Type</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Utilities	\$ 12,296.13	\$ 16,542.68	\$ 3,158.12
Taxes	\$ 34,676.96	\$ 38,841.98	\$ 30,194.64
Total	\$ 46,973.09	\$ 55,384.66	\$ 33,352.76
Difference In Revenue	Utilities	Taxes	Total
2018 - 2020	\$ 9,138.01	\$ 4,482.32	\$ 13,620.33
2019 - 2020	\$ 13,384.56	\$ 8,647.34	\$ 22,031.90
<b>Average Diff</b>	<b>\$ 11,261.29</b>	<b>\$ 6,564.83</b>	<b>\$ 17,826.12</b>

Average difference in lost revenue is \$17,826.12. Therefore the lost revenue will be somewhere between \$13,620.33 and \$22,031.90, depending on the dollar value of unpaid accounts at December 31, 2020. Based on the 2021 budget estimates projection change will be a decrease of \$20,000 in revenue from the deferment. Cost savings will be found across entire budget to offset this decrease.

**RECOMMENDATION:**

THAT Mayor and Council give three readings to Bylaw No. 224/2021 (Attachment 4) being a bylaw to defer all penalty charges related to the late payment of taxes until December 31, 2021; and

THAT Mayor and Council give three readings to Bylaw No. 225/2021 (Attachment 5) being a bylaw to defer all penalty charges related to the late payment of utilities and transfer of utilities to tax fee until December 31, 2021.

**ATTACHMENTS:**

1. Bylaw 36/98
2. Bylaw 207/2018
3. Bylaw 224/2021 2021 Tax Penalty Deferral Bylaw
4. Bylaw 225/2021 2021 Utility Penalty Deferral Bylaw

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Marc Fortais, CAO

BY-LAW NO. 36/98

Being a By-law of the Village of Bentley, in the Province of Alberta, to provide for the imposition of penalties on unpaid municipal taxes.

WHEREAS, the Council of the Village of Bentley, pursuant to the provisions of Sections 344, 345 and 346 of the Municipal Government Act, Chapter M-26-1 of the Statutes of Alberta, 1984, deems it expedient to impose penalties on unpaid taxes;

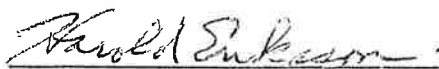
NOW THEREFORE, the Council of the Village of Bentley, duly assembled, enacts as follows:

1. The following definitions shall apply:
  - (a) "Current Year's Taxes" shall mean the current year's property tax levy plus the current year's frontage tax or local improvement tax or any other special tax imposed by Council.
  - (b) "Tax Arrears" means taxes and penalties and any other unpaid costs, charges or expenses added to the tax roll pursuant to the Municipal Government Act.
2. In the event of any current year's taxes remaining unpaid ninety (90) days from the date of mailing of tax notices, there shall be levied a penalty of fourteen (14) percent against said current year's unpaid taxes.
3. In the event of any tax arrears remaining unpaid after January 15<sup>th</sup>, there shall be levied a penalty of eight (8) percent on January 16<sup>th</sup> of the year following the year in which the tax was imposed and in each succeeding year thereafter so long as the tax arrears remain unpaid.
4. This By-law shall come into effect upon the final passing thereof.
5. This By-law shall rescind By-law No. 09/95.
6. This By-law shall be referred to as the "Tax Penalty By-law".

READ a first time this 26<sup>th</sup> day of May, 1998.

READ a second time this 26<sup>th</sup> day of May, 1998.

READ a third time and finally passed this 26<sup>th</sup> day of May, 1998.



MAYOR

  
CHIEF ADMINISTRATIVE OFFICER



**BY-LAW 207 / 2018**

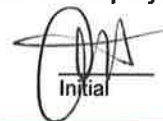
A By-law of the Town of Bentley in the Province of Alberta providing for the setting and collection of water and sewer rates and the fixing of the time and the places where rates are payable, as provided in the Municipal Government Act, Statutes of Alberta, Chapter M-26.1 with all amendments thereto.

**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

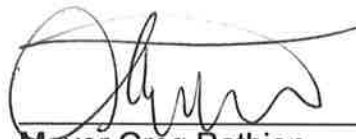
10. This By-law shall come into effect on January 1, 2019.

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**





**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

**Bylaw #224/2021  
OF THE TOWN OF BENTLEY  
PROVINCE OF ALBERTA**

**Being a By-law of the Town of Bentley, in the Province of Alberta, to provide relief from penalties for unpaid 2021 Property Taxes.**

**WHEREAS** Bylaw 36/98 of the Town of Bentley provides for penalties on unpaid property taxes, pursuant to the authority vested in the Town under section 344 of the Municipal Government Act.

**AND WHEREAS** the impacts of COVID-19 to residents and businesses continues to be unprecedented and has added significant financial strain for many of those whose lives and income streams have been disrupted by the requirements of the Minister of Health to self-isolate to prevent the spread of COVID-19;

**AND WHEREAS** the Council considers it just and equitable in the circumstances to over-ride the tax penalty provisions of Bylaw 36/98 for property taxes levied in 2021 so that all property tax payers of the Town will be relieved of the need to make payment of those taxes in order to avoid late payment penalties until December 31, 2021;

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

- 1) No penalties shall be applied under Section 2 of Bylaw 36/98 in respect of taxes levied under the the 2021 Tax Rate Bylaw, regardless of when the 2021 Tax Rate Bylaw is passed and regardless of when the 2021 tax notices are issued or sent, until December 31, 2021.
- 2) In the event of any current year's taxes remaining unpaid for the 2021 calendar year as of December 31, 2021, there shall be levied a penalty of fourteen (14) percent against said current year's unpaid taxes.
- 3) This bylaw comes into force when it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

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

**Bylaw #225/2021  
OF THE TOWN OF BENTLEY  
PROVINCE OF ALBERTA**

**Being a By-law of the Town of Bentley, in the Province of Alberta, to provide relief from penalties for unpaid utility bills.**

**WHEREAS** Bylaw 207/2018 of the Town of Bentley provides for penalties on unpaid utility bills, pursuant to the authority vested in the Town under Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto;

**AND WHEREAS** the impacts of COVID-19 to residents and businesses continues to be unprecedented and has added significant financial strain for many of those whose lives and income streams have been disrupted by the requirements of the Minister of Health to self-isolate to prevent the spread of COVID-19;

**AND WHEREAS** the Council considers it just and equitable in the circumstances to over-ride the utility penalty provisions of Bylaw 207/2018 for utility fees levied in 2021 so that all utility ratepayers of the Town will be relieved of the need to make payment of those utility bills in order to avoid late payment penalties until December 31, 2021;

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

- 1) No penalties shall be applied under Section 9 of Bylaw 207/2018 in respect of utility fees levied in the 2021 year, regardless of when the utility bills are issued or sent, until December 31, 2021.
- 2) The Town shall continue to have the right to enforce payment of said rates by transfer of the utility service outstanding amount to the owners tax account, in accordance with Section 7 of Bylaw 207/2018. However, no additional fees or penalties as set out in Section 8 of Bylaw 207/2018 shall be applied to those outstanding amounts transferred to the owners tax account.
- 3) In the event of any current utility bills remaining unpaid as of December 31, 2021, there shall be levied a penalty of (10) percent against said unpaid balances.
- 4) This bylaw comes into force when it is passed.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor

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



WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING JANUARY 14, 2021

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### **COVID-19 Q&A**

Council was provided with an update on the latest COVID-19 statistics and the ongoing mandatory restrictions introduced by the Province.

### **PLANNING SERVICES UPDATE**

Council received for information the Planning Services Update for 2020.

### **TOWN OF BENTLEY/LACOMBE COUNTY IDP/ICF COMMITTEE – TERMS OF REFERENCE**

The terms of reference for the Town of Bentley/Lacombe County IDP/ICF Committee received Council approval.

### **TOWN OF BENTLEY/LACOMBE COUNTY ACPGP JOINT DEVELOPMENT INITIATIVE**

By resolution of Council, Lacombe County will participate in the Town of Bentley/Lacombe County Joint Development Initiative Project to be completed through the Alberta Community Partnership Grant Program at no cost to Lacombe County. In addition, the Town of Bentley was designated as the managing partner for this project.

### **BRIDGE FILE 1477**

By resolution of Council the County Manager was authorized to proceed with the design, tender and construction of Bridge File 1477 at an estimated cost of \$ 330,000; and further, this project will be funded from the Bridge Reserve.

### **CLOSURE AND CONSOLIDATION OF ROAD PLAN 1743AU**

At the November 26, 2020 meeting, by resolution, Council instructed the County Manager to proceed with the process to close Road Plan 1743AU and that this proposal be circulated to interested parties for comment. Council was informed that there were no objections received from government agencies, utility companies or adjacent landowners.

The following resolution received the approval of Council and will be forwarded to the Minister of Alberta Transportation for approval:

*IN THE MATTER of the closure to public travel and canceling a public highway in accordance with Section 24 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended;*

*WHEREAS the land hereafter described is no longer required for public travel;*

*NOW THEREFORE BE IT RESOLVED that the Council of Lacombe County does hereby close the following described road, subject to the rights of access granted by other legislation or regulations:*

- 1) Plan 1743AU lying within the SE 2-40-22 W4M (0.69 acres +/-)*

*Excepting Thereout All Mines and Minerals*

*for the purpose of the consolidation with SE 2-40-22 W4M.*

### **MUNICIPAL OPERATING SUPPORT TRANSFER (MOST) PROGRAM**

The MOST Program is a grant provided by the Government of Alberta and the Government of Canada to support municipalities experiencing significant operating impacts due to the COVID-19 pandemic.



WHERE PEOPLE ARE THE KEY

As per Council approval funding received by Lacombe County through the MOST Program will be allocated as follows:

1. *Lacombe County's COVID-19 related operating costs incurred between April 1, 2020 to March 31, 2021;*
2. *a one-time additional payment will be provided in 2021 to facilities in Lacombe County operated by not-for-profit organizations that receive annual operating support pursuant to Lacombe County policies, including the Blindman Valley Ag. Centre in Bentley, to a maximum of the County's payment provided to each facility in 2020.; and*
3. *the balance to 2020 unpaid property taxes.*

#### **RC(1) APPLICATION – TOWN OF BENTLEY**

Council approved a resolution that Lacombe County provide funding of 50% of the cost of the Bentley Arena Accessibility Project to a maximum of \$25,000. This contribution will be funded through the County's Recreation Capital Assistance Reserve.

#### **TAX SALE/PUBLIC AUCTION**

On November 30, 2020, the County's annual tax sale via public auction was held in accordance with Section 418 of the Municipal Government Act and involved one property with outstanding property taxes.

As per Council resolution, Lacombe County will acquire title to the S1/2 of Lots 12 & 13, Block 57, Plan 7159A1 (Mirror); and further, that the property be offered for sale.

#### **MEMORANDUM OF UNDERSTANDING – RCMP ENHANCED POLICING POSITION**

The Memorandum of Understanding with the RCMP to govern the supervision and administration of the Enhanced Policing Position for Lacombe County to provide for a Plain Clothes Investigator within the General Investigation Section Unit of the Blackfalds Detachment was tabled by Council.

#### **XPLORNET COMMUNICATIONS – LETTER OF SUPPORT**

Lacombe County will provide Xplornet Communication Inc. with a letter in support of its application to the Universal Broadband fund. The application seeks funding to ensure that connectivity improves to a minimum of the Universal Service Objective (50 down and 10 up) throughout rural Alberta.

#### **PROVINCIAL AGRICULTURAL SERVICE BOARD COMMITTEE FUNDING MODEL**

A review of the proposed changes to the Agricultural Service Board Provincial Committee funding model was received for information.

#### **PROVINCIAL AGRICULTURAL SERVICE BOARD CONFERENCE RESOLUTIONS**

The resolutions to be presented for consideration at the annual Agricultural Service Board Conference being held virtually on January 21, 2021 were reviewed and received for information by Council.

#### **RMA BOARD GOVERNANCE REVIEW SURVEY**

The RMA Board Governance Review Survey is designed to gather feedback from RMA member municipalities on governance topics that the RMA Board Governance Review Committee will be considering. Council completed the survey for submission to the RMA.

**Next Regular Council Meeting is**  
**Thursday, January 28, 2021 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**Tuesday, February 2, 2021 – 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.**