



**AGENDA**  
**Bentley Town Council Regular Meeting**  
**Tuesday May 25, 2021**  
**6:45 pm**

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**1. Call to Order**

- a) **In-Camera Session (5:30pm) – Advice from Officials – in-camera pursuant to section 24 (1) of the freedom of information and the protection of privacy act** - The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal. (g) information, including the proposed plans, policies or projects of a public body, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision

**2. Amendments & Acceptance of Agenda**

**3. Adoption of Previous Minutes:**

- a) **Regular Meeting May 11, 2021**

**4. Financial:**

- a) **Prepaid Cheque Listing – Cheques No. 20210319 to 20210367**

**5. New Business:**

- a) **CAO First Quarter Financial Report**
- b) **2021 Tax Rate Bylaw**
- c) **2021 Supplementary Assessment and Taxation of Manufactured Homes**

**6. Correspondence**

- a) **Alberta Municipal Affairs – MSI Capital and Operating Allocations**
- b) **Lacombe County May 13, 2021 Council Highlights**

**7. Other Business / Council Question Period**

**8. Adjournment**



**Minutes of the Regular Meeting of the Council of the Town of Bentley  
May 11, 2021**

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**Date & Place:** Minutes of the Regular Meeting of the Council of the Town of Bentley, held beginning Tuesday, May 11, 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

**Call to Order** Mayor Greg Rathjen called the Regular Council Meeting to order at 6:45pm

**Agenda** **Motion 84/2021** Moved by Councillor Maki, "THAT the agenda of the May 11, 2021 regular meeting be accepted."

**Carried**

**Previous Minutes** **Motion 85/2021** Moved by Councillor Talsma, "THAT the minutes of the regular meeting held on April 27, 2021 be confirmed."

**Carried**

**Financial**

a) **Prepaid Cheque Listing – Cheques 20210292 to 20210318**

**Motion 86/2021** Moved by Deputy Mayor Dickau, "THAT cheques numbered 20210292 to 20210318, be received as information."

**Carried**

**New Business**

a) **Business Coaching Report – Presentation from Pierre Cormier – ClearThink Inc.**

**Motion 87/2021** Moved by Councillor Knutson, "THAT the information presented by Pierre Cormier of ClearThink Inc, be accepted as information."

**Carried**

b) **2021 General Election and Appointment of Returning Officer**

**Motion 88/2021** Moved by Councillor Talsma, "THAT Mayor and Council appoint Kathleen McMillan as the Returning Officer for the 2021 General Election; AND

THAT the advance vote be set for October 14, 2021 between the hours of 4pm to 8pm; AND

THAT the voting station location for the October 18, 2021 general election will be at the Senior's Drop-In, located at the Bentley Town Hall at 4918 50<sup>th</sup> Avenue in Bentley AB.

**Carried**

**c) Declaration for Senior's Week**

**Motion 89/2021** Moved by Councillor Knutson, "THAT Mayor and Council formally declare that June 7 – 13, 2021 is Senior's Week in the Town of Bentley in honor of past, present and future contributions of the seniors of this community and throughout Alberta".

**Carried**

**Correspondence**

- a) Lacombe County Revised Ag Guide
- b) Lacombe county April 22, 2021 Council Highlights
- c) Lacombe Regional Waste Services Commission Feb 24, 2021 Minutes
- d) Minutes December 16, 2020 Town of Bentley & Lacombe County IDP/ICF Committee Meeting
- e) Parkland Regional Library Annual Report Infographic 2020

**Motion 90/2021** Moved by Councillor Talsma, "THAT correspondence items a) to e) be accepted as information."

**Carried**

**Other Business/Council Question Period**

None

**Council Reports**

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

**Motion 91/2021** Moved by Deputy Mayor Dickau, "THAT the council reports be accepted as information."

**Carried**

**Adjournment**

**Motion 92/2021** Moved by Councillor Maki, "THAT the regular meeting of Council be adjourned, Time 7:58 pm."

**Carried**

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Mayor Greg Rathjen

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Marc Fortais



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-May-20  
2:33:54PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210319	2021-05-07	ALBERTA ONE-CALL CORPORATION		PAYMENT		59.54
			IN167311	NOTIFICATIONS FOR APRIL 2021	59.54	
20210320	2021-05-07	DICKAU, JOAN		PAYMENT		52.50
			30052021	REIMBURSEMENT FOR REGISTRATI	52.50	
20210321	2021-05-07	HOLDEN, KARI		PAYMENT		90.00
			04302021	OFFICE JANITORIAL FROM APRIL 16	90.00	
20210322	2021-05-07	KNUTSON, CORA		PAYMENT		52.50
			30April2021	REIMBURSEMENT FOR REGISTRATI	52.50	
20210323	2021-05-07	MAKI, NEIL		PAYMENT		18.88
			30052021	MILEAGE REIMBURSEMENT-LRWSC	18.88	
20210324	2021-05-07	MY TECH ONSITE		PAYMENT		4,938.52
			INV 1677	OFFICE 365 BUSINESS SUBSCRIPTI	2,995.65	
			INV1659	IT SUPPORT	118.14	
			INV1728	SERVER PROJECT HARDWARE	1,824.73	
20210325	2021-05-07	RSM ALBERTA LLP		PAYMENT		5,250.00
			6244480	AUDIT OF FINANCIAL STATEMENTS	5,250.00	
20210326	2021-05-07	TELUS COMMUNICATIONS INC.		PAYMENT		984.11
			04052021	ARENA WIFI	68.25	
			04052021.	CREDIT ON OFFICE INTERAC LINE	(19.47)	
			04May2021	TELUS BILL FOR APRIL (TOWN,FCSS	935.33	
20210327	2021-05-07	WASTE CONNECTIONS OF CANADA INC.		PAYMENT		810.08
			7425-0000231447	COMMERCIAL WASTE PICK UP FOR	810.08	
20210328	2021-05-07	WASTE MANAGEMENT		PAYMENT		4,789.11
			1118117-0613-9	RECYCLING FOR APRIL 2021	4,789.11	
20210329	2021-05-07	WILD ROSE ASSESSMENT SERVICES		PAYMENT		1,330.88
			8230	PROGRESS PAYMENT FOR MAY 202	1,330.88	
20210330	2021-05-07	WORKERS' COMPENSATION BOARD		PAYMENT		1,762.50
			415152.	INSTALLMENT PAYMENT FOR MAY €	1,762.50	
20210331	2021-05-15	DICKAU, JOAN L				
20210332	2021-05-15	RATHJEN, ARTHUR M				
20210333	2021-05-15	KNUTSON, CORA				
20210334	2021-05-15	TALSMA, DOUGLAS C				
20210335	2021-05-15	MAKI, NEIL				
20210336	2021-05-11	BENTLEY MUNICIPAL LIBRARY		PAYMENT		38,900.04
			11052021	LACOMBE COUNTY ANNUAL GRANT	18,650.04	
			11052021.	TOWN OF BENTLEY ANNUAL GRANT	20,250.00	
20210337	2021-05-11	EPCOR		PAYMENT		1,038.20
			28042021	REFUNDABLE COMMERCIAL DEPOS	1,038.20	
20210338	2021-05-12	CARSON, BARBARA J				
20210339	2021-05-12	JENSEN, DARREN J				
20210340	2021-05-12	MEREDITH, SANDRA L				
20210341	2021-05-12	GIBSON, COLE C				
20210342	2021-05-12	VINOKUROV, DONNA T				
20210343	2021-05-12	DENNEHY, NATHAN				
20210344	2021-05-12	GREAVES, LORYANNE				
20210345	2021-05-12	FORTAIS, MARC C				
20210346	2021-05-12	KIKSTRA, ROBERT B				



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-May-20  
2:33:54PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210347	2021-05-14	ACCESS GAS SERVICES	202104-AB1163	PAYMENT NATURAL GAS BILL FOR APRIL 2021	1,934.55	1,934.55
20210348	2021-05-14	BENTLEY ESSO	30042021	PAYMENT VEHICLE/EQUIPMENT GAS/DIESEL E	1,379.11	1,379.11
20210349	2021-05-14	BIG HILL SERVICES	27822	PAYMENT ARENA MAINTENANCE MATERIAL	1,624.35	1,624.35
20210350	2021-05-14	BLACK PRESS GROUP LTD.	34074239	PAYMENT LACOMBE EXPRESS & RIMBEY REVI	337.68	337.68
20210351	2021-05-14	CAMPUS ENERGY PARTNERS LP	1000894-202104 1000895-202104	PAYMENT ELECTRICITY BILL FOR APRIL 2021 STREET LIGHTING ELECTRICITY BIL	8,643.10 5,457.98	14,101.08
20210352	2021-05-14	CLEAR THINK GROUP	201-2030	PAYMENT BUSINESS COACHING PROGRAM	13,125.00	13,125.00
20210353	2021-05-14	DRAIN DOCTOR	1031	PAYMENT LAGOON FLUME FLUSH AND TRAVE	616.88	616.88
20210354	2021-05-14	E C & M ELECTRIC NORTHERN LTD.	118014	PAYMENT MAINTENANCE ON WATER SERVICE	519.75	519.75
20210355	2021-05-14	ECO TREE LTD	10622	PAYMENT TRIM AND CUT OVER GROWN TREE	6,300.00	6,300.00
20210356	2021-05-14	G.L.D.C. GAS CO-OP LTD.	30042021	PAYMENT FIRE HALL NATURAL GAS BILL FOR	332.14	332.14
20210357	2021-05-14	GO SERVICES INC.	15149307	PAYMENT TOILET SERVICE AT PORTAPOTTIES	141.75	141.75
20210358	2021-05-14	GREGG DISTRIBUTORS LP	059-362714 059-364965	PAYMENT P.W. OIL PRODUCTS, BROOM, GARE PARKS & REC GLOVES, BAIT REFILL	468.82 219.68	688.50
20210359	2021-05-14	HHID	01052021	PAYMENT DEM MONTHLY RENUMERATION FO	420.00	420.00
20210360	2021-05-14	LEAVITT MACHINERY	INVC-250435 INVC-250584	PAYMENT GENIE LIFT NDT INSPECTION LABOUR FOR GENIE LIFE & MATERI	525.00 327.33	852.33
20210361	2021-05-14	MEREDITH, SANDRA	02052021	PAYMENT OFFICE JANITORIAL FOR MAY 2, 202	60.00	60.00
20210362	2021-05-14	MUNICIPAL INFORMATION SYSTEMS INC.	20210495	PAYMENT COMPUTER SUPPORT FOR JUNE 20	828.48	828.48
20210363	2021-05-14	RIMBEY EXPRESS	1371	PAYMENT WATER SAMPLES & RETURN FOR A	96.00	96.00
20210364	2021-05-14	RURAL MUNICIPALITIES OF ALBERTA	AB058260 AB058336 AB058429 AB059084	PAYMENT P.W. PENS CELL PHONE HOLSTER FOR DARRE JOHN DEERE TIRE REPAIR & LABOL OFFICE & PARK/REC STATIONARY S	34.36 41.99 413.66 178.38	668.39
20210365	2021-05-14	SERVUS CREDIT UNION	04302021	PAYMENT SERVUS MASTERCARD BILL FOR AF	2,987.33	2,987.33
20210366	2021-05-14	TELUS MOBILITY INC.	09052021	PAYMENT P.W. CELL PHONES & FIRE DEPARTI	95.62	95.62
20210367	2021-05-14	WOLF CREEK BUILDING SUPPLIES	283995	PAYMENT LIBRARY (RUBBER GARAGE DOOR)	46.80	46.80



# TOWN OF BENTLEY

## Cheque Listing For Council

2021-May-20  
2:33:54PM

Cheque						Invoice	Cheque
Cheque #	Date	Vendor Name		Invoice #	Invoice Description	Amount	Amount

**Total 125,787.42**

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



# Town of Bentley

2021 1st Quarter Budget Update



# Mandate

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



# Where do your budget dollars go?

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

# Statistics

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

# CAO Executive Summary

## Key Projection Changes

- ▶ The Town of Bentley remains in a strong financial position based on cost control and stable revenue from taxation and utilities.
- ▶ Small change to the tax amounts original budget \$1,133,587.19 amended budget \$1,132,807.03 for a difference of \$780.16 less revenue than budget as a result of rounding and school requisition less for 2021 as a result of small overpayment in 2020.
- ▶ **Including Tax change above overall projection change is an additional savings in budget of approximately \$11,734.84 – given it is early in the year it is anticipated that this amount will potentially be absorbed into the operating budget or will contribute to additional reserves at year end.**

### Legislative Services

- ▶ Additional expense for funds provided to community organizations through grants process approved by council (small projection change \$2,745 additional expenditure)

### Administration

- ▶ Increased revenue \$12,000 from refunds of overcharges from ADT security and AHS janitorial caught through review of year end amounts, as well as additional revenue anticipated from franchise fees and deferred revenue transfer for business coaching program.
- ▶ This is offset by additional administrative expenses higher health care spending account amounts for vision care reimbursement \$3,000, \$9,500 for tax service fees related to delinquent tax accounts (these fees are recoverable through the tax accounts) as well as business coaching program expenses \$15,000 unbudgeted but funded via deferred revenue from 2020 MOST Grant and savings of \$1525 for audit fees as well as savings in purchase building repair and maintenance \$2,000
- ▶ Net impact is increase in expenditure of \$11,975

### Roads/Walks & Lighting

- ▶ Increased revenue and expense equal to reserve transfer and expenditure for Dump Truck Purchase \$65,000 approved by Council, net impact is zero to budget

### Sewer Collection and Treatment

- ▶ Additional Expenditure Alberta Water and Wastewater Operators Association (AWWOA) Membership unbudgeted \$115.00 (was missed)

# CAO Executive Summary

## Key Projection Changes

### Cont'd

#### **Garbage Collection and Disposal**

- ▶ Decreased revenue of \$133,000 as a result of lower reserve transfer for garbage truck purchase had budgeted \$180,000 and purchase was \$47,000
- ▶ This is offset by decreased expenditure of \$153,000 (originally had budgeted \$200,000 to be funded from reserve transfer of \$180,000 and \$20,000 that would have been transferred from operations in 2021). Purchase was approved by council for \$47,000.
- ▶ This results in net savings to budget of \$20,000

#### **Municipal Planning**

- ▶ Increased revenue of \$87,500 as a result of successful ACP grant application for \$200,000 (original budget was \$115,000) we applied for additional funds for biophysical study and annexation agreement development.
- ▶ This is offset by a projection increase in expenditure of \$87,500 to utilize the additional grant funds
- ▶ Increased of \$1,500 for freight charges due to COVID-19 continuation
- ▶ Net budget impact is additional \$1,500 expense

#### **Parks & Rec**

- ▶ Additional building repair and maintenance expense \$500.00 for old firehall as a result of Canada Post leasing space

#### **Arena**

- ▶ Expense Decrease anticipate savings in Wages and Employer contributions due to inactivity at arena as a result of COVID-19 impacts approximately \$9,350



# CAO Executive Summary

## Financial Position - Balances

<b>▶ March 31, 2021 Reconciled Bank Balance</b>	<b>\$1,104,641.64</b>	
<b>▶ Loans Balances March 31, 2020</b>		
▪ Loan 5 (2016 Infrastructure Project)	\$ 142,400.00	(Will be paid in full in 2021)
▪ Loan 6 (New Beginnings Land Purchase)	\$ 385,653.63	(Pmt. approx. \$11,000 per month)
▪ Loan 7 (New Beginnings Servicing Loan)	<u>\$ 367,492.52</u>	(Pmt. approx. \$8,000 per month)
Total Loan Balances Remaining	\$ 895,546.15	
▪ <i>Intention with the New Beginnings Loan Balances is to pay down quicker if there are lot sales</i>		
<b>▶ Outstanding Taxes Receivable March 31, 2021</b>		
▪ Current Balances	\$ (65,200.81)	Prepayments
▪ 1 Year Outstanding	\$ 124,423.03	
▪ 2 Years Outstanding	\$ 31,147.77	
▪ 3 Years Outstanding	\$ 14,868.68	
▪ Over 3	<u>\$ 12,499.31</u>	
Total Balance Outstanding	\$ 117,764.98	
<b>▶ Outstanding Utilities Balances March 31, 2021</b>	<b>\$ 69,640.42</b>	
<b>▶ Outstanding Current Receivables March 31, 2021</b>	<b>\$ 25,958.59</b>	

# Revenue Collected by Category

(municipal purposes only)

Revenue Category	Amount	Projection	Variance
Property Taxes	\$1,456,139.19	\$1,455,260.45	(\$878.74)
Penalties and Fines	\$53,500.00	\$41,500.00	(\$12,000.00)
Licenses and Permits	\$6,000.00	\$6,000.00	0
Sale of Goods and Services	\$590,090.00	\$588,090.00	(\$2,000.00)
Rentals	\$165,600.00	\$165,600.00	0
Franchise Fees	\$105,000.00	\$111,000.00	\$6,000.00
Provincial and Federal Grants	\$656,556.00	\$744,056.00	\$87,500.00
Other Government Transfers	\$152,752.00	\$152,752.00	0
Other Transfers	0	0	0
Other Revenue	\$694,345.00	\$646,345.00	(\$48,000.00)
<b>TOTALS</b>	<b>\$3,879,982.19</b>	<b>\$3,910,603.45</b>	<b>\$30,621.26</b>

- Education Tax                    \$286,814.12                    Designated Industrial Property                    \$106.24
- Seniors Requisitions            \$ 6,496.06
- Policing Invoice                    \$ 29,037.00

## Expenses Paid by Category

(Municipal Purposes Only)

Expense Category	Amount	Projection	Variance
Wages/Benefits & Remuneration	\$744,518.00	\$736,518.00	\$8,000.00
Memberships/Partnerships/Training/Conferences and Licenses	\$43,547.00	\$43,662.00	(\$115.00)
Mileage and Sustenance	\$8,175.00	\$8,175.00	0
Postage/Freight, phone & internet	\$27,725.00	\$29,225.00	(\$1,500.00)
Purchased Services	\$699,380.00	\$808,005.00	(\$108,625.00)
Utilities	\$171,650.00	\$171,650.00	0
Insurance	\$89,162.00	\$89,162.00	0
Materials/Goods & Supplies	\$139,725.00	\$141,725.00	(\$2,000)
Bank Charges and Loan Payments	\$438,000.00	\$438,000.00	0
Grants & Donations	\$54,900.00	\$57,645.00	(\$2,745.00)
Other Transfers (includes MSI & Gas Tax Grants to fund capital projects)	\$60,000.00	\$60,000.00	0
Other	\$9,100.00	\$9,100.00	0
Capital	\$1,071,059.00	\$983,059.00	\$88,000.00
Requisitions (Ed., Seniors, Police)	\$322,552.00	\$322,453.42	\$98.58
<b>TOTALS</b>	<b>\$3,879,493.00</b>	<b>\$3,898,379.42</b>	<b>(\$18,886.42)</b>

**Revenue/Expense Summary  
to Year End Based on Projection  
(Municipal Purposes Only)**

<b>Projected Revenue to December 31, 2021</b>	<b>\$3,910,603.45</b>
<b>Less Transfers to Others</b>	<b>(\$ 322,453.42)</b>
<b>Less Projected Expenses to December 31, 2021</b>	
<b>Projected Expenses to December 31, 2021</b>	<b><u>(\$3,575,926.00)</u></b>
<b>Current Projected Surplus at year end</b>	<b><u>\$ 12,224.03</u></b>



# Project & Goal Update

## Effective Communication and Engagement

- Website Project (**slightly behind schedule**)
  - RFP drafted will be sending out for quotes before the end of Q2
  
- AT Roundabout project (**on schedule**) Q2
  - AT launching roundabout project – [www.highway20-12roundabout.ca](http://www.highway20-12roundabout.ca) (public information accessible from May 21, 2021 to July 9, 2021) will be posted on Facebook and Town website
  
- Formal marketing plan (**slightly behind schedule**) due Q3
  - Will be reaching out to Bentley businesses through zoom to strategize collaborative marketing
  - Idea is to capitalize on the marketing efforts of others but not duplicate – identify gaps and use town dollars to advertise in those gaps – community marketing
  
- Events strategy (**on schedule**)
  - Information gathering phase – community services putting together calendar of all events – has reached out to community organizations
  - Once calendar is created in rough form will be engagement with council for next steps
  
- Citizen recognition program (**on schedule**) Q3
  - Work on project has included information gathering but majority of work will begin before the end of Q2

# Project & Goal Update

## Financial Stability

- ▶ Quarterly Reporting (**slightly behind this is 1<sup>st</sup> quarter financial and progress report**)
- ▶ Additional budget analysis to prepare for discontinuance of MSI and Gas Tax funding in future years will be undertaken in Q3 (**on schedule**)
- ▶ FCM Asset Management Grant (**slightly behind schedule**)
  - The town has been approved for this grant – we are waiting for the formal agreement so that the project can launch. Consultant has been hired and will start as soon as grant agreement is signed.
- ▶ Additional Mapping of community infrastructure (**New Project**)
  - In discussion with Parkland Community Planning regarding taking over GIS to improve GIS ability
  - This will tie into the FCM grant work on Asset Management and will be considered in sync with that project
- ▶ Review of Capital Plan (**on schedule**)
  - Will be completed by the end of Q3
  - This will include review of 2022 and beyond capital plans

# Project & Goal Update

## Economic Growth

### ► Successful Alberta Community Partnership Application (On Schedule)

- Approval received for \$200,000 grant to explore commercial development potential of lands to the Southeast of Bentley along hwy 12
- Intermunicipal Collaboration Committee re-established with Lacombe County including approved terms of reference

### ► Gateway Enhancements (On Schedule)

- Tree grant received from Lion's club includes planting of seedlings flowering plum, hedge rose and green mountain ash at gateway
- Fortis power installed to the vicinity of signs at no cost to the town
- Electrical contractor engaged to look at lighting options for the sign

### ► Business Coaching Program launched at beginning of Q1 (Completed)

- MOST grant funds utilized to engage businesses and provide one on one coaching and training to support businesses through this difficult time
- \$15,000 invested to support and coach 6 local Bentley businesses
- Report presented to council and was an overall success based on feedback form the businesses supported

### ► Capital projects (On schedule)

- 50<sup>th</sup> street south in progress
- Concrete replacement and arena ramp improvements tendered
- Major maintenance of Arena being explored including slab upgrades and ice plant replacement long term

# Project & Goal Update

## Enriched and United Community

### ► **New Beginnings and Housing Partnerships (On Schedule) (Report by end of Q2)**

- Meeting set up with realtor and mayor and council to take place before next council meeting
- Will look to schedule a meeting in upcoming weeks with Lacombe Foundation as well

### ► **RCMP & Lacombe Enforcement (On Schedule) (Q2)**

- Meeting and reporting from RCMP has occurred with Council
- Meeting with Lacombe County Enforcement Mark Sproule in upcoming weeks
- Continue to work with RCMP and Lacombe County Enforcement to ensure they engage the community

### ► **Waste and Recycling Options (On Schedule) (Q2)**

- Annual Reporting format to come from Lacombe Regional Waste Services Commission
- Will look to have a presentation made to council from the manager
- Consider additional options i.e.. composting pile

### ► **Land Use Bylaw consolidation (Q3)**

- Will review Land Use Bylaw in Q2 and summarize required changes for Parkland Community Planning Association
- Work will begin in Q2 and continue into Q3 possibly Q4 depending on magnitude of changes
- Additional Bylaw amendment has taken place for manufactured homes

# Project & Goal Update

## Organizational Successes

- **Explore online options for Online Council Meeting Technology (New project) (Q3)**
  - Look at options to increase accessibility of council meetings
  
- **Community Events Strategy Falls into this category as well**
  - Engage organizations and form additional community partnerships
  
- **Continue to Lobby for reopening of Dr. Office at Care Centre by Q3**
  - Annual Reporting format to come from Lacombe Regional Waste Services Commission
  - Will look to have a presentation made to council from the manager
  - Consider additional options i.e.. composting pile



**QUESTIONS?**



**Agenda Date:** May 25, 2021  
**Agenda Item:** New Business:  
2021 Mil Rate Bylaw

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**LEGISLATIVE REQUIREMENT/AUTHORITY**

**WHEREAS**, the Town of Bentley has prepared, and Town Council has adopted detailed estimates of the municipal revenues and expenditures as required, at the Council Budget meeting held on December 15, 2020, and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the 1<sup>st</sup> quarter projections 2021 Budget for the Town of Bentley total \$3,575,926.00 and

**WHEREAS**, the estimated municipal revenue and transfers from all sources other than taxation is estimated at \$2,443,119 and the balance of \$1,132,807.00 is to be raised by general municipal taxation; and

**WHEREAS**, the estimated requisition for the;

<b>Alberta School Foundation Fund (ASFF)</b>	
Residential/Farmland	\$ 233,728.72
Non-residential	<u>\$ 53,085.40</u>
<b>Total Estimated Alberta School Foundation Fund</b>	<b>\$ 286,814.12</b>

**WHEREAS**, the Seniors Foundation requisition is;

<b>Lacombe Seniors Foundation</b>	\$ 6,496.06
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**WHEREAS**, the Designated Industrial Property levy is

<b>Designated Industrial Property</b>	\$ 106.24
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**WHEREAS**, the policing levy is

<b>Policing Cost Levy</b>	\$ 29,037.60
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**WHEREAS**, the Council of the Town of Bentley is required each year to levy, on the assessed value of all taxable property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the Council of the Town of Bentley is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Town of Bentley, as shown on the assessment roll is:

Residential/Farmland	\$ 91,092,290.00
Non-residential	\$ 13,793,430.00
Machinery and Equipment	<u>\$ 383,780.00</u>
Total Municipal Assessment	\$105,269,500.00

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bentley, in the Province of Alberta, enacts as follows;

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bentley, as follows;

	<u>Tax Rate</u>	<u>Assessment</u>	<u>Tax Levy</u>
<b>General Municipal</b>			
Residential/Farmland	10.204260 mills	\$91,092,290.00	\$ 929,529.41
Non-residential	14.338300 mills	\$13,793,430.00	\$ 197,774.34
Machinery and Equipment	14.338300 mills	\$ 383,780.00	<u>\$ 5,502.75</u>
<b>Total General Municipal (rounded)</b>			<b>\$1,132,807.00</b>
<b>ASFF – School Foundation</b>			
Residential/Farmland	2.582300 mills	\$90,511,840.00	\$ 233,728.72
Non-residential	3.848600 mills	\$13,793,430.00	<u>\$ 53,085.40</u>
<b>Total School Foundation (rounded)</b>			<b>\$ 286,814.00</b>
<b>Lacombe Foundation</b>			
Residential/Farmland	0.062051 mills	\$90,511,840.00	\$ 5,616.35
Non-residential	0.062051 mills	\$14,177,210.00	<u>\$ 879.71</u>
<b>Total Lacombe Foundation (rounded)</b>			<b>\$ 6,496.00</b>
<b>Designated Industrial</b>	<b>0.076600 mills</b>	<b>\$ 1,386,970.00</b>	<b>\$ 106.00</b>
<b>Police Funding Model</b>			
Residential/Farmland	0.277370 mills	\$90,511,840.00	\$ 25,105.27
Non-residential	0.277370 mills	\$14,177,210.00	<u>\$ 3,932.33</u>
<b>Total Police Funding Model (rounded)</b>			<b>\$ 29,038.00</b>
Total Municipal Taxes			\$1,132,807.00
Other Revenue Municipal purposes (grants, fees, charges)			\$2,443,119.00
Total Taxes collected on behalf of others			<u>\$ 322,454.00</u>
<b>Total Revenue Collected by Town of Bentley 2021</b>			<b>\$3,898,380.00</b>



## **SUMMARY AND BACKGROUND**

Municipal governments are required each year to establish budgets and determine all sources of revenue to fund required expenditures to support service levels and standards. The Town of Bentley 2021 Budget was approved by Mayor and Council at the December 15, 2020 regular meeting of council. The revenue and expenditure amounts approved at the December 15 meeting remain unchanged and reflect the current conditions and impacts from COVID-19, while ensuring that there are sufficient funds to continue with the established levels of services expected from the community.

It is administrations recommendation that the 2021 Mil Rates be established in accordance with Bylaw 228/2021 and that this bylaw be read three times.

## **RATIONALE FOR RECOMMENDATION**

- As the CAO for the town of Bentley, I have undertaken due diligence and have reviewed all budget estimates and have compared these to the actual expenditures for the current 1<sup>st</sup> quarter. As well I have reviewed all active contracts, agreements, memberships, wages and salaries, cost sharing with Lacombe County etc. to ensure that the numbers represented in the approved 2021 budget are accurate and continue to be reflective of true costs.
- Taxation is impacted from both changes in assessment as well as changes to mil rates. In 2021 the overall assessment value has increased, and I have undertaken to continue to stabilize the mil rate for taxation, this in-turn has resulted in the Town of Bentley collecting the same amount of revenue specifically for municipal purposes, through taxation that was collected in the 2020 tax year. It should also be noted that the policing costs for 2021 have increased by 50% of the previous year costs thus resulting in the need for additional collection of taxation not for municipal purposes. In some cases, an individual's taxes could go up if their assessment increased or their specific assessment decreases by less than any average decrease within a specific assessment class.
- There has been no reduction in the provision of service levels to the Town of Bentley, and the Town has been successful in application for numerous grants that have offset some of the COVID-19 expenditures and loss of revenue as well as grants to fund capital projects such as 50<sup>th</sup> street south and the concrete program. The Town provides services that are above standard compared to other Towns and Communities, such as the removal of snow every time Public Works Plows.

## **RECOMMENDATION:**

THAT Mayor and Council give three readings to Bylaw No. 228/2021 being a bylaw establish the 2021 Mil rates for the collection of Property Taxes.

## **ATTACHMENTS:**

1. Bylaw 228/2021 – 2021 Mil Rate Bylaw

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Marc Fortais, CAO



## By-law No. 228/2021

**A by-law of the Town of Bentley, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Town of Bentley for the 2021 taxation year.**

**WHEREAS** the Town of Bentley has prepared, and Town Council has adopted and approved detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on December 15, 2020, and

**WHEREAS** the estimated municipal expenditures and transfers set out in the 1<sup>st</sup> quarter projections 2021 Budget for the Town of Bentley total \$3,575,926.00 and

**WHEREAS** the estimated municipal revenue and transfers from all sources other than taxation is estimated at \$2,443,119 and the balance of \$1,132,807.00 is to be raised by general municipal taxation; and

**WHEREAS** the estimated requisition for the

<b>Alberta School Foundation Fund (ASFF)</b>	
Residential/Farmland	\$ 233,728.72
Non-residential	\$ <u>53,085.40</u>
<b>Total Estimated Alberta School Foundation Fund</b>	<b>\$ 286,814.12</b>

**WHEREAS** the Seniors Foundation requisition is

<b>Lacombe Seniors Foundation</b>	\$ 6,496.06
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**WHEREAS** the Designated Industrial Property levy is

<b>Designated Industrial Property</b>	\$ 106.24
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**WHEREAS** the policing levy is

<b>Policing Cost Levy</b>	\$ 29,037.60
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**WHEREAS** the Council of the Town of Bentley is required each year to levy, on the assessed value of all taxable property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS** the Council of the Town of Bentley is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS** the assessed value of all property in the Town of Bentley, as shown on the assessment roll is:

Residential/Farmland	\$ 91,092,290.00
Non-residential	\$ 13,793,430.00
Machinery and Equipment	\$ <u>383,780.00</u>

**Total Municipal Assessment \$105,269,500.00**

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bentley, in the Province of Alberta, enacts as follows.

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bentley, as follows.

	<u>Tax Rate</u>	<u>Assessment</u>	<u>Tax Levy</u>
<b>General Municipal</b>			
Residential/Farmland	10.204260 mills	\$91,092,290.00	\$ 929,529.41
Non-residential	14.338300 mills	\$13,793,430.00	\$ 197,774.34
Machinery and Equipment	14.338300 mills	\$ 383,780.00	\$ <u>5,502.75</u>
<b>Total General Municipal (rounded)</b>			<b>\$1,132,807.00</b>
<b>ASFF – School Foundation</b>			
Residential/Farmland	2.582300 mills	\$90,511,840.00	\$ 233,728.72
Non-residential	3.848600 mills	\$13,793,430.00	\$ <u>53,085.40</u>
<b>Total School Foundation (rounded)</b>			<b>\$ 286,814.00</b>
<b>Lacombe Foundation</b>			
Residential/Farmland	0.062051 mills	\$90,511,840.00	\$ 5,616.35
Non-residential	0.062051 mills	\$14,177,210.00	\$ <u>879.71</u>
<b>Total Lacombe Foundation (rounded)</b>			<b>\$ 6,496.00</b>
<b>Designated Industrial</b>	<b>0.076600 mills</b>	<b>\$ 1,386,970.00</b>	<b>\$ 106.00</b>
<b>Police Funding Model</b>			
Residential/Farmland	0.277370 mills	\$90,511,840.00	\$ 25,105.27
Non-residential	0.277370 mills	\$14,177,210.00	\$ <u>3,932.33</u>
<b>Total Police Funding Model (rounded)</b>			<b>\$ 29,038.00</b>

This by-law shall take effect on the date of the third and final reading.

By-law No. 228/2021 read a first time this \_\_\_\_\_ day of May 2021.

By-law No. 228/2021 read a second time this \_\_\_\_\_ day of May 2021.

By-law No. 228/2021 read a third time and passed this \_\_\_\_\_ day of May 2021.

\_\_\_\_\_  
Mayor

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



**Agenda Date:** May 25, 2021

**Agenda Item:** **New Business:**  
**Bylaw 229/2021- Supplementary Assessment and Taxation of Mobile Homes Bylaw**

## **LEGISLATIVE REQUIREMENT/AUTHORITY**

Pursuant to section 313 to 316 inclusive and section 369 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, 2000, the Council of the Town of Bentley, duly assembled, enacts as follows:

### **1. Definitions**

- a) "Manufactured Home" means a residential building containing one dwelling unit constructed off site in one or more sections and intended to be occupied in a place other than where it was manufactured," as is defined by Land Use By-law No. 189/2016 of the Town of Bentley and Bylaw amendment 226/2021 Building Demolitions and Manufactured Homes outside of the Manufactured Homes District.
- b) "Owner" in respect of a manufactured home means the owner of the manufactured home and not the person in lawful possession of it.

### **2. Supplementary Assessment**

- a) The Assessor will prepare supplementary assessments for all manufactured homes that are moved into the Town of Bentley during the 2021 calendar year.
- b) The supplementary assessment roll and the supplementary assessment notice shall be administered in accordance with Sections 315 and 316 of the Municipal Government Act.

### **3. Supplementary Taxation**

- a) The Town of Bentley will prepare a supplementary property tax notice for all taxable manufactured homes that are moved into the Town of Bentley during the 2021 calendar year.
- b) The supplementary property tax must be pro-rated to reflect only the number of months during which the manufactured home is in the Town of Bentley.
- c) The supplementary property tax notice will be sent to the manufactured homeowner.

## **SUMMARY AND BACKGROUND**

As defined in the municipal government act, if a municipality wishes to require the preparation of supplementary assessments for improvements, the council must pass a supplementary assessment

bylaw authorizing the assessments to be prepared for the purpose of imposing a tax under Part 10 in the same year. This bylaw can refer to all improvements or specifically to designated manufactured homes specifically. Administration recommends that a bylaw 229/2021 be read three consecutive times to allow for the preparation of supplementary assessments specifically for designated manufactured homes in the 2021 calendar year.

#### **RATIONALE FOR RECOMMENDATION**

- Mobile homes are moved in and out of the Town of Bentley throughout the year, this allows for those Mobile homes to be taxed accordingly and share the taxation burden born by other residential taxpayers.
- Bentley has consistently passed such a bylaw in previous years.

#### **RECOMMENDATION:**

THAT Mayor and Council give three readings to Bylaw No. 229/2021 being a bylaw to provide for supplementary assessment and taxation of manufactured homes for the 2021 calendar year.

#### **ATTACHMENTS:**

1. Bylaw 229/2021 – Supplementary Assessment and Taxation of Mobile Homes Bylaw

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Marc Fortais, CAO



## **By-law No. 229/2021**

**Being a Bylaw of the Town of Bentley, in the Province of Alberta, to provide for the supplementary assessment and taxation of manufactured homes for the 2021 calendar year.**

Pursuant to section 313 to 316 inclusive and section 369 of the Municipal Government Act, Chapter M-26 of the Revised Statutes of Alberta, 2000, the Council of the Town of Bentley, duly assembled, enacts as follows:

### **1. Definitions**

- a) "Manufactured Home" means a residential building containing one dwelling unit constructed off site in one or more sections and intended to be occupied in a place other than where it was manufactured," as is defined by Land Use By-law No. 189/2016 of the Town of Bentley and Bylaw amendment 226/2021 Building Demolitions and Manufactured Homes outside of the Manufactured Homes District.
- b) "Owner" in respect of a manufactured home means the owner of the manufactured home and not the person in lawful possession of it.

### **2. Supplementary Assessment**

- a) The Assessor will prepare supplementary assessments for all manufactured homes that are moved into the Town of Bentley during the 2021 calendar year.
- b) The supplementary assessment roll and the supplementary assessment notice shall be administered in accordance with Sections 315 and 316 of the Municipal Government Act.

### **3. Supplementary Taxation**

- a) The Town of Bentley will prepare a supplementary property tax notice for all taxable manufactured homes that are moved into the Town of Bentley during the 2021 calendar year.
- b) The supplementary property tax must be pro-rated to reflect only the number of months during which the manufactured home is in the Town of Bentley.
- c) The supplementary property tax notice will be sent to the manufactured homeowner.

This bylaw shall come into force and effect on the date of the final reading thereof.

This by-law shall take effect on the date of the third and final reading.

By-law No. 229/2021 read a first time this \_\_\_\_day of May 2021.

By-law No. 229/2021 read a second time this \_\_\_\_day of May 2021.

By-law No. 229/2021 read a third time and passed this \_\_\_\_day of May 2021.

\_\_\_\_\_  
Mayor

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



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
Deputy Government House Leader  
MLA, Calgary-Hays*

AR105124

May 10, 2021

His Worship Greg Rathjen  
Mayor  
Town of Bentley  
PO Box 179  
Bentley AB T0C 0J0

Dear Mayor Rathjen:

The COVID-19 pandemic has created major fiscal challenges for governments all around the world. In Alberta, we are also dealing with an economic downturn caused by low world energy prices. Despite these difficulties, we remain committed to supporting Alberta's communities with significant capital investments.

As part of this commitment, I am pleased to confirm that \$1.226 billion will be allocated to municipalities and Metis Settlements in 2021 under the Municipal Sustainability Initiative (MSI). This amount front-loads MSI funding, to help you transition to more sustainable funding levels over the next few years. Funding amounts from 2021-23 will average \$722 million per year. This funding will allow local governments to sustain existing projects, continue stimulating the economy, and build the infrastructure Albertans rely on.

For the Town of Bentley:

- The **2021 MSI capital allocation is \$351,326**. This includes \$286,646 in MSI capital funding and \$64,680 in Basic Municipal Transportation Grant funding.
- The **2021 MSI operating allocation \$46,261**. This includes \$26,232 in Sustainable Investment funding.

MSI funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

I look forward to working together with you to help Alberta's communities get through these challenging times.

Sincerely,

Ric McIver  
Minister

cc: Marc Fortais, Chief Administrative Officer, Town of Bentley





WHERE PEOPLE ARE THE KEY

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING May 13, 2021

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### **COVID-19 UPDATE**

Council was provided with an update on the latest COVID-19 statistics and the Province's ongoing mandatory restrictions and the ongoing vaccine program.

### **BUFFALO LAKE SOUTH SHORE ASP/BYLAW NO. 1651/21**

By resolution of Council the County Manager was authorized to send a letter to the County of Stettler indicating that Lacombe County has no objection to the draft Buffalo Lake South Shore Area Structure Plan or Bylaw No. 1651/21, a bylaw of the County of Stetter to amend their Land Use Bylaw.

### **SYLVAN LAKE COMMUNAL SERVICING SYSTEM – DEFERRAL OF HOOK-UP**

A resolution that Lacombe County defer the requirement for property owners within the Sylvan Lake Communal Servicing System area to connect to this system to October 31, 2022 did not receive the approval of Council.

### **ALIX CEMETERY CAPITAL PROJECT FUNDING**

Funding in the amount of \$ 10,000 towards the Alix Cemetery Expansion Project was approved; and further, this contribution will be funded from the Cemetery Development Reserve.

### **NOVA CHEMICALS – ANNUAL MEETING**

Council will attend a virtual annual meeting with Nova Chemicals on June 2, 2021.

### **BYLAW NO 1341/21 REDESIGNATION OF LAND**

Council gave first reading to Bylaw No. 1341 /21, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 to change the zoning of approximately 10.00 acres (4.05 hectares) described as Block 5 Plan 982 4269, Pt. NE 01-41-01 W5M from Recreation "PR" District to Recreational Vehicle Resort "R-RVR" District

A public hearing regarding Bylaw No. 1341/21 will be held on June 10, 2021 commencing at 9:00 a.m.

### **TAX PAYMENT DEADLINE 2021**

Council agreed to extend the tax payment deadline from August 31<sup>st</sup> to a September 30<sup>th</sup> due to the COVID-19 pandemic.

### **SAFE & CARING SCHOOLS PROGRAM – WOLF CREEK SCHOOL DIVISION**

Barb Reaney, Director of Safe and Caring Schools and Danica Martin, Assistant Superintendent for Inclusive Learning for the Wolf Creek School Division provided a presentation on the Social Work Program for the Wolf Creek School Division.

### **LACOMBE & DISTRICT HISTORICAL SOCIETY**

Melissa Blunden, Executive Director and Debbie Gillard, President of the Lacombe & District Historical Society provided a presentation on the Society's Flatiron Revitalization Initiative and their request for funding for lease space in the Flatiron Building.

The County Manager was directed to prepare a report on the Lacombe & District Historical Society's Flatiron Revitalization Initiative and the request for funding, to be presented at a future Council meeting for Council's consideration.



WHERE PEOPLE ARE THE KEY

**ALPHABOW ENERGY LTD.**

Quan Li, CEO, Alphabow Energy provided a virtual presentation on the current circumstances being experienced by Alphabow Energy and a proposal to address the outstanding taxes owed to Lacombe County.

The County Manager was directed to prepare a report on the proposal to be presented at a future Council meeting for Council's consideration.

**Next Regular Council Meeting is**  
**Thursday, May 27, 2021 - 9:00 a.m.**

**Next Committee of the Whole Meeting is**  
**Tuesday, June 1, 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.**