



AGENDA
Bentley Town Council Regular Meeting
Tuesday October 10, 2023
6:45pm Regular Meeting

1. Call to Order

2. Indigenous Acknowledgement

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

3. Amendments & Acceptance of Agenda

4. Adoption of Previous Minutes:

- a) Regular Meeting of Council September 28, 2023**

5. Financial:

- a) Prepaid Cheque Listing – Cheques No. 20230710 to 20230743**

6. New Business

- a) Parkland Regional Library System Proposed 2024 Budget**
- b) Amendment to Policy 52-2015 Annual Recreational, Cultural, Tourism Funding Support – Include request for financial and reserve disclosure (if any) with applications.**
- c) Fortis Franchise Fee Rate Renewal**
- d) Atco Franchise Fee Rate Renewal**
- e) Bentley Southeast Area Structure Plan – (Lacombe County Upcoming First Reading of Bylaw 1397/23)**

7. Correspondence

- a) Lacombe County Council Highlights – September 28, 2023**

8. Other Business

None

9. Council Reports

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

10. Adjournment



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

September 26, 2023

Date and Place Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, September 26, 2023, at 6:45 p.m., in the Bentley Municipal Office

In Attendance Mayor Greg Rathjen
Deputy Mayor Eastman
Councillor Grimsdale (Virtual)
Councillor Valiquette
Councillor Hansen
CAO, Marc Fortais

Call to Order Mayor Rathjen called the regular meeting to order at 6:45pm

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

Read by Mayor Rathjen

Agenda

Motion 212/2023 Moved by Councillor Hansen, “THAT the agenda of the September 26, 2023, Regular Meeting of Mayor and Council be accepted.”

Carried

Previous Minutes

Motion 213/2023 Moved by Councillor Grimsdale, “THAT the minutes of the September 12, 2023, Regular Meeting of Council be accepted.”

Carried

Financial

a) Prepaid Cheque Listing – Cheques No. 20230669 to 20230709

Motion 214/2023 Moved by Councillor Hansen, “THAT Cheques No. 20230669 to 20230709 be received for information.”

Carried

New Business

a) Lacombe Tourism Presentation

A presentation was given by Lacombe Tourism Board Chair Merry Kuchle and Lacombe Tourism Executive Director Austin Weaver.

Motion 215/2023 Moved by Deputy Mayor Eastman, “THAT Lacombe Tourism presentation and 2023 reporting be accepted as information.”

Carried

b) FCSS Presentation – Barb Carson

Manager of Community Services and FCSS provided presentation regarding the FCSS program and the services that are provided. In addition, the newsletter was discussed, and administration shared a plan to cease mailing the newsletter within Bentley for 2024 and to only mail to the RR1 addresses outside the community. As an alternative the newsletter would still be printed, and copies left at drop locations within Bentley including the Post Office. It would also be posted online and available at the Town Office. The result will be cost savings in the long run for printing, less waste and still provide availability to those residents that want to read it. There was no concern raised from council regarding this plan and no motion was made.

Motion 216/2023 Moved by Councillor Valiquette, “THAT the driving happiness program that was piloted in Bentley be discontinued, due to the lack of utilization and lack of volunteers; AND

THAT Town Administration be directed to explore and implement similar services through volunteer link.”

Carried

Motion 217/2023 Moved by Councillor Grimsdale, “THAT the report provided by FCSS – Barb Carson, be accepted as information.”

Carried

Correspondence

- a) **Lacombe County Council Highlights – September 14, 2023**
- b) **2023 International Muse Creative Design Awards – Gold for Town of Bentley for branding**
- c) **Letter of appreciation – Lacombe County – Medicine Lodge Ski Hill Masterplan**

Motion 218/2023 Moved by Deputy Mayor Eastman, “THAT correspondence items a) to c) be received for information.”

Carried

Other Business

- a) **Meeting with Mike Damberger (Alberta Transportation) at AM Conference – Discussion surrounding cost share of the Bentley Bike Path September 29, 2023, 8:15am**
- b) **Meeting with MLA Jason Nixon at AM Conference – Discussion regarding Council Priorities**

Mayor and Council briefly discussed the advocacy surrounding the two meetings. The meeting with AT to discuss capital costs for a lift of the bike path from Bentley to Gull Lake and the meeting with MLA Jason Nixon to discuss funding surrounding the rehab of Dick Damron Drive. Mayor and Council were all agreeable to the topics of discussion and to the position of the Town of Bentley to seek financial support regarding these two topics.

No motion was made.

- c) **An additional item was discussed by Councillor Hansen that was not added to the agenda at the beginning of the meeting was regarding reporting on the David Thompson Health Authority meeting she attended.**

- AHS is struggling with health care.
- Message is – be sure to support your health care workers as they are short staffed and expected to deal with ongoing long-term issues.
- Needs to be work done to improve the moral of staff that have been hit by ongoing pandemics, staff shortages, and burn out.
- There is also increased violence in the workplace from frustrated patients who are not receiving the care that they need in a timely manner.

No motion was made.

Adjournment

Motion 219/2023 Moved by Councillor Hansen, "THAT the September 26, 2023, Regular Meeting of Mayor and Council be adjourned at 8:47pm".

Carried

Mayor Greg Rathjen

CAO Marc Fortais



TOWN OF BENTLEY

Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20230710	2023-09-22	ASSOCIATED ENGINEERING ALBERTA LTD	3002811	PAYMENT 50TH STREET - DICK DAMRON C	5,881.16	5,881.16
20230711	2023-09-22	BENTLEY DISTRICT FIRE DEPARTMENT	21092023	PAYMENT PURCHASING LEFTOVER BURG	140.00	140.00
20230712	2023-09-22	GREGG DISTRIBUTORS LP	059-570604 059-578844 059-580933	PAYMENT RETURNED COUPLER TIP (PARK PPE BOOTS FOR NATHAN CHINOOK ICEMELT FOR ROADS	(21.63) 178.49 1,074.15	1,231.01
20230713	2023-09-22	LACOMBE REGIONAL WASTE SERVICES COMM	37608	PAYMENT LRWSC THIRD QUARTER REQUI	16,770.00	16,770.00
20230714	2023-09-22	SHAW CABLE	12092023	PAYMENT OFFICE INTERNET (12-OCT-23 TI	173.25	173.25
20230715	2023-09-22	TRANSALTA ENERGY MARKETING	23-1321870 23-1321875 23-1321888	PAYMENT STREET LIGHTING FOR AUGUST NATURAL GAS ADJUSTMENT AP ELECTRICITY BILL FOR AUGUST	6,202.06 (0.24) (1,377.92)	4,823.90
20230716	2023-09-22	THE KITE GUYS	09182023TOB	PAYMENT SEWING REPAIR TO BLACK CAM	52.50	52.50
20230717	2023-09-27	CARSON, BARBARA J				
20230718	2023-09-27	JENSEN, DARREN J				
20230719	2023-09-27	MEREDITH, SANDRA L				
20230720	2023-09-27	GIBSON, COLE C				
20230721	2023-09-27	DENNEHY, NATHAN				
20230722	2023-09-27	GREAVES, LORYANNE				
20230723	2023-09-27	FORTAIS, MARC C				
20230724	2023-09-27	KIKSTRA, ROBERT B				
20230725	2023-09-27	LOOV, CHRISTOPHER D				
20230726	2023-09-28	HOLDEN, KARI	30092023 30092023 30Sept2023 357942	PAYMENT OFFICE JANITORIAL FOR SEPTE BASEMENT JANITORIAL FOR SE SENIOR'S DROP IN JANITORIAL I FIREHALL CLEANING FOR SEPT	120.00 75.00 15.00 210.00	420.00
20230728	2023-09-28	MCLAREN, CAROLYN	182 184	PAYMENT FAMILY PROGRAMMING FOR SE BACK PAY EFFECTIVE JANUARY	300.00 91.00	391.00
20230729	2023-09-28	SYLVAN LAKE SUMMER HOCKEY CAMP LTD	30092023	PAYMENT ARENA CONTRACTOR PAYMENT	6,300.00	6,300.00
20230730	2023-09-28	JACKSON, BRIAN	30Sept2023	PAYMENT CAMPGROUND CARETAKER SEI	1,138.35	1,138.35
20230731	2023-10-03	CALMONT EQUIPMENT LTD	P19479	PAYMENT TOOLCAT FALL MAINTENANCE	141.00	141.00
20230732	2023-10-03	EARTH SMART PROPERTY SOLUTIONS-RED DE	6401	PAYMENT FERTILIZER AND WEED CONTRC	3,675.00	3,675.00
20230733	2023-10-03	HOMEWOOD HEALTH INC.	H624243	PAYMENT EMPLOYEE AND FAMILY ASSIST	100.80	100.80
20230734	2023-10-03	INNOV8, DIGITAL SOLUTIONS INC.	IN439671 IN440742	PAYMENT FCSS PHOTOCOPIER OFFICE PHOTOCOPIER AND NEI	13.36 1,219.35	1,232.71
20230735	2023-10-03	PARKLAND COMMUNITY PLANNING SERVICES		PAYMENT		1,200.00



TOWN OF BENTLEY

Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20230735	2023-10-03	PARKLAND COMMUNITY PLANNING SERVICES	22083 22084	DAY TO DAY DAY TO DAY	150.00 1,050.00	1,200.00
20230736	2023-10-03	PARKLAND GEOTECHNICAL CONSULTING LTD.	RD8333	PAYMENT FIELD TESTING SERVICES & EXI	1,137.15	1,137.15
20230737	2023-10-03	PARKLAND REGIONAL LIBRARY	230024	PAYMENT 4TH QUARTER REQUISITION PA	2,370.38	2,370.38
20230738	2023-10-03	RECEIVER GENERAL	30092023 30092023.	PAYMENT REDUCED EMPLOYEMENT INSU REGULAR EMPLOYMENT INSUR	17,919.92 261.58	18,181.50
20230739	2023-10-03	RIMBEY EXPRESS	3087	PAYMENT WATER SAMPLES & RETURNS F	110.00	110.00
20230740	2023-10-03	SHAW CABLE	21092023 23092023	PAYMENT FCSS INTERNET 21-OCT-23 TO 2 PW SHOP INTERNET 23-OCT-23	173.25 107.10	280.35
20230741	2023-10-03	UNFUSSY INC.	1007-167 1007-179	PAYMENT DESIGN & PRODUCTION BANNE DESIGN & PRODUCTION BANNE	1,312.50 1,312.50	2,625.00
20230742	2023-10-03	FOX CANADA	106852	PAYMENT ROADS & STREET 12 FOOT U-CI	982.17	982.17
20230743	2023-10-03	HMFT	126607	PAYMENT ANNUAL SERVICE FOR WATER F	630.00	630.00

Total 89,153.28

*** End of Report ***



Agenda Date: October 10, 2023

Agenda Item: New Business: 2024 Proposed Budget Parkland Regional Library System

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council approve the municipal per capita requisition for the Parkland Regional Library System (PRLS) in the amount of \$9.18; AND

THAT Mayor and Council support the 2024 Proposed Parkland Regional Library Budget as presented.

SUMMARY

Prior to November 1 of each year the PRLS is required to provide Parties to the agreement a budget and an estimate of money required to operate in the following fiscal year.

The proposed budget is based on conservative estimates whereby revenue is estimated at its minimum level and expenditure is estimated at the maximum level required. For 2024, there is a forty-three-cent increase to the per capita requisition, which is changing from \$8.75 to \$9.18. It should be noted that the requisition was held for three consecutive years at \$8.55 until last year it was increased to \$8.75.

In calculating the 2024 municipal levy the budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate of \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and be based on 2019 population statistics.

In addition, during the March 16th executive committee meeting, it was agreed that a 5% increase to the budget is the maximum that could be borne by municipalities. This equals .44 to .55 per capita. Staff built the budget around his increase.

Driving factors for the proposed increase include increased software costs, increased insurance costs, staffing and benefits increased costs, inflationary increases due to general rising prices, computer hardware upgrades to sustain stable SuperNet connections, and funds for the purchase of physical materials (books, DVDs) to augment collections of member libraries (Parkland has been targeting spending so member library collections are supplemented to reflect patron needs).

This proposed budget and cost estimate is being presented for Mayor and Council's consideration.

BACKGROUND

The PRLS, connects libraries across the province and provides many services including Alberta Wide borrowing (interlibrary loans), borrowing books by mail, alternate formats for print disabilities, grant

information database, as well as a variety of tools and equipment including e readers, pedometers, radon screening kits, projectors, and screens and more. PRLS has a vision to be a leader in assisting its member libraries to achieve excellence in service and its mission to expand opportunities for discovery, growth and imagination for all Central Albertans.

The PRLS 2024 budget has been developed in accordance to Board policy and the requirements imposed by the Parkland Regional Library Agreement. In accordance with clause 8 of the agreement:

- The PRLS Board shall prior to November 1 of each year submit a budget to the parties to this agreement and an estimate of money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]
- The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this agreement, which must represent at least two thirds of the member population; and thereupon, each part to this agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule “B” and the population of the Parties to the agreement.
- The population of a municipality that is a Party to this agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.

BUDGET AND FINANCIAL INFORMATION

- Amount contributed in 2020 = \$9,216.90
- Amount contributed in 2021 = \$9,216.90
- Amount contributed in 2022 = \$9,216.90
- Amount contributed in 2023 = \$9,432.50
- Amount to be contributed in 2024 = 1,078 X \$9.18 = \$9,896.04

RATIONAL FOR RECOMMENDATION

- The budget amount has been estimated in a conservative manner and supports fiscal responsibility and sound business practices.
- The amount for 2024 is higher than in previous years to take into consideration inflationary pressures and costs of living increases and general rising costs.

ATTACHMENTS:

- 1) 2024 Proposed Budget Parkland Regional Library System

Marc Fortais, CAO



Proposed BUDGET 2024

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

	Present Budget	Proposed Budget
	2023	2024
Income		
1.1 Provincial Operating Grant	992,621	1,045,242
1.2 On Reserve, On Settlement Grant	145,602	156,647
1.3 Membership Fees	2,001,335	2,123,362
1.4 Alberta Rural Library Services Grant	429,742	452,928
1.5 Interest Income	28,500	50,000
TOTAL Income	3,597,800	3,828,179
Support Materials & Services Direct to Libraries		
2.1 Alberta Rural Library Services Grant	429,742	452,928
2.2 Allotment Funds issued to Libraries	259,362	262,277
2.3 Computer Maint. Agree. Software licenses	207,512	231,308
2.4 Cooperative Collection Fund	0	30,000
2.5 eContent Platform fees, Subscriptions	45,000	66,050
2.6 On Reserve, On Settlement Grant expenses	78,839	84,756
2.7 Freight	1,200	1,200
2.8 Internet Connection Fees	8,820	8,820
2.9 Library Services Tools	6,500	6,530
2.10 Marketing/Advocacy	20,000	20,000
2.11 Member Library Computers Allotment	68,617	69,391
2.12 Outlets - Contribution to Operating	800	800
2.13 Periodicals	1,000	1,000
2.14 ILL Postage for libraries	2,000	2,300
2.15 Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16 Vehicle expense	59,000	56,000
2.17 Workshop/Training expense	14,000	14,000
PRL Circulating Collections		
2.18 Audio Book	5,000	5,000
2.19 eContent	87,500	67,500
2.20 Large Print	11,000	12,000
2.21 Programming Kits	2,000	5,000
2.22 Reference	2,600	2,600
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
Cost of Services		
3.1 Audit	20,000	21,000
3.2 Bank expenses	1,700	1,700
3.3 Bank Investment Fees	4,700	4,700
3.4 Building-Repairs/Maintenance	21,500	23,500
3.5 Dues/Fees/Memberships	12,750	13,000
3.6 Insurance	20,500	25,000
3.7 Janitorial/Outdoor maintenance expense	35,000	36,500
3.8 Photocopy	4,300	4,000
3.9 Salaries	1,666,962	1,777,903
3.10 Salaries - Employee Benefits	353,396	376,916
3.11 Staff Development	20,000	20,000
3.12 Supplies/Stationery/Building	29,000	29,000
3.13 Telephone	8,500	8,500
3.14 Travel	8,000	8,000
3.15 Trustee expense	26,000	26,000
3.16 Utilities	36,000	34,000
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Notes for the Parkland Regional Library System Budget 2024

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2024, there is a forty-three-cent increase to the municipal per capita requisition to \$9.18. Parkland held the requisition at \$8.55 for three consecutive years and in 2023 saw a twenty-cent increase to \$8.75. For calculating the municipal levy for 2024, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

Points within the budget to note include:

At the March 16th Executive Committee meeting, *“it was agreed that a 5% increase to the budget is the maximum that could be borne by the municipalities. This equals .44 to .55 cents per capita. Staff were to build a budget around this increase.”* The proposed budget meets the criteria established by the Executive Committee in March.

While most expense lines of the budget remain stable, below is an overview.

Under Income

- 1.1 has been adjusted to reflect the .5 cent operating grant per capita increase provided by the Government of Alberta (GOA) and the switch to using 2019 population figures for issuing grants. The per capita grant rate is now \$4.75.
- 1.2 has been adjusted to reflect the new population figures and .5 cent per capita increase in the On Reserve, On Settlement grant. See the accompanying sheet for details. Also see the corresponding expenditure line 2.6.
- 1.3 has been adjusted to account for the current population and new requisition per capita amount of forty-three cents
- 1.4 has been increased to reflect the 5 cent GOA per capita grant increase and updated 2019 population statistics. See also line 2.1.
- 1.5 is an estimated increase based on improved returns on Parkland’s bond investments.

Under Support Materials

- 2.2 has been adjusted to reflect current populations
- 2.3 has been adjusted up to reflect the known increased software costs anticipated for 2024
- 2.4 Originally created in 2022 as a budget line item worth \$35,835, the Cooperative Collection Fund is provided to give Parkland staff funds for the purchase of physical materials (e.g., books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland has been targeting spending so member library collections are supplemented to reflect patron needs. Generally speaking, the materials purchased are available in other library systems in Alberta but not within Parkland. For 2023, the collection was funded by reserves in the amount of \$35,000. However, to be sustainable this collection has been added back into the budget at the reduced amount of \$30,000.
- 2.5 and 2.19 need to be examined together. Between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of changed priorities and licensing agreements.
- 2.11 has been adjusted to reflect current population numbers.

Under Cost of Service

- 3.6 has increased due to a general increase in Cyber Insurance premiums.
- 3.9 and 3.10 have been adjusted for 2024 reflecting current staffing levels which include staff hired recently to fill long vacant positions and includes salary and benefits

increases using the current compensation policy where the grid received a cost-of-living adjustment and all eligible staff were awarded a step up on the grid. COLA for Alberta was at COLA at 4.3% at the end of May.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.

Provincial grants amount to approximately 43.3% of PRLS' total income (line 1.1).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$282,100. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections for our libraries. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 95% of the 2024 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System



Return on Municipal Levy

Based on 2024 Budgeted Amounts **2024**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$262,277
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$282,100
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$231,308
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$8,820
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$133,550
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$56,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,530
Contribution to Outlet Libraries*		\$800
Materials Discount	(40% in 2022)	\$116,911
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
Sub-Total		\$2,028,546
Requisition		\$2,123,362
Difference Between Levy & Direct Return		95%
		\$94,816

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Brief Notes – September 2024

INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget slight increase to \$9.18
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita
- 2.3 Line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.6 Funding increased and is provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2023 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2023 level
- 2.9 Increased slightly to \$6,530
- 2.10 Held at 2023 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 based on actual expenditures
- 2.14 Increased slightly based on actual - includes both ILL postage reimbursement to libraries and ILLs sent from HQ for libraries
- 2.15 Held at 2023 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Decreased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2023 amount
- 2.19 Decreased due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures
- 2.20 Increased slightly to \$12,000 to meet demand
- 2.21 Increased to include more tech-based programming kits for member library use
- 2.22 Held at 2023 level \$2,600

COST OF SERVICES

- 3.1 Increased slightly to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Held at \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2023 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$23,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased significantly to \$25,000 based on Cyber Insurance increase - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Reduced slightly – reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels – includes COLA and a step increase for eligible staff
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2023 amount
- 3.12 Held at 2023 level \$29,000 - based on a five-year review
- 3.13 Held at 2023 level \$8,500 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2023 level – based on 3-year review of actual expenses and estimates
- 3.15 Held at 2023 level of \$26,000 – includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities using virtual and in person meetings as established
- 3.16 Reduced slightly - based on review of actual costs in the new building and then estimated

Complete Notes to the 2024 Budget

PARKLAND REGIONAL LIBRARY SYSTEM Proposed 2024 Budget

	Present Budget	
	2023	2024
Income		
1.1 Provincial Operating Grant	992,621	1,045,242
1.2 On Reserve, On Settlement Grant	145,602	156,647
1.3 Membership Fees	2,001,335	2,123,362
1.4 Alberta Rural Library Services Grant	429,742	452,928
1.5 Interest Income	28,500	50,000
TOTAL Income	3,597,800	3,828,179

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

1.2 On Reserve, On Settlement Grant:

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

1.3 Membership Fees:

\$9.18 per capita – requisition to municipalities to balance the budget, a forty-three cent increase per capita.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

Support Materials & Services Direct to Libraries		2023	2024
2.1	Alberta Rural Library Services Grant	429,742	452,928
2.2	Allotment Funds issued to Libraries	259,362	262,277
2.3	Computer Maint. Agree. Software licences	207,512	231,308
2.4	Cooperative Collection Fund	0	30,000
2.5	eContent Platform fees, Subscriptions	45,000	66,050
2.6	On Reserve, On Settlement Grant expenses	78,839	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	6,500	6,530
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,617	69,391
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,000	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	59,000	56,000
2.17	Workshop/Training expense	14,000	14,000
	PRL Circulating Collections		
2.18	Audio Book	5,000	5,000
2.19	eContent	87,500	67,500
2.20	Large Print	11,000	12,000
2.21	Programming Kits	2,000	5,000
2.22	Reference	2,600	2,600
	TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects materials allotment rate of \$1.13 per capita – held at the 2023 level.

*2.3 Computer Maint. Agree.
Software Licences:*

line increased significantly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS’ management of wireless networks, PRLS’ computer licences, and licenced services for the Polaris integrated library system, also small non-capital IT items as needed such as monitors and bar code scanners.

2.4 Cooperative Collection:

this line has been included back in the budget for 2023 and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees
and Subscription fees:*

this line increased and 2.19 has decreased – between the two lines, there is only an increase of \$1,050 over the previous year. Changes in how funds were allocated to each specific line are a reflection of changes in priorities, licence agreements and how we track expenditures - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland’s six First Nations reserves.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2023 level.

2.8 Internet Connection

Fees:

for internet service provision to member libraries and HQ – based on a five-year contract, held at 2023 level.

2.9 Library Services Tools:

slight increase, based on actual costs then estimated– includes (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

2.10 Marketing/Advocacy:

amount held at the same level as 2023 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

2.11 Member Library

Computers:

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

held at 2023 level – based on actual, includes professional development publications and library journals.

2.14 ILL Postage Reimbursement for Libraries:

increased slightly based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.

2.15 Supplies purchased Cataloguing/Mylar:

held at 2023 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

reduced slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

2.17 Workshop/Training: includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2023 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2023 level – used to support the physical audiobook collection.

2.19 eContent: decreased significantly due to line 2.5 increasing - changes in how funds were allocated to each specific line are just a reflection of change in priorities, licence agreements and how we track expenditures - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

2.20 Large Print Books: slight increase from 2023 level to help refresh the collection.

2.21 Programming Boxes: increased to build new programming tech-based kits and consumables for programming in member libraries.

2.22 Reference Materials: held at 2023 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2023	2024
3.1	Audit	20,000	21,000
3.2	Bank expenses	1,700	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	21,500	23,500
3.5	Dues/Fees/Memberships	12,750	13,000
3.6	Insurance	20,500	25,000
3.7	Janitorial/Outdoor maintenance expense	35,000	36,500
3.8	Photocopy	4,300	4,000
3.9	Salaries	1,666,962	1,777,903
3.10	Salaries - Employee Benefits	353,396	376,916
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	26,000	26,000
3.16	Utilities	36,000	34,000
TOTAL Cost of Services		2,268,308	2,409,719

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – held at 2023 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2023 level.
- 3.4 Building-Repair/ Maintenance:* increased slightly – costs are based on actual expenses in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

3.5 Dues/Fees/

Memberships:

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual expenses.

3.6 Insurance:

this line has increased mainly due to cyber insurance - also includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

3.7 Janitorial/Outdoor

Maint. Expense:

increased slightly to \$36,500 - for janitorial building maintenance including things such as carpet and window cleaning - also includes outside building maintenance and a major item in the snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage with a slight decrease, based on actual costs.

3.9 Salaries:

to reflect the current staffing level and includes both COLA and step increases for all eligible staff - staff have not had a step increase in two years.

3.10 Salaries-Employee

Benefits:

to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.

3.11 Staff Development:

funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, first aid, conferences and other continuing education activities - held at \$20,000.

3.12 Supplies/Stationery/

Building:

based on five-year review and held at 2023 level - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, also building and stationery supplies.

- 3.13 Telephone:* based on actual and held at 2023 level - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, held at \$8,000.
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2023 level.
- 3.16 Utilities:* reduced slightly, based on actual expenses since moving into the new building in October 2020 and then estimated for a full year.

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2024 Budget

	Present Budget 2023	Proposed Budget 2024
TOTAL Income	3,597,800	3,828,179
TOTAL Support Materials & Services Direct to Libraries	1,329,492	1,418,460
TOTAL Cost of Services	2,268,308	2,409,719
TOTAL Expenses (library materials & cost of service)	3,597,800	3,828,179
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.75	9.18

Budget Supplement

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves.

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicle in 2024. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2024

Explanation points to the 2024 Budget dealing with Capital Assets, Amortization and Reserves
 In passing the budget you agree to the movement of funds between reserves and operating
 as defined below and based on policy.
 Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2024	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$68,992	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRL assets) (Estimated capital PRLS assets - 2024, \$78,100 -B)</i>	\$282,100	
	\$351,092	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0	C
	\$0	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$35,145	B
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$42,955	B
Vehicle Reserve		
Proceeds from the sale of vehicles	\$0	C

(actual amounts will be based on exact selling price in the year)

Technology Reserve

Budgeted for member library computers \$69,391

\$138,383

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building \$68,992 **A**

(actual amount will be affected by asset disposals during the year)

Amortization expense anticipated for building \$78,939

(actual amount will be affected by asset disposals during the year)

\$147,931



Agenda Date: **October 10, 2023**

Agenda Item: **New Business:**
Annual Recreation, Cultural, Historical, and Tourism Funding Support
Policy 52-2015 Amendment

ADMINISTRATIVE RECOMMENDATIONS

THAT Policy 52-2015 be amended to include eligibility requirements that the organizations applying for the grant, do not have significant cash or reserves that could be used to fund their ask; AND

THAT the application procedure include the right of the Town of Bentley Administration to ask organizations that are applying for funding to provide disclosure of reserves or cash balances to help with assessing their application.

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.

For the last several years, there has been increased interest in the program and Mayor and Council along with administration need to be sure that funding is being provided to organizations who need the funding the most.

It is also felt that if organizations that have access to large cash balances or unrestricted reserves, should use that funding first, prior to the Town providing additional 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 organization's 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 for the 2024 year must be received by December 31, 2023, and Mayor and Council will review and consider applications by January 31, 2024. This is a reminder to organizations that may wish to access the funding to ensure that their application is submitted prior to December 31, 2023, to be considered for funding in the 2024 year.

Also, any organization that was provided funding support for the 2023 year, 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, 2023. Any such applicant that received funds in 2023 has provided the required report or has requested an extension of funds if they have been unspent.

ATTACHMENTS

- 1) Policy 52/2015 - Annual Recreation, Cultural, Historical and Tourism Funding Support Program (Revised with additions to the policy shown in italics and bold)

Marc Fortais, CAO



Policy No. 52 / 2015

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

Date Adopted: September 8, 2015

Date Revised: October 10, 2023

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.
2. ***The organization has a demonstrated financial need and does not have a significant amount of cash or reserves that could be used to fund the request.***

Initial

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".
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.
7. ***Town of Bentley reserves the right to ask organizations that are applying for any additional clarification regarding financials including disclosure of reserves or cash balances in the bank.***

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 ***(not carrying reserves or high cash balances in their bank)***
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.
6. Preference may be given to applicants that can demonstrate a clear alignment to the strategic objectives identified by Mayor and Council through the Town of Bentley Strategic Plan.

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 addition to the annual budgeted funds for this policy and may approve other conditions regulating the expenditure of grant funds.

Chief Administrative Officer

Mayor

**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.

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?

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

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

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

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

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.

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

Date: _____ Representative: _____



Agenda Date: **October 10, 2023**

Agenda Item: **New Business:**
Fortis Electric Distribution and Transmission Franchise Fee 2024

RECOMMENDATION

THAT Mayor and Council set the electrical distribution system franchise fee percentage for the 2023 November deadline related to the Franchise Fee Collected in the 2024 year at 10%.

SUMMARY AND BACKGROUND

The Town of Bentley has a distribution and transmission system franchise fee agreement with Fortis Alberta. Pursuant to that agreement and the Municipal Government Act, Section 45 (Non municipal public utilities), the Town has the authority to collect this franchise fee. The fee is based on the distribution and transmission revenue and does not include power consumption.

The agreement provides essential electric distribution services, provides the authority for Fortis Alberta to operate and maintain the electrical distribution services and allows for the use of municipal right of ways for the provision of the services to the Town of Bentley and the community.

The current franchise agreement is effective beginning October 1, 2023, for a 5-year renewal term to September 30, 2028. The agreement also provides for an additional 5-year renewal term after the expiry date of this renewal term.

The Town of Bentley receives a portion of the revenue collected through Distribution and Transmission Fees to be paid back to the municipality each year. This rate historically has been set at 10% and has remained unchanged for many years. The funds collected through the franchise fee and paid back to the Town of Bentley are utilized to fund Capital Projects that are much needed in the community.

What are the benefits of a Franchise Fee Agreement:

- Long term partnership for the provision of stabilized energy services
- Provides another source of revenue to fund community capital projects
- There is an established service level commitment to maintain streetlights
- Cost of relocations and other grid modifications locally are offset by dollars collected through a rider
- Joint use of facilities
- Reduction of liability to the municipality
- Schedule B established for costs related to additional services

It should also be noted, that annually, the Town of Bentley is required to notify FortisAlberta “prior to November 1,” of each year of the franchise fee percentage to be charged in the following year.

Currently the franchise fee being charged for the 2023 year is 10%, and was approved at the October 11, 2022, regular council meeting. I have attached for your reference, a comparative listing of the other franchise fees collected by other municipalities in Alberta (Attachment 1).

Administration is recommending that the franchise fee remain at 10% due to the continued impacts of inflation on local businesses and residents within the Town of Bentley.

Administration has attached the proposed rate letter received from Fortis for the 2024 year (Attachment #2). It should also be noted that if Council decides to change the franchise fee rate for 2023 for the 2024 year, the process involves advertising the rate change in the newspaper with the widest circulation and we would also be required to obtain approval from the Alberta Utilities Commission.

BUDGET AND FINANCIAL CONSIDERATIONS

For the 2023 year an estimated delivery tariff revenue is \$814,453 based on 2024 anticipated Distribution and Transmission charges revenue proposed by FORTIS With the Franchise Fee remaining at 10% the franchise fee revenue payable to the Town would be \$81,453.

Historical Information regarding Franchise Fees Collected from Fortis and utilized for capital projects in the community are as follows:

2014	\$57,174
2015	\$60,470
2016	\$60,784
2017	\$63,505
2018	\$59,748
2019	\$68,153
2020	\$70,131
2021	\$73,339
2022	\$77,432
2023	\$78,899
2024	\$81,453 (estimated)

RATIONALE FOR RECOMMENDATION

- These fees are collected each year and the funds are applied towards the current year’s capital projects, or if not utilized would be placed into a reserve account for future years projects. This is an effective method for the Town to raise funds to help pay for investment in infrastructure projects.
- The Town has a signed agreement with Fortis for a franchise to provide electricity services to the customers of the Town of Bentley in accordance with Bylaw 168/2013. (Attachment 3)
- Fortis Alberta has exclusive rights to provide electrical distribution services within the legal boundaries of the municipality as per authorization provided through bylaw 212/2019 (Attachment 4)

- Freezing the rate at the current percentage does not add additional burden to the local resident and business owner in a time that they continue to recover from the impacts of the COVID-19 pandemic and economic downturn.

ATTACHMENTS

1. 2022 Franchise fees collected by other municipalities in Alberta
2. 2023 Fortis Alberta Proposed Rate Letter
3. Bylaw 168/2013
4. Bylaw 212/2019 Bylaw to prohibit other persons from providing electrical distribution service within the legal boundaries of the municipality

Marc Fortais, CAO

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	2%	2022/01/01
02-0011	Athabasca	16%	2023/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	16%	2023/04/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	12%	2021/01/01
02-0387	Banff	6%	2020/01/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	5%	2022/04/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	16%	2023/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective	Muni	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	9%	2021/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.13%	2022/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	7%	2018/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	15%	2023/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	15%	2021/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.91%	2023/01/01	02-0215	Mayerthorpe	12%	2023/04/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	16%	2019/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	5.50%	2013/07/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	15%	2019/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10%	2022/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	5%	2015/04/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	10%	2023/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	11%	2020/04/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	0%	2015/01/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	5%	2021/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	14.75%	2022/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	17.0%	2023/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	3.91%	2023/01/01
02-0307	Sundre	10%	2020/01/01	04-0354	Yellowstone	3%	2016/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

September 26, 2023

RE: 2024 Franchise Fee Calculator, Confirmation of Franchise Fee, Microgeneration Update

FortisAlberta is writing to you to share some important information about the 2024 Franchise Fee Calculator as well as an update on franchise fees and microgeneration.

2024 Franchise Fee Calculator

FortisAlberta is currently preparing for the annual franchise fee changes and is updating the calculator used by the municipalities to forecast franchise fee revenue in 2024.

In early September, FortisAlberta filed its annual rates application as required by the Alberta Utilities Commission (AUC). However, the AUC has not yet issued a decision on the *Third Generation Performance-Based Regulation* plan that will cover the 2024-2028 period or the *Cost-of-Capital Parameters in 2024 and Beyond*, that will determine the 2024 rates. The AUC is expected to issue these decisions by the end of September.

Once these decisions are issued, FortisAlberta would then incorporate the directions from these decisions, or any other relevant decisions and apply for its 2024 distribution rates as and when directed by the AUC, potentially towards the end of October. In addition, actual transmission rates primarily depend on the transmission rates filed by the Alberta Electric System Operator (AESO), which are then approved by the AUC. As of the date of this letter, the AESO has not applied for the 2024 transmission rates.

Typically, rate information for the coming year is known by early September. FortisAlberta recognizes this delayed timeline for 2024 rates will be a challenge for municipalities as they prepare their budgets and set their franchise fees for 2024. To allow the municipalities to start budgeting for 2024, FortisAlberta has created the franchise fee calculator with an assumption that both transmission and distribution rates would increase by 3.71 per cent.

Currently, inflation in 2024 is expected to be somewhat lower than in 2023, and therefore, FortisAlberta considers that assuming a rate increase of 3.71 per cent is reasonable on balance. However, any actual rate change for 2024 could be materially different than this estimated increase of 3.71 per cent. FortisAlberta also estimates electricity consumption and the franchise fee amount paid by customers within each municipality. While this estimate is more robust, actual consumption could be somewhat different.

Request - Confirmation of Franchise Fee

Reviewing the process for 2024 franchise fee changes, **FortisAlberta requests all municipalities to confirm via email that they have received this information and if they plan any increase/decrease or plan to keep the current franchise fee percentage.** Please confirm your franchise information that is included in the calculator, specifically the franchise fee percentage and respond to

StakeholderRelations@FortisAlberta.com to confirm any increase/decrease or no change. Additionally, we have included a table showing municipalities and their current franchise fee percentage. This information will help you understand what other communities are charging and confirms of your current franchise fee percentage.

Media Coverage on Franchise Fees

Recently in the media there have been reports of high Regulated Rate Option (RRO) rates where some Distribution Facility Owners (DFO) charge Franchise Fees on these Retailer costs. FortisAlberta only charges Franchise Fees on Transmission and Distribution tariff costs and excludes all rate riders and Retailer costs.

Microgeneration Update

In case you are asked by constituents about our microgeneration connection process and why it is taking longer to connect these installations, we wanted to provide you with some context. During the last three years, FortisAlberta microgeneration connections have doubled. For 2023, we estimated that more than 1,600 connections will take place in our service area alone. We have added additional staff to meet the demand as FortisAlberta has the busiest service area for microgeneration in Canada. Additionally, one in three applications are not complete when it is submitted resulting in additional work. We are working closely with customers to ensure their preparedness and continue to identify and execute efficiencies to streamline the process.

If you have additional questions or concerns specific to microgeneration, franchise fees or questions in general please contact your Stakeholder Relations Manager.

Sincerely,



Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com



TOWN OF BENTLEY

By-law No. 168 / 2013

A Bylaw of the Town of Bentley in the Province of Alberta to authorize the Mayor and the Chief Administrative Officer to enter into an agreement granting FortisAlberta Inc. (the "Company"), the right to provide distribution access services within the Town of Bentley.

WHEREAS pursuant to the provisions of the Municipal Government Act, R.S.A. 2000 c. M-26, as amended (the "Act"), the Town of Bentley desires to grant and the Company desires to obtain, an exclusive franchise to provide distribution access services within the Municipality for a period of ten (10) years subject to the right of renewal as set forth in the said agreement and in the said Act;

WHEREAS the Council of the Town of Bentley and the Company have agreed to enter into an Electric Distribution System Franchise Agreement (the "**Agreement**"), in the form annexed hereto;

WHEREAS it is deemed that the Agreement would be to the general benefit of the consumers within the Town of Bentley.


NOW THEREFORE the Council of the Town of Bentley enacts as follows:

- 1) THAT the Electric Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be and the same is hereby ratified, confirmed and approved, and the Mayor and Chief Administrative Officer are hereby authorized to enter into the Electric Distribution System Franchise Agreement for and on behalf of the Town of Bentley, and the Chief Administrative Officer is hereby authorized to affix thereto the corporate seal of the Town of Bentley.
- 2) THAT the Electric Distribution System Franchise Agreement annexed hereto as Schedule "A" is hereby incorporated in, and made part of, this Bylaw.


Initial

- 3) THAT the Council consents to the exercise by the Company within the Town of Bentley of any of the powers given to the Company by the Water, Gas and Electric Companies Act, R.S.A. 2000 c. W-4, as amended.
- 4) THAT this Bylaw shall come into force upon the Electric Distribution System Franchise Agreement being approved by the Alberta Utilities Commission and upon being given third reading and finally passed.

Read a First time in Council assembled this 14th day of May, 2013.




Mayor




Chief Administrative Officer

Read a Second time in Council assembled this 14th day of May, 2013.



Mayor



Chief Administrative Officer

Read a Third time in Council assembled and passed this 13 day of AUGUST, 2013.



Mayor



Chief Administrative Officer



TOWN OF BENTLEY

By-law No. 212/2019

A BYLAW TO PROHIBIT OTHER PERSONS FROM PROVIDING ELECTRIC DISTRIBUTION SERVICE WITHIN THE LEGAL BOUNDARIES OF THE MUNICIPALITY

WHEREAS, pursuant to section 45 of the *Municipal Government Act*, R.S.A. 2000, c. M-26 (the "*Municipal Government Act*"), and as authorized by Municipal Bylaw 168/2013, 2013, Town of Bentley (the "Municipality") has entered into an Electric Distribution Franchise Agreement with FortisAlberta Inc. (the "Franchise Agreement");

WHEREAS, pursuant to the terms of the Franchise Agreement, FortisAlberta Inc. (such party and its successors and permitted assigns hereinafter referred to as "FortisAlberta") has been granted the exclusive right to provide electric distribution service within the legal boundaries of the Municipality as altered from time to time (the "Municipal Franchise Area") for the term of such agreement;

WHEREAS, the Municipality may, upon the expiration of the Franchise Agreement and subject to the terms of the *Municipal Government Act*, enter into a subsequent or replacement agreement with FortisAlberta or a third party (either such party the "Subsequent Franchisee") which grants such Subsequent Franchisee the exclusive right to provide electric distribution service within the Municipal Franchise Area for the term of such agreement (any such agreement or replacement thereof a "Subsequent Franchise Agreement");

WHEREAS, the legal boundaries of the Town of Bentley may be altered from time to time after the date this Bylaw is passed, due to municipal annexations or for other reasons;

AND WHEREAS, pursuant to Section 46 of the *Municipal Government Act*, and for the duration of any Franchise Agreement or Subsequent Franchise Agreement (any such agreement an "Exclusive Franchise Agreement"), the Municipality wishes to prohibit any person other than FortisAlberta or the Subsequent Franchisee, as the case may be (such party the "Exclusive Franchisee"), from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area;


Initial

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

Short Title

1. This Bylaw may be referred to as the "Prohibiting Other Persons From Providing Electric Distribution Service within Municipal Franchise Area Bylaw"

Prohibiting Other Persons

2. For the duration of any Exclusive Franchise Agreement, any person other than the Exclusive Franchisee shall be prohibited from providing electric distribution service, or any similar utility service, within the Municipal Franchise Area.
3. If, prior to the date that this Bylaw is passed:
 - (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurred and resulted in the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - (b) the service area of such rural electrification association was subsequently altered by Decision 22164-D01-2018 or any other decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area;

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date that this Bylaw is passed.

4. If:
 - (a) an alteration of the legal boundaries of the Municipality, through annexation or otherwise, occurs after (or occurred prior to) the date that this Bylaw is passed and results in (or resulted in) the service area of any rural electrification association (as such term is defined in the *Electric Utilities Act*, R.S.A. 2003, c. E-5.1) extending into the Municipal Franchise Area; and
 - (b) the service area of such rural electrification association is subsequently altered by any decision, order, or approval of the Alberta Utilities Commission (or otherwise pursuant to applicable law) such that it no longer extends into the Municipal Franchise Area (any such alteration, a "Service Area Alteration");



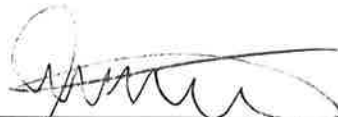
Initial

then any consumers within the Municipal Franchise Area which are connected to, and take electric distribution service from, such rural electrification association must transfer to, connect to, and take electric distribution service from, the Exclusive Franchisee no later than the ninetieth (90th) day following the date of such Service Area Alteration.

READ a First time in Council assembled this 25th day of June, 2019

READ a Second time in Council assembled this 25th day of June, 2019

READ a Third time in Council assembled this 25th day of June, 2019



Mayor Greg Rathjen



Chief Administrative Officer, Elizabeth Smart



Agenda Date: **October 10, 2023**

Agenda Item: **New Business:**
ATCO Gas & Pipelines Franchise Fee 2024

RECOMMENDATION

THAT Mayor and Council set the natural gas distribution system franchise fee percentage for the 2023 November deadline related to the Franchise Fee Collected in the 2024 year at 12%.

SUMMARY AND BACKGROUND

The Town of Bentley has a natural gas distribution system franchise agreement with ATCO Gas. Pursuant to that agreement and the Municipal Government Act, Section 45 (Non municipal public utilities), the Town has the authority to collect this franchise fee. The fee is based on the “Delivery Tariff” revenue (gas lines/infrastructure) and does not include gas consumption.

Annually, the Town of Bentley is required to notify ATCO gas, “prior to November 1,” of each year of the franchise fee percentage to be charged in the following year. A new contract and agreement signed with ATCO beginning November 1, 2019, with a term ending October 31, 2034.

Currently the franchise fee being charged for the 2023 year is 12%, was approved at the October 11, 2022, meeting of Mayor and Council. I have also attached for your reference, a comparative listing of the other franchise fees collected by other municipalities in Alberta (Attachment 1).

Administration is recommending that the franchise fee remain at 12% due to the continuing inflationary pressures on Bentley businesses and residents. Also attached to this report is a copy of the letter received from ATCO advising the Town of the anticipated revenue to be generated from the current franchise fee rate (Attachment #2).

It should also be noted that if Council decided to change the franchise fee rate in 2023 for the 2024 year, the process involves advertising the rate change in the newspaper with the widest circulation and we would also be required to obtain approval from the Alberta Utilities Commission.

BUDGET AND FINANCIAL CONSIDERATIONS

For the 2024 year the forecasted delivery tariff revenue is \$357,266, therefore based on a franchise fee charged at 12% the franchise fee revenue payable to the Town would be \$42,872.

Historical Information regarding Franchise Fees Collected from ATCO as follows:

2014	\$23,745
2015	\$27,925
2016	\$29,074
2017	\$33,119
2018	\$26,458
2019	\$31,790
2020	\$38,585
2021	\$43,047
2022	\$45,495
2023	\$40,000 (projected to yearend)
2024	\$42,872 (Estimated)

RATIONALE FOR RECOMMENDATION

- These fees are collected each year and the funds are applied towards the current year's capital projects, or if not utilized would be placed into a reserve account for future years projects. This is an effective method for the Town to raise funds to help pay for investment in infrastructure projects.
- The Town has a signed agreement with ATCO for a franchise to provide natural gas services to the customers of the Town of Bentley in accordance with Bylaw 213/2019. (Attachment 3)
- Freezing the rate at the current percentage does not add additional burden to the local resident and business owner in a time that continue to be heavily impacted by rising costs due to inflation. .

ATTACHMENTS

1. Franchise fees collected by other municipalities in Alberta
2. Anticipated Franchise Fee Revenue – Letter from ATCO
3. Bylaw 213/2019

Marc Fortais, CAO

Effective June 1, 2022 by AUC Disposition 27356-D01-2022
 This Replaces Rider "A"
 Previously Effective January 1, 2022

**ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A"
 MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO**

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.
 Method C. - Applied to gross revenues* and Rider "E".

<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>	<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>	<u>Municipalities – Method A</u>	<u>%</u>	<u>Effective Date yymmdd</u>
Alberta Beach	8.00	20/03/01	Grimshaw	30.00	12/02/15	Seba Beach	20.00	10/06/03
Alix	12.00	19/01/01	Hardisty	22.00	18/01/01	Sexsmith	25.00	07/04/24
Amisk	9.10	00/04/18	Hines Creek	30.00	05/08/02	Sherwood Park	22.00	10/07/01
Argentia Beach	0.00	10/07/09	Hinton ***	14.60	12/01/01	Silver Beach	20.00	05/03/24
Bashaw	15.00	04/03/18	Holden	3.50	14/01/01	Slave Lake	25.50	20/01/01
Beaverlodge	11.50	20/01/01	Hughenden	10.98	00/07/18	Spirit River	24.00	01/06/18
Bentley	12.00	20/01/01	Hythe	12.00	18/02/01	Spruce Grove	30.00	20/01/01
Berwyn	22.00	19/01/07	Innisfree	25.00	08/09/08	St. Albert	20.30	19/01/01
Bittern Lake	7.00	18/01/01	Irma	20.00	04/10/15	Stony Plain	35.00	21/02/01
Blackfalds	35.00	10/01/01	Itaska	12.00	04/09/21	Swan Hills	10.00	21/01/01
Bon Accord	23.00	22/01/01	Jasper Muni	19.10	22/01/01	Sylvan Lake	27.00	19/01/01
Breton	15.00	17/01/01	Jasper Ntl Pk	17.10	06/09/01	Thorsby	20.00	14/01/01
Bruderheim	20.00	21/01/01	Kitscoty	10.00	05/09/15	Tofield	10.00	04/05/04
Camrose	27.00	20/04/01	Lacombe	27.75	22/01/01	Vegreville	33.00	04/10/12
Caroline	35.00	21/01/01	Lamont	35.00	04/05/10	Vermilion	22.00	21/01/01
Chipman	0.00	06/05/12	Lavoy	16.61	09/10/23	Veteran	6.00	17/01/01
Clive	16.17	04/05/17	Legal	25.00	22/01/01	Viking	21.51	04/09/26
Clyde	9.46	10/05/04	Lloydminster	25.00	08/02/01	Wabamun	15.00	18/06/01
Cold Lake	13.00	05/11/01	Lougheed	15.00	12/09/17	Warburg	10.00	09/01/01
Consort	22.00	04/05/07	Mannville	25.00	20/01/01	Wembley	25.00	08/07/01
Coronation	10.05	09/07/14	Mayerthorpe	15.00	22/01/01	Wetaskiwin	33.00	21/01/01
Czar	11.84	00/04/27	McLennan	24.00	05/05/19	Whitcourt ***	25.92	22/01/01
Donnelly	30.00	05/09/06	Millet	22.00	08/01/01			
Drayton Valley***	22.00	04/10/22	Minburn	16.61	16/01/01	<u>Municipalities – Method C</u>		<u>Effective Date yymmdd</u>
Eckville	20.00	16/03/01	Mirror	12.60	06/07/13	Andrew	9.00	99/11/25
Edgerton	15.00	22/01/01	Mundare	23.00	20/04/01	Eaglesham	5.26	05/06/08
Edmonton	35.00	19/01/01	Nampa	16.84	04/04/22			
Edson***	20.00	21/01/01	Onoway	10.00	22/01/01			
Entwistle	17.32	10/02/22	Oyen	30.00	08/01/17			
Fairview	17.31	15/10/01	Peace River	32.00	22/01/01			
Falher	17.00	20/01/01	Point Alison	15.00	07/10/12			
Fort McMurray	10.00	21/03/01	Ponoka	23.00	21/01/01			
Fort Saskatchewan	0.00	04/09/28	Provost	22.00	13/01/01			
Fox Creek	15.00	20/01/01	Red Deer	35.00	17/01/01			
Gibbons	30.00	05/10/01	Rimbey	26.00	18/01/01			
Girouxville	26.00	19/01/01	Rocky Mtn. House	30.00	15/01/01			
Golden Days	25.00	04/06/15	Rycroft	30.00	16/02/10			
Grande Prairie	25.00	06/03/07	Ryley	10.00	16/02/01			

* Gross Revenues are ATCO Gas total charges, less GST.
 *** Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

31 August 2023

Town of Bentley
PO Box 179
Bentley, AB, T0C 0J0

Attention: Mr. Marc Fortais, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement

As you are aware, ATCO Gas pays the Town of Bentley a franchise fee. The franchise fee is collected from customers in Bentley and is based on a percentage of our Delivery Tariff. In Bentley, this percentage currently is 12.00%.

In 2022, our Delivery Tariff revenue in Bentley was \$385,347. Our forecast Delivery Tariff revenue for 2024 is \$357,266. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$42,872.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Bruce.Legault@atco.com.

Yours truly,

Bruce Legault

Bruce Legault
Manager, Red Deer Operations
ATCO Natural Gas Division



By-law No. 213/2019

A By-law of the Town of Bentley, in the Province of Alberta, to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd, to renew an agreement with and to confer a franchise on ATCO Gas and Pipelines Ltd. to deliver gas to customers within the corporate limits of the Town of Bentley

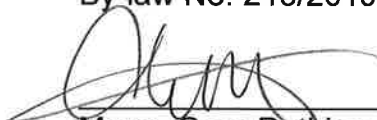
WHEREAS, ATCO Gas and Pipelines Ltd has requested a franchise to provide natural gas service to customers within the Town of Bentley;

AND WHEREAS, it is deemed that such an agreement would be of benefit to the customers within the Town of Bentley;

THEREFORE, under the authority of the Municipal Government Act, R.S.A, 2000, Chapter M-26, Part 3, Division 3, Sections 45 – 47, be it enacted that the Mayor and Administrator be authorized to sign the agreement, which is attached to and forming part of this by-law and marked as Schedule "A", between the Town of Bentley and ATCO Gas and Pipelines Ltd. to renew an agreement with and to confer a franchise on ATCO Gas and Pipelines Ltd. to deliver natural gas services within the Town of Bentley.

This by-law shall come into force and effect upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta and upon being given third and finally passed.

By-law No. 213/2019 read a first time this 23rd day of July, 2019



Mayor Greg Rathjen



CAO Elizabeth Smart

By-law No. 213/2019 read a second time this 8th day of October, 2019

By-law No. 213/2019 read a third time and finally passed this 8th day of October. 2019



Mayor Greg Rathjen



CAO Elizabeth Smart



Agenda Date: October 10, 2023

Agenda Item: New Business: Update regarding the Southeast Bentley Area Structure Plan

LEGISLATIVE REQUIRMENT/AUTHORITY

Section 633 of the Municipal Government Act, RSA 2000 cM-26 (as amended) allows a council to adopt an Area Structure Plan (ASP) by bylaw. An Area Structure Plan provides a framework for subsequent subdivision and development of an area of land.

An area structure plan must describe:

- the sequence of development proposed for the area.
- the land uses proposed for the area, either generally or with respect to specific parts of the area
- the density of population proposed for the area either generally or with respect to specific parts of the area.
- the general location of major transportation routes and public utilities

Furthermore, an area structure plan may contain any other materials that Council considers necessary, including matters relating to reserves.

BACKGROUND

In 2021 the Town of Bentley and Lacombe County partnered to prepare for and facilitate future commercial and industrial development on the lands southeast of Bentley and within Lacombe County. The Town of Bentley/Lacombe County Intermunicipal Development Plan, adopted December 2018, identifies these lands for potential future commercial and industrial opportunities.

This initiative was funded through a successful grant application through the Alberta Community Partnership (ACP) Grant funded by the Government of Alberta. The Town of Bentley is the managing partner for the project and the ACP Grant, with planning support provided by Parkland Community Planning Services (PCPS). Strategic direction for the project is provided by The Town of Bentley / Lacombe County ICF / IDP Committee, which is made up of two council representative each from the county and from the Town of Bentley along with administrative support at the CAO level and planning departments.

In addition, the following technical studies were completed to inform the plan:

- Traffic impact assessment, prepared by Stantec Consulting

- Servicing Study (including stormwater, wastewater, and potable water by Stantec Consulting)
- A biophysical and wetland assessment report, prepared by Paragon Soil and Environmental Consulting

The key deliverable for the project is the Southeast Bentley Area Structure Plan, which will outline the framework for future subdivision and development of NW and NE-23-40-01-W5M.

SUMMARY AND CURRENT STATUS

The Town and County hosted two public engagement sessions to gather important feedback and inform the Southeast Bentley Area Structure Plan. In November 2022, the first public meeting was held and included a presentation on background information and an initial proposed future land use concept. The original plan area included the southwest and southeast quarter sections on the south side of Highway 12.

The following feedback was received in the first round of engagement.

- All three landowners in the southern two quarter sections were opposed to the prospect of potential future development on their lands.
- Concerns were expressed with the large size of the Plan Area, loss of Agricultural lands, and the possible erosion of Bentley's small community character.

In response to the concerns raised, the committee removed the southern quarter sections from the Plan Area and directed the consultant to prepare a revised draft plan for the Committees review.

The first draft of the Southeast Bentley Area Structure Plan, with the reduced plan area, was presented to the public for their thoughts and perspectives during the second public meeting in June 2023, followed by a public survey. The survey yielded 102 responses and showed mixed support for the Plan. A detailed breakdown of the feedback received has been included in **Attachment 1 – Public Engagement Summary**.

During the second round of engagement, the major recurring feedback received included the following:

- Concern regarding the visual appearance of future industrial and commercial development in the Plan Area, and its impact on the Town's image and views cape as seen from Highway 12 and the Gull Lake Regional Trails at the intersection of Range Road 1-1 and Highway 12A.
- Concern regarding large business affecting the viability of smaller businesses downtown and taking visitor traffic away from downtown.
- Concern with how future development will be phased in the Plan Area
- Suggestions to include open space, in the form of outdoor recreation facilities in the Plan Area

In response to the feedback, the following changes have been made to the Plan.

- Added a requirement for developers to create site development guidelines addressing requirements for building design, landscaping, signage, and screening, to the satisfaction of Lacombe County.

- Four hectares (10 acres) of open space with a potential outdoor recreation facility has been identified in the northeast corner of the Plan Area, along Range Road 1-1.
- Added a policy that requires a developer to provide a phasing plan to the satisfaction of Lacombe County, prior to the county considering rezoning.

The Southeast Bentley Area Structure Plan will be considered first and potentially be adopted by the Council of Lacombe County as the lands are situated within the County. As such the Town of Bentley and Lacombe County Staff have worked with our consultant from PCPS to ensure that the plan is consistent with the County's planning framework. This framework is outlined in the County's Municipal Development Plan, Land Use Bylaw, and the Town of Bentley / Lacombe County's Intermunicipal Development Plan. Further the county has reformatted the draft plan to match other County Area Structure Plans.

The **proposed bylaw 1397/23 – Southeast Bentley Area Structure Plan (Attachment #2)**, will be considered for first reading at the October 12, 2023, meeting of Lacombe County Council. ***If first reading is approved, county staff are recommending that a public hearing be scheduled for Tuesday November 14, 2023, at 9:00am in the Lacombe County Council Chambers.*** This will allow the public an additional opportunity to review the revised plan and provide feedback once again. In addition, it is the intention in the future to consider annexation to the Town of Bentley. If annexation is successful and approved by the Province, the Town of Bentley will be able to adopt the plan as our own area structure plan, subject to any amendments to align with the Town's planning framework.

BUDGET AND FINANCIAL INFORMATION

To date \$162,060.60 has been spent on the project out of a total budget of \$200,000. This includes Planning fees from the consultant, advertising and public engagement fees, biophysical assessment, servicing study, traffic impact study, GIS and mapping, hall rentals for engagement, document preparation and drafting of the ASP. The project was funded 100% via grant funding.

ADMINISTRATIVE RECOMMENDATION

THAT Mayor and Council accept this update regarding the Southeast Bentley Area Structure Plan as information.

RATIONAL FOR RECOMMENDATION

- Mayor and Council appointed representation to the IDP/ICF committee, who have provided guidance and strategic direction for the development of the ASP.
- The ASP provides a framework for the future growth of Bentley to attract commercial and industrial development and expand the tax base.
- Public feedback has been considered and we have continued to adjust and modify the plan accordingly to strike a balance between the wants and needs of those impacted by the plan and the need to support future growth and tax base expansion.
- The desire from local recreation groups to look to provide additional future space to accommodate sports growth has been accommodated in the plan area.

- Ensuring the protection of the viewscape by adding additional language to promote design standards, phasing plans and site guidelines in addition to recreation area, have been incorporated in the revised draft.

ATTACHMENTS:

- 1) Public Engagement Summary
- 2) Southeast Bentley Area Structure Plan
- 3) Future Land Use Concept Map

Marc Fortais, CAO

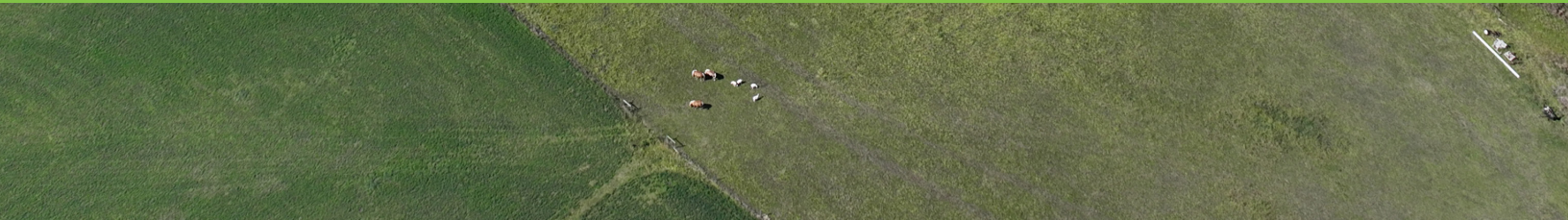


LACOMBE
COUNTY



SOUTHEAST BENTLEY AREA STRUCTURE PLAN

Public Engagement
Summary Report



Survey Overview

The *Southeast Bentley Area Structure Plan* represents a joint planning initiative between the Town of Bentley and Lacombe County to promote economic development by preparing for and facilitating future commercial and industrial development on the lands southeast of Bentley, within Lacombe County.

The *Southeast Bentley Area Structure Plan* has been prepared with the view of creating opportunities for economic development and sustainable growth for the Town of Bentley. Unlike other small urban communities in proximity to Red Deer, the Town of Bentley's population has been static for decades. At the same time there is a significant traffic volume of 14,000 cars per day passing by on Highway 12, which is not necessarily translating into commercial activity within Bentley. Drive by traffic could be attracted to stop at gas stations and restaurants, and even stay in hotels should they be built within the proposed commercial area.

While Bentley's downtown is largely original and authentic, with a sense of vitality and history, Bentley residents do travel to Lacombe, Sylvan Lake and Red Deer regularly for their shopping needs. This points to the leakage of retail dollars and untapped potential where more of this money could be kept within the community.

The Town and County initially held a public meeting on November 16, 2022 at the Bentley Community Hall. Through this public engagement, the Town and County heard various concerns related to the large size of the Plan Area, loss of agricultural lands, and erosion of Bentley's small town character. In response to the feedback, the two southern quarter sections were removed from the Plan Area and a draft Plan for public review was prepared.


A second public meeting was held at the Bentley Agricultural Society Building on June 29, 2023 to elicit feedback on the first draft Plan. In addition, an online survey was developed and administered, which yielded 102 responses. This document summarizes the input received, and describes a number of changes to the proposed Area Structure Plan as a result.

**Have a question about the survey results?
Contact Lacombe County or the Town of Bentley!**



 www.lacombecounty.com

 www.townofbentley.ca

 (403) 782-8389

 (403) 748-4044

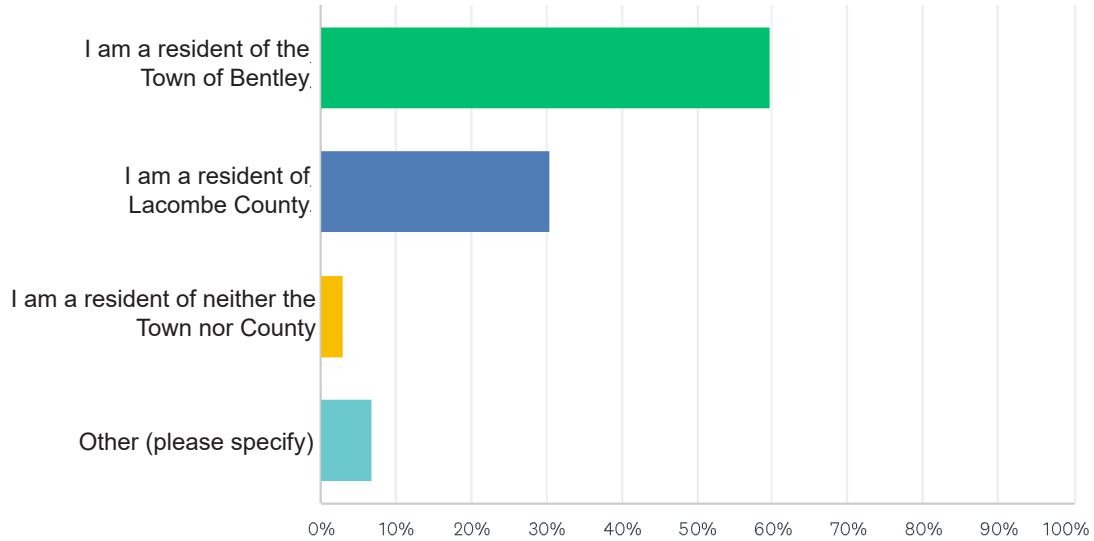
 planning@lacombecounty.com

 info@townofbentley.ca

Disclaimer: The data is reported in aggregate form and no personal identifying information was tracked by the County or Town. Any identifiable information in the responses has been censored. The responses remain completely anonymous.

Question 1. Are you a resident of the Town or County?

Answered: 102 Skipped: 0

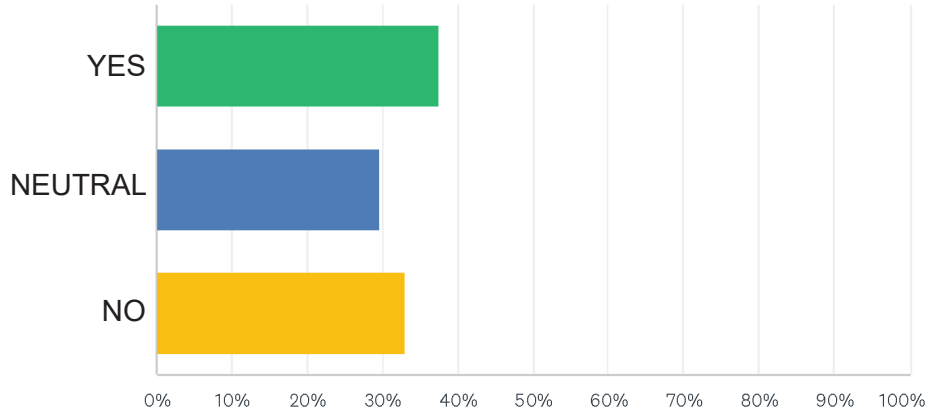


ANSWER CHOICES	RESPONSES	
I am a resident of the Town of Bentley	59.80%	61
I am a resident of Lacombe County	30.39%	31
I am a resident of both the Town and County	2.94%	3
Other (please specify)	6.86%	7
TOTAL		102

#	OTHER (PLEASE SPECIFY)
1	I am a business owner in Bentley
2	Lacombe
3	I work in Bentley
4	Business owner in bentley
5	Seasonal resident Sandy Point
6	Business owner
7	I live in red deer but have family who live in Lacombe county

Question 2. Does the proposed Future Land Use Concept of the Plan reflect your vision for the future of the lands southeast of Bentley?

Answered: 88 Skipped: 22



ANSWER CHOICES	RESPONSES	
👍 - YES	37.50%	33
😐 - NEUTRAL	29.55%	26
👎 - NO	32.95%	29
TOTAL		88

Question 3. If you are in support of the proposed Future Land Use Concept, please explain why.

Answered: 38 Skipped: 64

#	RESPONSES
1	I support the need for commercial and some light industrial south of Bentley.
2	We are in need of commercial and business areas in Bentley. There is no room to grow currently and we need growth.
3	I support the need for commercial + some light business industrial south of Bentley. However, I am against all the commercial and industrial to the east of the Fire Hall.
4	Bentley needs to be bigger
5	We need our town to grow,without new development we are going to remain small and taxes will remain high,more housing is also required to bring families here and of course the obvious (a grocery store)
6	It would attract more people to the area and it would keep more people around. It would be great to have a fast food place there (Tim Hortons would be great) so that after school, the students and parents can grab a bite to eat and stay to play at the parks and socialize with three community.
7	N/A
8	Yes

#	RESPONSES
9	We do need more industry in the area.
10	We need to grow and this is the only logical spot for commercial development
11	It sounds great
12	It helps develop and expand the town of Bentley and bring in new tax base and Business to the area . With that comes new home owners and a positive future.
13	As a town we need to grow and an industrial section would be a wonderful addition to our town. This would also be a boost to our town economy.
14	If the business industrial, and the highway commercial were switched around, having the industrial closer to hwy. 12, and business commercial on/off hwy. 12a, it would make more sense to continue bringing people into Bentley, as opposed to just driving by. Makes more sense.
15	We need more businesses here. We have no grocery store no other choice but the monkey top for a restaurant. We need choice to shop here. I hate leaving Bentley to go to Sylvan Lake to shop. Come on Bentley we need this.
16	More business in our community
17	I would love to have amenities closer to where I live, I also think it would create jobs for lots of locals!
18	Because i think it would be awesome to have some basic amenities back in this town. And not have to drive to sylvan or Lacombe for every little thing.
19	I believe that our community needs to see growth. An increased tax base will keep public services and infrastructure costs more affordable and by increasing the number of services available will draw more visitors in the long run.
20	Absolutely not. [REDACTED] and have already recorded noise at 81 decibels at 7am on Monday morning. Now you want to install water sewer and increase traffic?!
21	We need more industry in town for job creation.
22	We need more industry for employment in this town.
23	Bringing in commercial and industrial will in my opinion eventually bring in more reason to develop more residential, expand our town and bring in more businesses and hopefully put less strain on residential taxes.
24	Bringing in commercial/industrial businesses will lessen the strain of high residential taxes.
25	Need more things in this town. Need a good grocery store.
26	Businesses on the high will draw customers away from the existing businesses
27	New businesses will employ locals, make life more convenient and add choices
28	Expansion both for commercial and industrial is imperative for the growth of the town.
29	Extension of railway ave with trails
30	The extension of railway ave with trails
31	NO
32	Support future growth.
33	Increased infrastructure and businesses
34	We need more businesses in general
35	We need commercial and industrial development to help secure the future of this town's growth. Increased economic development will help reduce taxes, bring job opportunities to our youth and increase amenities to our community and visitors.
36	I support the the need of commercial and light industrial south of Bentley but NOT the quarter to the east of Bentley

#	RESPONSES
37	We need business to help support our town and help with tourism
38	We need industrial / commercial land to expand our tax base.

Question 4. If you are not in support of the proposed Future Land Use Concept, please explain why.

Answered: 31 Skipped: 71

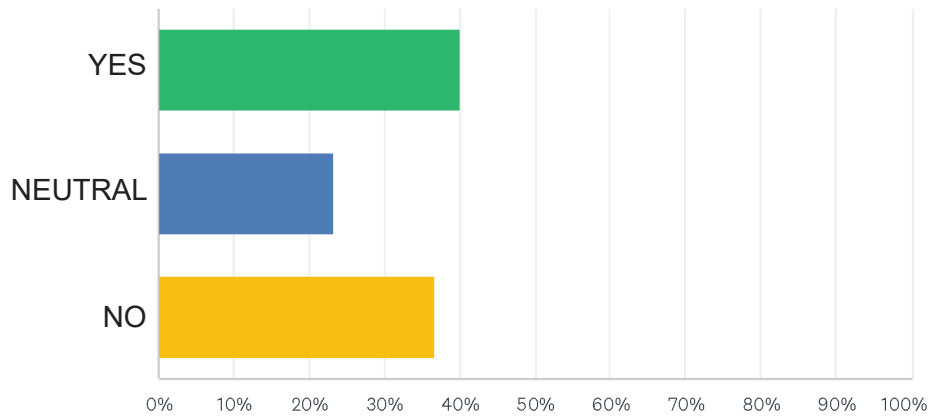
#	RESPONSES
1	I am not in support of light industrial on the east quarter of the Fire Hall. As it would be very unsightly for all the traffic coming in and out of Bentley from the east.
2	I do not believe all the industrial that is in purple on the east section will benefit nor edify the area. The road from Highway 12 down to Sandy Point is full of beautiful scenery and a quarter of land full of unsightly industry will not enhance the Town nor the County. I would like to see at least half of that quarter (NE 23) to the east to remain farmland. It seems right to develop some of the land directly to the east of RR 1-1.5/44 Street but not the rest of the quarter. And in the future would not at least the east half of the NE 23 quarter be a place that could bring beauty to the Town having more park-like outdoor recreation, etc.?
3	From what I can tell from the map it looks like you want to put up a bunch of commercial land directly across from a residential area? We already have the highway creating so much noise pollution on this side of town, I would hate to see that grow because of this. I know for one we got a property on the edge of town to get away from the bustling city life and that just seems to follow. With these massive industrial business areas I feel you are completely taking away from the "model small town" life and pushing towards the complete opposite of what Bentley's known for.
4	Adding industrial traffic or chain businesses will take away from the community of Bentley not add to it.
5	Would love to see some soccer fields in Bentley's future land plans. Maybe the northern area of development would be better than this piece by the highway though.
6	We already have a lot of empty areas and businesses. Bentley is not growing and I don't really think this would help
7	Bentley small business will be affected by large commercial stores. I moved here to live in a small town and to have the small town feel. If this land is developed it will take the small town feel away.
8	Why would you put industrial around this small town? I thought it was going in the direction of a cute little lake town but this will destroy that feel and make its look like just another typical small Alberta town. Ugly.
9	The town will look dump and will take away from the lake town vibe it should be. It will be like blackfalds and that town is ugly.
10	It will take away from our downtown businesses that have been here for years.
11	This town is beautiful the way it is Just put in a grocery store that is easy for the old people in this town to get the food they need
12	Don't kill off the small town ambiance.
13	You are taking away from the uniqueness of our "small town" atmosphere
14	I would prefer it to be business industrial or public institutional only , NOT commercial at all.
15	My house just went down in value by 20% and I won't ever be able to sell it. [REDACTED] and noise and traffic have speedily been recorded at 81 decibels on Monday morning now you want to and equipment and industrial traffic!

#	RESPONSES
16	Having that on the south side will make the entrance to town look more like an eyesore. The entrance to a town should be inviting and aesthetically pleasing. Not the case in Bentley. Having that will make it worse. Right now the field looks inviting and beautiful.
17	All commercial should be kept within the town of Bentley. I am fine with industrial.
18	We need to keep business in the down town
19	The town doesn't need industrial area added to the highway. It will pull away the diversity of the local shops in town. Why not consider adding some soccer pitches so we can host more tournaments and bring people to town? Or add more ball diamonds again to host tournaments and more home games. Why not focus on the younger families with kids? They are the ones that will stick around and grow the town. When a small town can't support sports for families they ultimately leave to play when they become teenagers to local cities that offer more.
20	Business along the hiway will further draw customers away from the existing businesses and kill the charm of the existing town.
21	Risk of losing small town feel, local businesses at risk, more traffic, potential crime
22	As a new business owner on [REDACTED] implications of this scenario are deeply troubling. If main street succumbs to the consequences of this project, witnessing a decline in foot traffic and customer engagement, it will undoubtedly result in the deterioration and eventual demise of the heart and soul of our town. Regrettably, any anticipated growth stemming from the new development will be overshadowed by the loss of income and community support previously provided by the local businesses. Considering the gravity of the situation, I would like to propose an alternative solution that could address the community's desire for growth while safeguarding the interests of the local businesses. I suggest exploring the possibility of utilizing the area behind the Monkey Top Saloon, including the RV Park, as well as lands to the west of the railway tracks. These locations have the potential to accommodate industrial development without directly impacting main street. By strategically planning the development in these alternative areas, we can preserve the vitality of main street, allow the existing businesses to thrive, and foster a harmonious coexistence between the new industrial ventures and the cherished establishments that form the heart of our community. This approach ensures that growth and progress are achieved without sacrificing the very essence of our town.
23	We need better infrastructure for our youth. A dedicated multi soccer pitch for the booming soccer youth. Baseball is growing as fast as soccer.
24	The value of all houses will decrease in value but there taxes will increase to cover the cost of all the empty commercial business buildings. Maybe worry about celling the housing lots one the north end before adding more stuff
25	I am concerned how this proposed plan will affect the overall appearance of town. By adding as much business industrial facing the bike path and the campgrounds, we start to reduce the towns "charm". I propose that we add in visually appealing multi-use buildings that include both commercial and residential that will add to the charm of our town. When I was look at moving to the central Alberta area, I deliberately avoided towns like Blackfalds because I viewed them as ugly with all the industrial and commercial stripe. I do not want to see that happen to Bentley. We have been successfully branding our town as cute and quaint town to visit. We do not want to destroy that by adding a concrete jungle.
26	This development directly impacts my home. The security of my home, the environmental impact on my home, and the value of my home. None of which is a positive in any way
27	I am not in support of the industrial use on the quarter of NE23. That whole field leaves a fantastic view once you eclipse HWY 12A headed west into Bentley. For campers and day tourists using the bike path to go from Gull Lake into town, all the industrial would be a big eye sore. What I like about Bentley is the small town feel and if too much industrial was added, that would take away from its charm and take away from Bentley being a drawing point to come visit if in the area. I could see adding green spaces/parks, on NE23 as a great add
28	The major industrial area to the east seems too much especially with it being on the highest part of town, which is what many people will see first when approaching Bentley or Sandy Point from the east side. Park or recreation area seems more appropriate on the most eastern side of development, where it'd can be used for the town and for people in sandy point

#	RESPONSES
29	The east of Bentley is is not the place for industrial. I'm surprised that a county that prides itself on farmland and beauty would think about allowing this quarter to be used in this way
30	Light Industry is not inviting to view as you drive past a town. The view on hwy 12 coming from the east looking towards Bentley is beautiful and industrial business there will ruin the views.
31	I am strongly apposed to the NE 23 being developed into industrial. Coming into Bentley from the east is the only Beautiful of entering as the west has unsightly industrial and we should be very concerned about making this east quarter an eyesore as well as it will not attract people from gull lake and sandy point areas nor visitors from the highway.

Question 5. Do you support the proposed development policies of the Plan (pp. 19-33)?

Answered: 60 Skipped: 42



ANSWER CHOICES	RESPONSES	
👍 - YES	40.00%	24
😐 - NEUTRAL	23.33%	14
👎 - NO	36.67%	22
TOTAL		60

Question 6. If you are in support of the proposed development policies, please explain why.

Answered: 19 Skipped: 83

#	RESPONSES
1	It needs to be PHASED from the town outward.
2	We need commercial including grocery + more. The sooner the better.
3	I support Policy 9.2.1 and think at the very least the development should be required to be a phased approach in order to keep as much land as possible being farmland on the east side of this development.
4	Small towns need to grow
5	It makes sense
6	I'm in support of this joint project as the town of Bentley needs to grow both residential & commercial.
7	I believe the development will help Bentley & the residents and surrounding areas
8	Growth
9	I am a fan of growth and change, I live between sandy point and lakeview campground, and in the summer months, more amenities would definitely be used and they are needed. i think it would bring a desirable growth to Bentley in all aspects!
10	They are the right thing to do for this town
11	It has been a long time since Bentley has seen any major changes or growth. It is time for some development!
12	New businesses can generate income for the community
13	I think we need to add more commercial buildings to Bentley
14	In keeping with the overall plan to further growth
15	I do agree with the section facing the highway. We do need more business like gas station, grocery store and hotel. But let's extend a visually pleasing commercial area that faces the bike path.
16	I feel it is a well organized plan to assist in our town's growth.
17	You say in your policy that you are in favor of farm land staying farm land so Bentley should look elsewhere for their industrial
18	The development should be required a phased approach working from in town outwards. We need to keep as much farmable land as possible.
19	We need growth

Question 7. If you are not in support of the proposed development policies, please explain why.

Answered: 20 Skipped: 82

#	RESPONSES
1	There needs to be a strong influence of appearance on all new development.
2	Policy 9.3.4 should include all main roads around this development needing to be required to have requirements on appearance, not just along Highway 12. The paragraph at the bottom of page 24 and top of page 25 is not being done in this plan. Actually if you put industrial on the highest point (east) of this quarter section, you are doing the exact opposite and taking away this opportunity.
3	Once again, the town of Bentley is a small, model town. It was never meant to grow in the way that you expect it to. I hope you realize you're taking a town that had a legacy and turning it into a commercial nightmare.
4	We need development that adds to the character and charm of Bentley not distract from the small lake town charm. People come visit because it is a quiet little town reminiscent of days before big box commercial stores.
5	Explained previously
6	Bentley is a small town and we do not need large commercial stores here.
7	This will destroy the towns lake vibe and make it look trashy. Not a good move.
8	The businesses that you have proposed on the plan will take away from our businesses downtown. If there is amenities off the highway people will stop there instead and not come into town as it's convient for them.
9	Having the business commercial on hwy 12, ensures people won't have to come into Bentley. If it was already in Bentley on hwy. 12a, they would have to come in, off hwy.12
10	We will lose the good little businesses that are there now Think about it people
11	Same as previous answer
12	Block views.
13	Do not support commercial outside of Town of Bentley - Main Street.
14	We need to keep business downtown to keep the town alive
15	How is building commercial properties going to encourage people to still support the eclectic businesses already operating on Main Street and bey?
16	Not in favour at all over industrial being such a large percentage. I don't want factories, trucking and storage destroying the air quality, aesthetics of Bentley or adding to the noise pollution as well. It will down grade the small town appeal
17	not in support of any of this
18	It is the use of this area for industrial. NW23 potentially would work to expand industrial as that area already has some. Any further than that I believe takes away from the town
19	All development should require as much appearance stipulations as possible to keep the town beautiful.
20	You say as a county farm land is important to maintain yet here you are allowing a plan to go ahead with taking up a beautiful quarter of land on the hilltop that gives anyone driving down RR1-1 or walking on that stretch of the bike path an amazing view of the valley and hills when the amount of land south of the town and directly south of the fire hall will be more than sufficient to meet the towns needs

Question 8. In response to feedback received in the previous public engagement opportunity, the draft development policies in the Plan have included some steps to minimize the impact of commercial land uses to residences along 48 Avenue. Do these seem sufficient? If not, what else can be done to mitigate impacts.

Answered: 28 Skipped: 74

#	RESPONSES
1	Yes. There is no guarantee when you by a house on a field.
2	Where is the minimization of the impact??? I hardly see any attempt to make this any less impact full on the residents. You care more about growing commercially than you do about the community and that's obvious with this construction. This will take away from the Town of Bentley and have everything move onto highway 12. I feel as though traffic has already shifted so much because of the highway construction (which isn't necessarily bad) but I feel as though NOBODY will come into town with everything being on this one highway.
3	I do not believe it is
4	Plant a buffer of tree's between that avenue and future development
5	Yes
6	This would make the road by the fireball extremely busy, unlike the other entrance, this is very noisy already to home owners. I personally would probably move, I bought here for the quaint charming and QUIETNESS.
7	Leave Bentley the size that it is and then no one's property will be affected
8	How about fixing up the downtown for commercial. The infrastructure is already there and it needs it more.
9	Yes
10	Yes
11	Yes
12	Nothing to add
13	Yes they are
14	What are the steps and what about the houses along 45th avenue that are already bombarded with traffic and noise
15	Having a substantial buffer of trees between the homes and the industrial section I think would be good. Or have that area allocated to homes.
16	Don't build commercial next to residences. Greenspace and recreational only. Soccer pitches?
17	I am more worried how these businesses impact the existing stores
18	Don't develop commercial/industrial subdivisions across the street from homes
19	Yes
20	No issues
21	No one on 48 ave is going to want to look at commercial buildings or listen to the noise. Houses sell on that ave because of the view you have now
22	these development do nothing to minimize the security of our homes. Industrial and commercial growth lead directly to more crime.

#	RESPONSES
23	Yes
24	Yes, the steps are in line with other communities that have dealt with the same scenarios. If some families end up leaving, new families will buy. I know many families that can't afford to build but want to live in Bentley but there is nothing and they are resorting to buy/rent in other communities.
25	I do not live in town so I cannot speak to how that would effect those living there
26	Seems ok
27	Why can't you keep the area directly south of 48th ave green space. First see how the expansion along the highway 12 and RR 1-1.5 goes
28	yes - expansion is necessary for our community and a few people must understand that

Question 9. The Area Structure Plan includes provisions that would require any developer to construct public open spaces and trails that connect to the Town's and the County's existing trail and open space network. Are there any other considerations you would like incorporated into the design of these spaces?

Answered: 25 Skipped: 77

#	RESPONSES
1	No.
2	I would ask you consider the bike path that is already existing + the one you are putting in down to Sandy Point. They will meet at the top of the hill which right now gives amazing, peaceful views of the County's landscape. All of the industrial that is proposed at the top of that hill take away from joining the trail system that is proposed in this plan. Policy 11.5.2 - I believe it is quite evident that all this industrial is in glaring contrast to what this policy says. It will prejudice all future development and does not provide for park, open space, and trail system. This quarter is not the place for industrial!
3	Keeping the space as natural and peaceful as possible is the only recommendation I can think of.
4	No
5	A bike path and walking path that is maintained is so good for the physical and mental well-being of our residents and visitors alike. Paths sound great
6	No
7	We have a great pathway system already and being a small town we have a bunch of open spaces already.
8	The trails will be unappealing because of the industrial feel of Bentley. If you want people to move there/stay in Bentley and pay your ridiculous taxes, putting in industrial will not be the fix.
9	Decor to reflect the towns charm. No soulless generic buildings
10	Not at this time.
11	Please keep our town beautiful
12	Nothing to add
13	Lots of foliage and welcomeing scenery
14	Yes turn 45th avenue into a nature trail and join the existing bike path

#	RESPONSES
15	Easy accessibility will be crucial to encourage visitors and residents to support local businesses.
16	Lots of trees for sound buffer
17	See above
18	No
19	No
20	Adding walking and bike trails is a great idea!
21	We need to keep the chain stores away and try to attract more small businesses
22	Green spaces are necessary for the growth of this town. I do not want to see an area that is like the Walmart / commercial area in sylvan.
23	I feel these trails and green spaces designed are adequate.
24	If any expansion on NE23, only parks/green spaces to add to the charm and attraction of Bentley
25	None

Question 10. Do you have any other comments, questions, or concerns regarding the draft Area Structure Plan that you would like to share?

Answered: 31 Skipped: 71

#	RESPONSES
1	I would like to see a phased approach starting in town outwards and I would like to see no development on the east quarter of the Bentley Fire Hall.
2	DO IT!
3	Yes. I strongly would like to see at the very least a phased approach to this so that this development would have to work its way out of the town. Again, it would be most beneficial to the Town to have some commercial close to town and a small amount of industrial to the south. I am against the large amount of industrial to the east for many reasons. Many of those entail removing beautiful views and farm land for unsightly industrial that can bring loud noise, heavy traffic, etc. that can totally take away from the lovely village and setting that we are trying to enhance. So I guess I am asking that the majority of the industrial to the east be removed. The lands to the north + east of this will be greatly affected by all this industrial.
4	No
5	No
6	Leave Bentley how it is! We do not need big box stores or large commercial around town
7	Surly there is a better way to entice people to move to Bentley. No one wants to live in an industrial wasteland and that's exactly what it will be. It may be ok for the first 10 years, but after that buildings will start to deteriorate and it WILL make the town look like a dump. Which big companies will want to set up shop in Bentley anyway? It's out of the way from anything major and Rimbey and Sylvan already have the infrastructure for large amounts of industrial. Which by the way most are sitting empty. Why do this to Bentley? Not a smart move town council. This WILL ruin Bentley. People WILL move out or abandon their homes because they won't be worth anything.
8	Make it happen

#	RESPONSES
9	The people creating this plan really need to think of how this will change our town. We have great shops and local business owners downtown. Maybe incorporating more into downtown instead right on the side of the highway which has already impacted our downtown gas station and clearly grocery store by not allowing them to have the highway traffic.
10	People want people to come into Bentley for their shopping needs. This plan ensures the commercial businesses will be on hwy.12, which would enable future consumers, to bypass Bentley completely. That is the worry for all businesses, in, Bentley. If business commercial was on hwy.12 A, and business industrial on hwy. 12, it would at least bring people into Bentley, rather than aside. Makes more sense.
11	No not at this time.
12	No
13	Nothing to add, love it!
14	Just that we need something to happen to this town. There is no reason to even stay here anymore other than the small town feel of it. When i need anything (including gas because of the lack of any other gas station, and him being aloud to set crazy prices) or anything other than like clothes, i have to leave for the city to shop and it is very inconvenient. Id rather pay a bit more and have a bit more development if that ment more convince and reson for people to ever visit here.
15	I'd like an opportunity to submit my noise complaint on 45th avenue already
16	No
17	We live in a small town and need the visitors business downtown to keep it going
18	As a business owner, I am concerned how this will impact my bottom line
19	I understand the desire for growth but sincerely hope the quest for money doesn't override the quality of life for the residents. Small town life is appealing because of the lack of franchises and industrial traffic and by allowing this plan to move forward everything great about small town living is put at risk. Keep the busyness of the city in the city and allow the residents to enjoy the peace and quiet of rural living.
20	Keep businesses with storefronts on mainstreet. No duplicate businesses. No chain businesses like tim hortons or red apple.
21	Thank you for allowing residents to provide input
22	you can put your commercial area over by the fire hall where it will not affect any residential homes.
23	I have attended both meetings regarding this project. Some points that have been made in favor can not be argued and I agree with them. But what counsel members have completely choose to ignore, are the residents that actually live in the town. Many side conversations were had at the last meeting regarding the non-existing housing market in Bentley. Homes that go on the market, sell extremely fast! And most have been selling above asking price. Why? Because the families that are moving here, and people that want to be here, DO NOT WANT LIVE IN THE TOURIST TOWNS of Sylvan Lake or Lacombe. Even without a grocery store, or a hardware store, people still want to move to Bentley. Counsel members repeatedly spoke of attracting tourists off of Hwy 12, that was the point of this project. But yet the residents that choose to live here, choose because it was not a tourist/commercial town. It was a family orientated community. My belief is that not 1 member of the county counsel members lives in our community. Yet they seem to think they know what is best for it when they don't even live here. They won't have to see the aftermath/destruction that they let happen because they dont have to see it everyday.
24	We really could use a grocery store again, and another gas station. I think that should be the priority

#	RESPONSES
25	Whatever businesses comes in need to be respectful and keep their site clean. We have a beautiful community and want to attract residential, commercial and industrial owners. This can't be done if someone allows their site to become a junkyard. No one will want to move into a community that looks junky as they drive in/by. Having the transfer station, lagoon's and a couple unkept backyard businesses on either side of the new hwy 12 bypass is embarrassing. I wish berms or large fencing could be put up to hide some of it.
26	Nothing that I haven't already shared. Thanks for taking the time to read about my concerns
27	Again my main concern is the major industrial plan on the east side, I feel like that would be better served elsewhere and that land can be used for something more appealing to those driving from the east side and to those staying in sandy point
28	Those of us who walk up from the campground stop at the top of the hill and love the views to the south and into the village Soon it looks like you will be investing in another path from sandy point and they to will enjoy the lovely sight at the top of the hill so why would you allow that openness to be filled up with industry when Bentley is as small as it is You're going to be known for an industrial town and that is not the heart of this area. Please don't take away from what we campers love put your industrial elsewhere
29	I would strongly recommend a phased approach starting from west to east. I would NOT like to see the light industry on the east quarter of the fire hall at all.
30	Not at this time
31	I am also very concerned about the lack of phasing in this plan. It is not wise for a town/county to give such a large section to a developer to develop wherever and whenever he desires. If the areas along the highway are the most desirable needs why would you not at least make those have to be done first. The worst thing that can happen to the town of Bentley and those coming in from the east is that all that industrial gets developed first in an unsightly manner then the town is going to find it very hard to find anyone willing to invest in a business or live in the town. I am asking that the industrial to the east all gets taken off this plan. I thank you for considering this.

Public Engagement Summary

While feedback received through this public engagement opportunity is diverse and touches on a multitude of topics, support and concern for the Plan can be summarized in the following topics.

REASONS FOR SUPPORTING THE PLAN

- in favour of economic development in Bentley with new commercial and light industrial development
- a desire to see Bentley grow and increase its tax base
- a desire to keep more people around by providing jobs
- a desire to see more services locally, rather than travelling to other communities
- a desire to ensure a positive future

REASONS FOR NOT SUPPORTING THE PLAN

- unsightliness of future industrial developments from Highway 12, Highway 12A, and Range Road 1-1 leading to negative impacts on Bentley's viewscape
- nuisance (noise, dust, unsightliness) to adjacent residents
- perceived lack of need for industrial or commercial development in Bentley
- chain businesses detracting from existing small businesses in Bentley and diverting visitorship away from downtown
- potential to include an open space in the form of an outdoor recreational facility in the Plan Area

Changes to Draft Plan

To address the feedback expressed in the survey, the following changes are being proposed to the draft Plan. These changes represent the new version of the Plan which will be taken to Lacombe County Council for First Reading. The final adoption of the Plan is subject to Lacombe County Council approval and further amendments, if required.

SITE DEVELOPMENT GUIDELINES

Perceptions about industrial development may be influenced by the prevalence of low-quality industrial development in other communities. Many industrial parks often have gravel roads, unscreened outside storage, low-cost steel buildings, and a complete lack of landscaping. This very unattractive form of development understandably colours the perspective that many people have.

This Plan represents an opportunity to create an industrial area that is functional yet physically attractive through site design standards, building material requirements, careful regulation of outside storage, requiring paved yards and driveways at least up to the front building line, and setting reasonable landscaping standards to increase the attractiveness of the properties. In addition, the industrial area will need to be developed with paved roads, proper drainage, and full services including buried power lines.

The proposed *Southeast Bentley Area Structure Plan* already included policies that are intended to manage the physical appearance of these developments. The detailed language of Policy 8.4 spells this out. However, the Lacombe County / Town of Bentley IDP / ICF Committee chose to include stronger policy language that

would require developers to create detailed design guidelines for each area being subdivided, to address building design, signage, fencing, screening, and landscaping. Further, a principal building of at least 3,000 square feet is required for each lot adjacent to Highway 12, Highway 12A, and Range Road 1-1 prior to any new (non-agricultural) land use being established. These standards will ensure all new developments are held to a visual appearance standard that is in line with residents' views of their community.

This is spelled out in the new Policy 10.3.3 Site Development Guidelines.

PHASING OF DEVELOPMENT

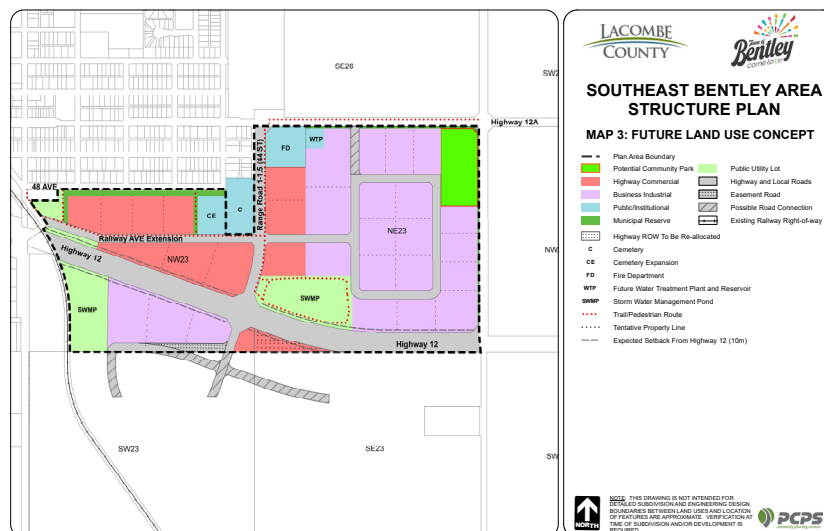
In the original draft of the Area Structure Plan, planning staff did not propose a plan for the phasing of development because the land area involved is not particularly large for an industrial district, and servicing of development will necessarily be from west to east meaning that a developer is unlikely to leapfrog and begin selling lots at the eastern boundary. However, the community has raised this as a concern, and the Plan has been modified with the revision of Policy 10.1.1, which would require a landowner or developer to provide a phasing plan satisfactory to the municipality, which could choose to accept it or require changes.

OPEN SPACE

Another option that was suggested is to provide an open space and recreational area in the NE 23. This would not only address concerns of viewscape impacts as seen from the Gull Lake regional trails, but also address the community's wish to see an outdoor recreational space.

Accordingly, Map 3 has been changed to show, conceptually, an area for a potential future community park. Policy 8.6 and 8.6.7 have similarly been changed to allow designation of a community park in this area, subject to discussions between the County, the Town, and the landowner or developer.

While this suggestion came after the direction for the ASP had been set and the document drafted, the creation of park is seen as a potential means of providing a buffer between the future industrial development and agricultural lands to the north and east.



Next Steps

Next, the revised draft of the Plan will appear before Lacombe County Council for First Reading on October 12, 2023. If Council does not require any revisions, Council may set a date for a Public Hearing.

During the Public Hearing, anyone who would like to speak to the proposed Plan will be given an opportunity to submit comments either verbally or in writing for Council's considerations. The Public Hearing will be advertised through local newspapers, mail-outs to adjacent landowners, and the County's social media and website. Details for how to participate will be provided with the advertising.

After adoption, the Plan will remain a Lacombe County area structure plan until the lands are annexed by the Town of Bentley. Following annexation, the Town of Bentley may adopt this plan as their own area structure plan, subject to amendments to align with the Town's planning framework.





SOUTHEAST BENTLEY AREA STRUCTURE PLAN

BYLAW NO. 1397/23

DRAFT FOR FIRST READING





www.lacombecounty.com



(403) 782-8389



planning@lacombecounty.com

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acknowledging

land and people

Lacombe County acknowledges that our municipality is situated on Treaty 6 lands, the traditional and ancestral territory of the people's of the Cree, Dene, Blackfoot, Saulteaux and Nakota Sioux, as well as the Métis.

We acknowledge the many First Nations, Métis and Inuit and all First Peoples of Canada whose footsteps have marked these lands for generations. We respect the histories, languages, and cultures of Indigenous peoples whose presence continues to enrich our vibrant community.

We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on.



THANK YOU

Lacombe County recognizes the creation of the *Southeast Bentley Area Structure Plan* to be a joint economic development initiative with the Town of Bentley to facilitate future commercial and industrial development in the lands southeast of Bentley, within Lacombe County. As such, we would like to thank and acknowledge the Town of Bentley for leading, organizing, and championing this intermunicipal initiative.

We acknowledge that this project would not be possible without grant funding from the Government of Alberta through the Alberta Community Partnership (ACP).

We extend gratitude to Parkland Community Planning Services (PCPS) for acting as the consultant for this project, and their staff for their skills, expertise, and resources. We also thank Stantec Consulting Ltd. and Paragon Soil and Environmental Consulting Inc. for completing the technical studies required to inform the Plan.

We thank all residents, landowners, and businesses who assisted in fine-tuning the Plan through the public meetings and surveys.

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1.0

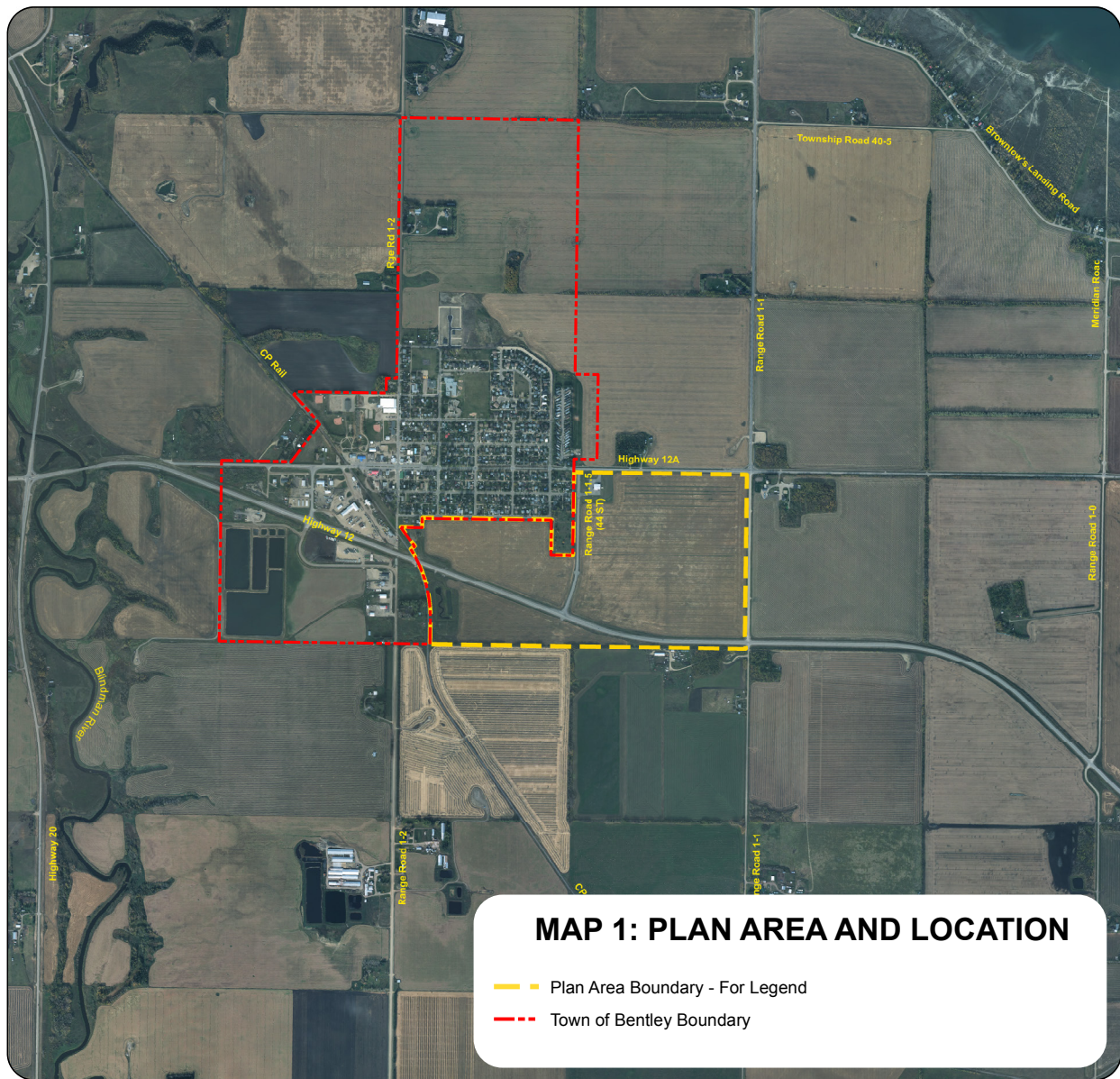
LOCATION

1.1 LOCATION

The Plan Area consists of approximately 103 hectares of land southeast of the Town of Bentley. It includes all or part of the following quarter sections:

NW 23-40-1-W5M NE 23-40-1-W5M

These lands (Plan Area) are illustrated by the “Plan Area Boundary” shown on [Map 1: Plan Area and Location](#). The subject area is largely bound by the Town boundary and Highway 12A to the north, by Range Road 1-1 to the east, by agricultural land to the south, and by Range Road 1-2 and a Canadian Pacific Railway line to the west.





2.0

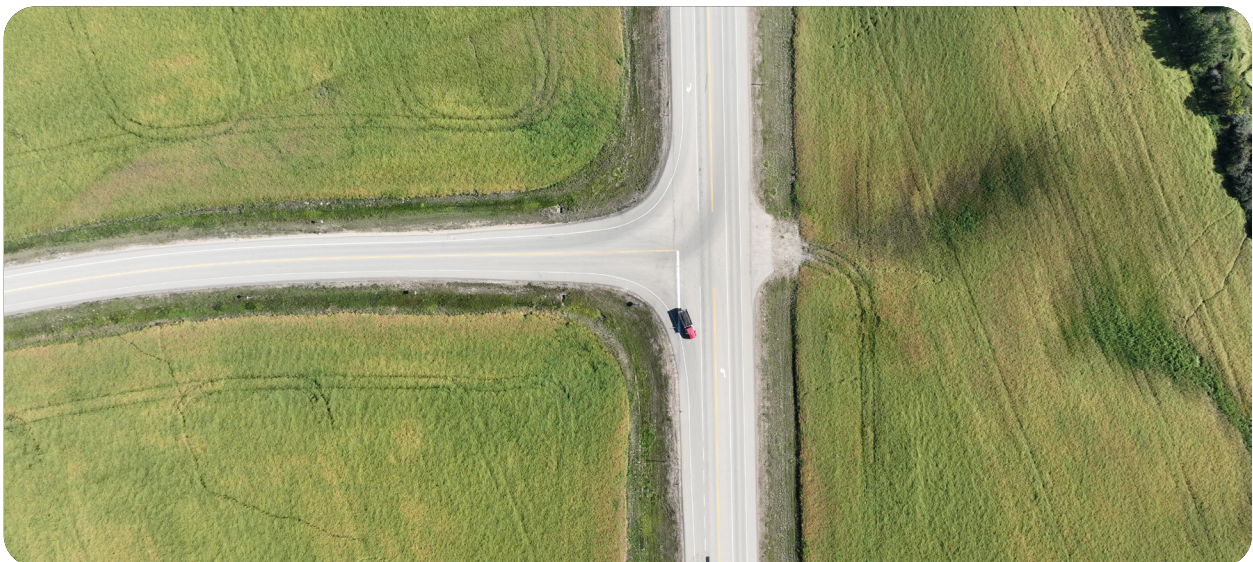
**PLANNING POLICY
AND FRAMEWORK**

This section provides a high level summary of planning related legislation and Town and County plans that have a bearing on the contents of the *Southeast Bentley Area Structure Plan*. It is critical to remain aware of the changing nature of legislation and other plans while reviewing this document. The exact wording of the most current statute or approved plan should be consulted prior to the implementation of the directions of the *Southeast Bentley Area Structure Plan*.

2.1 ENABLING LEGISLATION - MUNICIPAL GOVERNMENT ACT

The *Southeast Bentley Area Structure Plan* is in effect as a statutory plan within the boundaries of Lacombe County. This plan is considered an area structure plan under Part 17 of the *Municipal Government Act*. Part 17 requires that an area structure plan:

- Describe the sequence of development proposed for the area;
- Describe the land uses proposed for the area, either generally or with respect to specific parts of the area;
- Describe the density of population proposed for the area either generally or with respect to specific parts of the area;
- Describe the general location of major transportation routes and public utilities;
- Be consistent with any intermunicipal development plan in respect of land that is identified in both the area structure plan and the intermunicipal development plan;
- Be consistent with the County's *Municipal Development Plan*;
- Be consistent with the *Alberta Land Use Policies* or, where available, a regional plan under the *Alberta Land Stewardship Act*.



2.2 ALBERTA LAND USE POLICIES AND REGIONAL LAND USE PLAN

The purpose of the *Alberta Land Use Policies* is to manage growth and to sustain the Province's growing economy while balancing growth with Alberta's social and environmental goals. These policies provide a framework for statutory plans and planning decisions so that local land use planning is supportive of provincial land use goals.

The following policies relate to the establishment of land use patterns as an example of the type of guidance provided by the document specific to a future commercial or industrial area:

- *Municipalities are encouraged to establish, on a municipal and on an intermunicipal basis, land use patterns which provide an appropriate mix of agricultural, residential, commercial, industrial, institutional, public and recreational land uses developed in an orderly, efficient, compatible, safe and economical manner [...].*
- *Municipalities are encouraged to establish land use patterns which embody the principles of sustainable development, thereby contributing to a healthy environment, a healthy economy and a high quality of life.*
- *Municipalities are encouraged to establish land use patterns which contribute to the provision of a wide range of economic development opportunities, thereby enhancing local employment possibilities and promoting a healthy and stable economy. In carrying out land use planning, municipalities are encouraged to complement and support provincial economic development initiatives.*
- *Municipalities are encouraged to establish land use patterns which accommodate natural resource extraction or harvesting and processing, manufacturing and other industrial development while, at the same time, minimizing potential conflict with nearby land uses and any negative environmental impact.*
- *Municipalities are encouraged to establish land use patterns commensurate with the level of infrastructure and services which can be provided, regardless of whether the infrastructure and services are provided municipally, communally, individually, or by a utility company. Municipalities are encouraged to coordinate the provision of infrastructure and services with neighbouring municipalities.*
- *Municipalities, within legislative limits, are encouraged to establish land use patterns which complement their municipal financial management strategies, thereby contributing to the financial health and viability of the municipality.*

The 1996 *Land Use Policies* also address the topics of natural environment, resource conservation, transportation and residential development.

Until such time as a regional plan for the Red Deer Region under the *Alberta Land Stewardship Act* and the *Alberta Land Use Framework* is created, or any other legislation comes into place stating otherwise, the 1996 *Land Use Policy* document is in effect.

There are various other pieces of legislation that need to be considered and applied when developing land. These include, but are not limited to, the *Migratory Birds Act*, the *Public Lands Act*, the *Surveys Act*, the *Pipeline Act*, the *Water Act*, and the *Highways Development and Protection Act*.

2.3 TOWN OF BENTLEY / LACOMBE COUNTY INTERMUNICIPAL DEVELOPMENT PLAN

The entirety of the Plan Area is located within the *Town of Bentley / Lacombe County Intermunicipal Development Plan*, which was adopted by Town of Bentley Bylaw No. 203/2018 and Lacombe County Bylaw No. 1288/18.

The *Town of Bentley / Lacombe County Intermunicipal Development Plan* adopted by the Town of Bentley and Lacombe County in December 2018 seeks to improve intermunicipal communication and cooperation, and strives to avoid potential land use conflicts that result from incompatible land use patterns. The *Town of Bentley / Lacombe County Intermunicipal Development Plan* provides more certainty around land uses allowed within the urban fringe, and provides certainty around the type of development standards being applied.

As recognized in the *Town of Bentley / Lacombe County Intermunicipal Development Plan's* goals, the most prominent land use planning issues for these two municipalities include the conflicts between urban and rural land uses that are located in proximity to one another, and the coordination of infrastructure and service provision.

The Future Land Use Concept of the *Town of Bentley / Lacombe County Intermunicipal Development Plan* provides a high level conceptual framework intended to guide future land use patterns. The *Town of Bentley / Lacombe County Intermunicipal Development Plan* expects more detailed planning to occur prior to development of land. This includes the preparation and adoption of area structure plans prior to, or in concurrence with changes in land use designation.

The *Town of Bentley / Lacombe County Intermunicipal Development Plan* identifies the area covered within the *Southeast Bentley Area Structure Plan* for four primary uses: residential, commercial, industrial, and municipal.

Residential use is identified to occur adjacent to the portion of the Town's existing residential area that is located directly north of the Plan Area. Commercial use is identified along the Highway 12 corridor and wrapping around the existing Town boundary. Land for industrial use is identified to be east of the existing Town boundary, buffered by commercial uses that are to be located closer to the Town boundary. Lastly, the *Town of Bentley / Lacombe County Intermunicipal Development Plan* also identifies municipal lands within the Plan Area. These include the existing Fire Department building on the NE 23's northwest corner, as well as an expansion area for the Town's cemetery, immediately south of its existing location.

The *Town of Bentley / Lacombe County Intermunicipal Development Plan* strives to promote well planned commercial and industrial uses that support the creation of a strong and diversified economy to expand the availability of employment opportunities and to contribute to a balanced municipal assessment base. The *Town of Bentley / Lacombe County Intermunicipal Development Plan* emphasizes the need for municipal collaboration to maximize the commercial and industrial opportunities that the ease of access and visibility of the Highway 12 and Highway 20 corridors allow. This collaboration is to be undertaken through appropriate land use planning and infrastructure planning.

2.4 LACOMBE COUNTY MUNICIPAL DEVELOPMENT PLAN

The Lacombe County *Municipal Development Plan* provides a comprehensive framework for long-term development and growth.

The *Municipal Development Plan* directs the County to encourage the clustering of industrial and commercial parks to reduce scattered development throughout the County. It directs such development to be adjacent to or near major transportation routes and nodes, to areas compatible with adjacent land uses, within agreed upon *Intermunicipal Development Plan* urban fringe areas, and within planned areas of area structure plans.

2.5 LACOMBE COUNTY LAND USE BYLAW

The Lacombe County *Land Use Bylaw* provides development standards for development within commercial and industrial districts. This includes guidance for parcel area, parcel coverage, setbacks, density levels, and servicing.

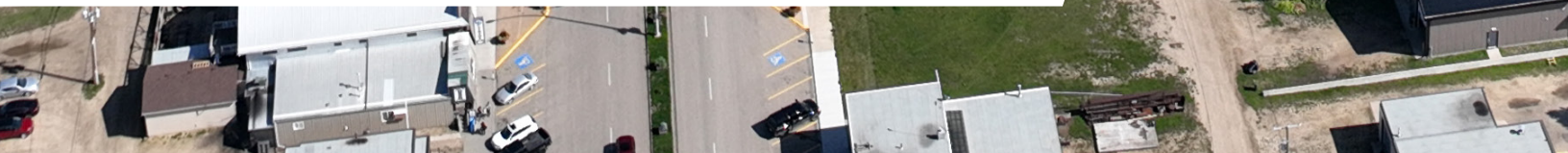
The *Land Use Bylaw* includes a General Commercial 'C-GC' District, a Highway Commercial 'C-HC' District, and a Hamlet Commercial 'C-H' District. For the purpose of this area structure plan, the Highway Commercial 'C-HC' District is the most applicable commercial district of the *Land Use Bylaw*. The *Land Use Bylaw* does not contain a set minimum parcel size within this district. It stipulates the minimum parcel area to be all the land within the existing titled area unless otherwise approved by the subdivision authority. The Highway Commercial 'C-HC' District accommodates "a diversity of commercial, recreational and tourist uses largely intended for highway travelers".

To accommodate industrial development, the *Land Use Bylaw* contains a Business Industrial 'I-BI' District and a Hamlet Industrial 'I-H' District. For the purpose of this area structure plan, the Business Industrial 'I-BI' District is the most applicable industrial district within the *Land Use Bylaw*.

The Business Industrial 'I-BI' District is similar to the Highway Commercial 'C-HC' District in that it does not set a minimum size for parcels within the district. However, there is a maximum parcel size for parcels adjacent to provincial highways and county main roads. The maximum is 4 hectares (10 acres); however, this requirement may be relaxed by the subdivision authority if deemed appropriate. This district is meant to accommodate a broad range of "commercial and industrial uses in business and industrial parks, some of which may have outdoor storage or work activities".



3.0
ANNEXATION



Since the subject lands are within Lacombe County, this Area Structure Plan has been prepared in accordance with Lacombe County's planning framework, and is in broad alignment with the *Town of Bentley / Lacombe County Intermunicipal Development Plan*, the *Lacombe County Municipal Development Plan*, and the *Lacombe County Land Use Bylaw*. It is anticipated that the Town of Bentley will seek to annex the subject lands in the future to provide for additional commercial and industrial development opportunities within the Town's boundary. If an annexation application is successful, the Town may adopt this Plan as their own area structure plan, subject to amendments to align with the Town's planning framework.





4.0

**PLAN AREA
CONTEXT**

This section provides an overview of the Plan Area as of the time that this Plan was written. [Map 1: Plan Area and Location](#), [Map 2A: Natural Features](#); and [Map 2B: Built Features](#) show the Plan Area and highlight key features that need to be considered in the layout and future development of the area. Some of the implications and expectations in association with development surrounding these features are also discussed.

4.1 EXISTING LAND USES

The air photo contained in [Map 1: Plan Area and Location](#) provides an indication of the land uses within and around the Plan Area as of 2019. Most of the land within the Plan Area is currently used for agricultural purposes and consists of cultivated crop land. The following sections provide a breakdown of the uses within each quarter section and highlights some of the surrounding uses.

THE NW 23

The portion of the NW 23 within the Plan Area contains all lands within the quarter section that are not already part of the Town. The northern boundary of the NW 23 abuts existing residential development, with an existing cemetery located along the northeast corner of the NW 23. Additionally, a Canadian Pacific Railway borders the Plan Area to the west. The land west of the Canadian Pacific Railway is used for industrial purposes. The Town's sewage lagoon and the Lacombe Regional Solid Waste Transfer Station are also located west of the NW 23.

Highway 12 runs diagonally from the southeast corner of the quarter section to its northwest corner.

The NW 23 contains Town owned land within its western portion. The Town owned portion north of Highway 12 is currently used for stockpiling and to accommodate run-off through ditching, while the portion south of Highway 12 contains a storm pond. The remaining portions of the NW 23 are in private ownership and are cultivated crop land.

THE NE 23

The NE 23 abuts Highway 12A to the north and Range Road 1-1 to the east, both of which are adjacent to two quarter sections that each contain an acreage. Highway 12 is located to the south, and Range Road 1-1.5 / 44th Street to the west. The Bentley District Fire Department is located within the northwest corner of the NE 23. West of the Fire Department hall, in the adjacent quarter, is a residential land use district, with the Town's cemetery located south of the residential district. The remainder of the quarter section is in private ownership and is used for agricultural purposes. The NE 23 is adjacent to a 3.4 km trail that connects the Town to Aspen Beach at Gull Lake. This trail follows Highway 12A.

4.2 TOPOGRAPHY

[Map 2A: Natural Features](#) shows the topographic contours and general drainage direction of the Plan Area. The terrain is characterized as gently sloping from the northeast corner of the Plan Area to its southwest corner. Slopes within the Plan Area reach a grade of up to 9%, but the

average is far less. The change in elevation is approximately 42 metres from the lowest point being the southwest corner of the NW 23 at approximately 902 metres above sea level, and the highest point at approximately 944 metres above sea level being the northeast corner of the NE 23.

The Plan Area and surrounding lands are naturally sloped to direct drainage towards the Blindman River, which is located approximately 1.3 kilometres west of the Plan Area.

4.3 BODIES OF WATER, WETLANDS, AND WATER COURSES

The *Biophysical and Wetland Assessment* for the Plan, completed by Paragon Soil and Environmental Consulting Inc. included the SW 23 and the SE 23 south of Highway 12. These quarter sections contain several wetlands that are located to the south of Highway 12. These wetlands are spread out across the SE 23 and the SW 23 and account for about 0.5% of the area of those quarter sections, and are illustrated on [Map 2A: Natural Features](#).

The wetlands are considered temporary marsh wetlands. These are classified as Class II wetlands which are typically flooded for a short period of time after snowmelt or heavy rain events. During dry years, these wetlands can be difficult to spot. The assessment provided the results of the *Alberta Wetland Rapid Evaluation Tool* estimates (ABWRET-E), which state that the wetlands are expected to have a wetland value of “D”, which is the lowest relative wetland value. Due to the lack of permanence of these wetlands, Crown ownership may not be a concern as the Crown typically claims wetlands that are permanent and naturally occurring bodies of water.

The SW 23 and SE 23 have been removed from the Plan Area. However, if development of these areas is planned in the future, field verification of wetland classes and the delineation of the wetlands should occur prior to development. Any wetlands that require removal will need to have their value and area assessed and compensated for using the *Alberta Wetland Mitigation Directive* (GOA 2018).

There are no bodies of water or watercourses observed within the revised Plan Area.

4.4 TREE COVER

[Map 2A: Natural Features](#) also indicates the tree cover within the Plan Area and adjacent properties. The Plan Area is largely cleared of trees as the land is currently used for agricultural purposes. Tree cover is mainly observed in the form of shelter belts or small treed pockets around existing development.

Mature shelter belts can be found along the quarter section boundaries between the NE 23 and the SE 23, between the SE 23 and the SW 23, and between the NW 23 and the SW 23. The SW 23 also has mature shelterbelts located along its eastern and western boundaries. There are several pockets of treed areas within proximity of the northern and western boundaries of the Plan Area.

4.5 HISTORICAL RESOURCES

A search of the Listing of Historic Resources that is maintained by the Alberta Historic Resources Management Branch resulted in no search results for the Plan Area. No parts of the Plan Area are identified on the listing.

4.6 CANADIAN PACIFIC RAILWAY

A Canadian Pacific Railway line crosses the NW 23 at the westerly boundary of the Plan Area. It connects Homeglen and Rimbey to the main Canadian Pacific Railway line that runs north-south through the Province. There are a number of existing culverts under the railway tracks that allow drainage flow from east of the railway to the west of the railway.

4.7 PROVINCIAL HIGHWAYS

Highway 12A borders the Plan Area along the northern boundary of the NE 23. It provides direct access to the Fire Department site that is located within NE 23. Highway 12A connects to Range Road 1-1.5 / 44th Street and Range Road 1-1.

Highway 12 crosses east-west through the northern and southern portion of the Plan Area and connects to Highway 20, which is located approximately 1.7 kilometres west of the Plan Area. Highway 20 runs north-south along the Blindman River.

Highway 12 is presently a two lane highway with a speed limit of 100 km/h throughout the stretch that is located within the Plan Area. Two at-grade highway intersections are located within the Plan Area, this includes the intersection of Highway 12 and Range Road 1-1.5 / 44th Street (which meets the highway with a speed limit of 60 km/h) as well as the intersection of Highway 12 and Range Road 1-1 (where the speed limit is unposted, but is 80 km/h as a municipal roadway within a rural municipality).

The intersection along Range Road 1-1.5 / 44th Street is located within the approximate centre of the two quarter section boundaries. This intersection contains designated turning lanes off the highway from both the east and west directions. A designated merging lane / acceleration lane is located for traffic merging east onto Highway 12 from Range Road 1-1.5 / 44th Street, as well as for traffic merging west onto Highway 12. There is a stop sign located for traffic approaching Highway 12 from Range Road 1-1.5 / 44th Street. The intersection of Highway 12 and Range Road 1-1.5 / 44th Street is one of the major access points to the Plan Area. A farm approach leading straight south from Range Road 1-1.5 / 44th Street is currently located at this intersection that allows farm equipment to enter the NW 23 off Highway 12.

The second at-grade highway intersection that affects the Plan Area is the Highway 12 – Range Road 1-1 intersection along the Plan Area's eastern boundary. This intersection contains no designated turning lanes. Stop signs for both the north and the south side approaches of Range Road 1-1 entering Highway 12 are in place.

4.8 MUNICIPAL ROADS

The existing municipal roads providing access to the Plan Area are:

- Range Road 1-1 to the east, which has existing farmstead approaches into the SE 23;
- Range Road 1-1.5 / 44th Street in the centre of the Plan Area, which provides access to the NW 23 and the NE 23 via existing farm approaches;
- 48th Street to the north of the Plan Area, which has an existing farm approach into the NW 23; and
- Range Road 1-2, which provides access to the SW 23.

Except for Range Road 1-1.5 / 44th Street and 48th Avenue, the municipal roads providing access to the Plan Area are currently gravel roads.

4.9 PIPELINES AND INFRASTRUCTURE RIGHTS-OF-WAY

[Map 2B: Built Features](#) shows three major rights-of-way running through or skirting the Plan Area. Two are Gull Lake Natural Gas Co-op low pressure gas pipelines running north-south through the eastern portion of the SE 23. One of these is abandoned and enters the Plan Area, continuing diagonally through the NE 23 before exiting its northern boundary east of the Fire Department. The other pipeline is active and follows the NE 23's eastern and northern boundaries.

Two high pressure gas lines are found in the SE and SW 23, south of the Plan Area.

There are several towers carrying power transmission lines to properties within and around the Plan Area. The corresponding lines run north of the NE 23, along the entire eastern boundary of the NE 23, and to the west of the Plan Area along the western boundary of NW 23.

There is one sour gas well located approximately 1.5 kilometres west of the western boundary of the Plan Area. Any development within the Plan Area is beyond the setbacks to this sour gas well.

An abandoned well (J0006991E) is located along the NE 23's northern boundary, about 250 metres west of Range Road 1-1.

4.10 OTHER ENVIRONMENTAL CONSIDERATIONS

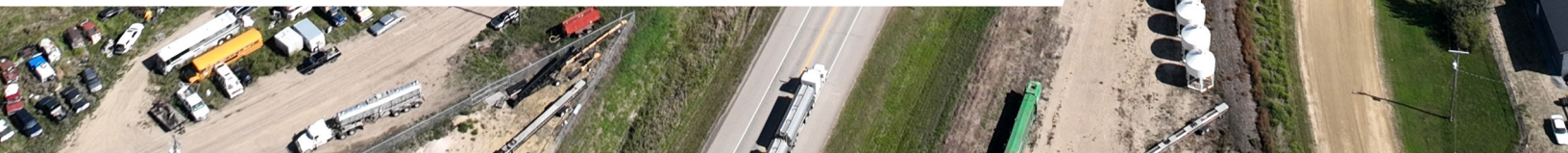
A search of the Alberta Conservation Information Management System conducted during the preparation of the *Biophysical and Wetland Assessment* identified that there is no occurrence of rare or sensitive species or communities within the Plan Area. The Plan Area was also identified to have a relatively low portion of wildlife habitat as the portions of wetlands and upland woodlands contained within the Plan Area were identified as comparatively small – at 1% and 3% of the pre-development Plan Area.

A search of the Environmental Site Assessment Repository that is maintained by Alberta Environment and Parks resulted in no search results for the Plan Area. No environmental incidents are recorded for the Plan Area.



5.0

SERVICING CONTEXT AND CAPACITIES



This section reviews the current issues, opportunities and capacities relating to municipal infrastructure and the future development of the Plan Area.

5.1 WATER SYSTEM

The design basis chosen for the development area is 0.05 litres per second per hectare. For a development on a 1 hectare parcel, this assumes monthly water consumption of approximately 133 cubic metres. This is lower than what would be expected with residential development, but reasonable for a mix of commercial and industrial uses, many of which would be low water users, and some which may be high water users. Over-estimating water demand creates a risk of water becoming stagnant in the system.

The Town's existing system of three wells is expected to accommodate approximately 3% growth for 21 years. Beyond this, the Town will need to consider expansion of its well system. There appears to be significant aquifer potential in the area with high groundwater yield rates and good groundwater quality.

In the proposed 0.05 L/s/ha scenario, 300 mm water mains are sufficient for servicing future development, with distribution pumps required.

5.2 SANITARY SEWER SYSTEM

The Town's existing sanitary treatment capacity is sufficient for more than 20 years at 3% growth. For ultimate build out of the initial Plan Area and other land planned for residential development, the lagoon volume would require expansion from 217 036 cubic metres to 666 125 cubic metres for the 0.05 L/s/ha scenario, which would require a 28 hectare expansion to the west of the existing lagoons.

Removal of the SW 23 and the SE 23 (approximately 130 ha) from the Plan Area effectively reduces the volume of water used at build out by an estimated 205 000 cubic metres per year. However, build out of the Plan Area even without these southerly quarter sections will eventually require expansion of wastewater treatment capacity.





5.3 STORM DRAINAGE SYSTEM

Stantec Consulting Ltd. prepared the *Southeast Bentley Area Structure Plan Stormwater Servicing Study* to inform storm drainage within the Plan Area. The Plan Area is naturally sloped to direct storm water from the northeast towards the southwest, to enter the Blindman River, which is located to the west of the Town.

Currently, storm swales are located along the NW 23's northern and western boundaries abutting the Town. These swales are located north of Highway 12. Storm water from the swales is directed through a culvert under Highway 12 into the existing storm water pond that is located south of Highway 12, within the NW 23. This storm pond is located on Town land and maintained by the Town.

The gently sloping terrain combined with the man-made features such as Highway 12 and the Canadian Pacific Railway, natural drainage flow within the Plan Area is restricted. As the Plan Area is developed, multiple storm water management facilities will be required to properly divert water towards the Blindman River without overwhelming the Town's existing storm water management facilities.

The NW 23 and NE 23 currently drain northeast to southwest through three existing Canadian Pacific Railway culverts within the NW 23 that direct water from the Plan Area through a culvert under Range Road 1-2. A culvert located just north of the existing storm water management pond also directs storm water from the northern Plan Area directly south into the existing storm pond.

The existing Canadian Pacific Railway and Range Road 1-2 culverts have sufficient conveyance capacity to facilitate development within the Plan Area. Drainage easements to provide routes to the west of the Plan Area, towards the Blindman River, should be obtained from private landowners.

5.4 MUNICIPAL ROADS AND HIGHWAY CONNECTIONS

Despite no existing road connection of the Plan Area directly into the Town, a connection from the Town can be made by extending Railway Avenue southeast into the Plan Area.

The Plan Area also abuts 48th Avenue to the north, which is located south of one of the Town's existing residential areas. 48th Avenue connects to several north-south road segments that provide access towards the Town. A farm approach off 48th Avenue and west of the existing cemetery is located within the NW 23's northeast portion.

Range Road 1-1.5 / 44th Street has existing farm approaches leading into the NE 23 and NW 23. The location of the approaches is set back approximately 170 metres from the Highway 12 intersection and currently allows the most direct access to and from the north portion of the Plan Area to the highway.

Range Road 1-2 to the west of the NW 23 already provides direct access to multiple of the Town's industrial parcels west of the Plan Area. This County road right-of-way is approximately 30 metres wide for the majority of its length abutting the eastern boundary of the SW 23. It is presently a gravel road.

Range Road 1-1.5 / 44th Street is a paved two lane road. Range Road 1-1.5 / 44th Street provides access to both, the Town to the north and Highway 12 to the south. It also connects to Highway 12A, which provides additional access to and from Lacombe County. This road right-of-way is approximately 40 metres wide.

Range Road 1-1 services two farmsteads within the SE 23. This County road right-of-way is approximately 30 metres wide along the eastern boundary of the NE 23, and it is approximately 20 metres wide for the majority of its length abutting the eastern boundary of the SE 23.



6.0
**PLANNING
FACTORS**

A number of factors and issues influence land use planning within the Plan Area. These include potential constraints on the ability to develop as well as potential opportunities that could contribute to an attractive development and natural progression of the Plan Area.

Key planning factors that influence land use planning within the Plan Area include:

PLANNING FACTORS

- Creating opportunities to attract commercial and industrial development to grow the Town's and the County's employment and assessment bases;
- Maintain existing major drainage corridors leading to the Blindman River and managing the increasing volume and rate of stormwater run-off as the Plan Area develops;
- Opportunities to preserve natural areas such as major tree stands and wetland complexes that are located within and adjacent to the Plan Area;
- Providing trails to connect the Plan Area to surrounding areas, and expanding the overall trail network of the Town and County; and
- Incorporating existing built infrastructure including Highway 12, the Canadian Pacific Railway, and the telecommunication tower into the overall concept of the Plan Area.

6.0





7.0

**GOAL AND KEY
PRINCIPLES**

7.1 GOAL

To provide a planning framework for industrial and commercial subdivision and development decisions to support long-term economic growth and development.

7.2 KEY PRINCIPLES

The *Southeast Bentley Area Structure Plan* has been guided by the following key principles:

KEY PRINCIPLES

- Maintaining consistency with the Town and County's overall plans for future industrial and commercial growth along the Highway 12 corridor;
- Ensuring a competitive supply of land for future commercial and industrial development;
- Providing flexible parcel sizes and configurations to allow a broad range of industrial and commercial opportunities;
- Ensuring that subdivision and development decisions do not prejudice or negatively impact the future development of the Plan Area or adjacent lands;
- Minimizing potential land use incompatibilities and conflicts; and,
- Balancing the concerns of residents with the overall interest of the community-at-large to attract commercial and industrial land to support long-term growth and sustainability.





8.0

**LAND USE
CONCEPT AND
LAND USE
POLICIES**

8.1 GENERAL

This section explores and communicates the overall land use concept of the *Southeast Bentley Area Structure Plan*. [Map 3: Land Use Concept](#) shows the overall land use patterns and key features within the Plan Area. [Table 1: Land Use Statistics and Development Impact](#) provides a breakdown of the approximate area devoted to each land use category and components of the land use concept map.

Table 1: Land Use Statistics and Development Impact

Land Use Category/Component	Area (ha)	Share of Plan Area
Plan Area	103.11	100%
Commercial	19.08	18.5%
Business Industrial	42.31	41.04%
Public Institutional	3.86	3.74%
Public Utility Lots (PUL)	10.84	10.52%
Municipal Reserve (MR)	2.35	2.27%
Highway	12.25	11.88%
Local Road	12.14	11.78%
Possible Road Connections	0.53	0.51%
Railway	0.00	0.00%

Notes for Table 1:

The figures presented in Table 1 are approximate and subject to more detailed calculations at the time of subdivision (some rounding error may have occurred).

POLICIES

8.1.1 Lands Subject to Plan Policies

The policies of this Plan will only be applied to planning and approval decisions involving lands shown within the Plan Area Boundary on [Map 1: Plan Area](#).

8.1.2 Meaning of Key Words

This Plan contains policy statements using the words “will”, “must”, “should” and “may”. These words are interpreted as follows:

- “will” or “must” means the policy is to be complied with;
- “should” means compliance in principle but subject to the discretion of the applicable authority on a case by case basis; and
- “may” means the applicable authority determines the level of compliance that is required.

8.2 AGRICULTURAL USES

The protection of Lacombe County’s strong agricultural community is an important objective of the *Municipal Development Plan*.

The lands within the Plan Area are presently used for the cultivation of field crops. Existing agricultural uses may continue unless a landowner proposes to convert these lands to another opportunity supported by the policies of this Area Structure Plan.

The impact of any development proposal on adjacent agricultural uses needs to be considered. Further, the County wishes to protect existing agricultural subdivision opportunities provided by the *Municipal Development Plan*.

POLICIES

8.2.1 Agricultural Uses May Continue

Continued use of the lands within the Plan Area for agricultural use is encouraged, until a landowner proposes to convert these lands to another land use supported by the policies of this Plan.

8.2.2 Protection for Adjacent Agricultural Uses

When making decisions on development, the County shall consider the impact of the development on adjacent agricultural uses.

8.2.3 Existing Agricultural Subdivision Opportunities

As long as the lands remain designated Agricultural ‘A’ District as per the County’s *Land Use Bylaw*, landowners may continue to apply to subdivide land within the Plan Area, consistent with the provisions of Policy 3.3 of the Lacombe County *Municipal Development Plan*.

8.3 COMMERCIAL USES

The portion of the Plan Area north of Highway 12, along the existing Town boundaries is identified for future commercial uses. The commercial development within the NW 23 and part of the NE 23 is easily accessible via Highway 12 and can be accessed through the Town via a planned road connection from the Plan Area to Railway Avenue. Commercial development within this area will greatly benefit from the high visibility from Highway 12 and the close access off the highway. The commercial area will be able to accommodate small-scale convenience style commercial development, as well as larger commercial developments that require larger footprints. The Town currently has a commercial district within its downtown, but no large scale commercial development or vacant land for such use exists within Town boundaries.

An additional commercial parcel was identified just south of Highway 12, within the NW 23's southeast portion. The commercial use was chosen due to the parcel's high visibility from the highway and its possibility to accommodate a more traffic oriented in-and-out commercial use (such as a gas station) without requiring users to enter the larger and potentially busier commercial area to the north of Highway 12. This will also provide a conveniently placed commercial use to cater to the occupants of the future industrial development located to the south of Highway 12.

8.0

POLICIES

8.3.1 Location of Future Commercial

Future commercial land use will be directed to the areas shown as commercial on [Map 3: Land Use Concept](#).

8.3.2 Nature of Commercial Uses

The future commercial areas will accommodate a range of activities such as retail, restaurants, hotels and motels, vehicle sales and services and similar commercial uses that require access to highly visible and highly accessible locations to succeed. The designations within the *Land Use Bylaw* will determine the nature of commercial uses that are allowed in a particular area.

8.3.3 Commercial adjacent to Residential Areas

Where commercial use is shown next to a future residential area, the commercial uses that are allowed should be convenience oriented and compatible with a residential setting. Sites identified for commercial uses should be developed in a manner that minimizes the potential impact on adjacent properties. This may include factors such as points of vehicle access and egress, lighting design, building orientation, openings and placement to alleviate privacy/noise concerns, architectural treatment of buildings, landscaping and screen fencing to reduce visual impact.

8.3.4 Appearance Requirements near Major Entrance Routes

To the standard directed by Policy 10.2.3 of this Plan and Lacombe County's *Land Use Bylaw*, commercial development in the areas along Highway 12, Highway 12A and Range Road 1-1 will be subject to additional landscaping and appearance requirements to ensure that the view of these areas from these major roadways is aesthetically pleasing. The roadway-facing sides of all buildings should be finished to the satisfaction of the Development Authority and all exterior finishes should complement other buildings on the lot and buildings on adjacent lots. Landscaping on all highway-facing sides of parcels will provide screening of outdoor storage areas and create visual interest.

8.4 INDUSTRIAL USES

The NE 23 is primarily identified for business industrial land uses. The industrial area will be buffered from the existing residential area of the Town by commercial development. This area will benefit from high visibility along the highway corridor, and easy access off Highway 12. The industrial area within the NE 23 is divided to include general industrial areas within its centre, surrounded by light industrial uses to reduce possible off-site impacts to non-industrial uses.

All industrial parcels within [Map 3: Land Use Concept](#) that are adjacent to Highway 12 are less than 4 hectares in size, with the largest parcel being 3.98 ha in size. This is in compliance with the Lacombe County *Land Use Bylaw* provisions for industrial parcels abutting highway corridors.

POLICIES

8.4.1 Location of Future Industrial

Future industrial land use will be directed to the areas shown as industrial on [Map 3: Land Use Concept](#).

8.4.2 Nature of Industrial Uses

The future industrial areas will accommodate a range of activities such as manufacturing, processing, warehousing and outdoor storage, truck and freight terminals, distribution centres and similar industrial uses. The designations under the *Land Use Bylaw* will determine the precise nature of industrial uses that are allowed in a particular area, with consideration given to restrictions on outside storage, appearance and compatibility with nearby land uses.

8.4.3 Industrial adjacent Residential Areas and Major Roads

Industrial properties will be developed in a fashion that does not negatively impact on surrounding residential areas or cause unsightly development along arterial roads and highways. Means of ensuring industrial development does not impact roads and other properties may include the use of landscaping, earthen berms, architectural treatment, screen fencing, distance separation or a combination of these measures.

8.4.4 Appearance Requirements near Major Entrance Routes

To the standard directed by Policy 10.2.3 of this Plan and Lacombe County's *Land Use Bylaw*, industrial development in the areas along Highway 12, Highway 12A and Range Road 1-1 are subject to additional landscaping and appearance requirements to ensure that the view of these areas from these roadways is aesthetically pleasing. The road-facing sides of all buildings should be finished to the satisfaction of the Development Authority and all exterior finishes should complement other buildings on the lot and buildings on adjacent lots. Landscaping on all highway-facing sides of parcels will provide screening of outdoor storage areas and create visual interest.

8.4.5 Potential Lot Lines and Road Patterns

Possible lot lines for future parcels throughout the areas identified for industrial are shown on [Map 3: Land Use Concept](#). These lines are conceptual and are not mandatory. They are provided to give a sense of the possible range of future lot sizes that is possible in the various areas.

In general, the road pattern facilitates the creation of larger industrial parcels with a size of 2 hectares or greater. In many cases, the exact size of parcel may not be known until a tenant or prospective purchaser expresses interest. Smaller parcels may be created on the ends of blocks. More roads may also be added to divide the blocks to create more small lot options if necessary. Finally, the alignment of the roads shown may be altered provided the connections to adjacent lands, which may be owned by another party, are maintained.

The adjustments to lot sizes, lot lines and addition of roads described above will not require a formal amendment of this Plan.

8.5 INSTITUTIONAL LAND USE & CEMETERY EXPANSION

The Plan Area abuts the existing Bentley Cemetery which has an area of 2.02 hectares. To accommodate future expansion of the cemetery, the Plan Area identifies a 1.37 hectare area for future cemetery expansion immediately west of the Bentley Cemetery, allowing ample land for the addition of shelterbelts and landscaping. This parcel abuts a 15 metre wide Municipal Reserve (MR) parcel that will provide additional buffering from the adjacent commercial uses to the west.

POLICIES

8.5.1 Location of Institutional Uses

Institutional uses may be allowed to locate within the parts of the Plan Area shown as institutional and commercial on [Map 3: Land Use Concept](#).

8.5.2 Nature of Institutional Uses

The types of institutional uses that may be allowed include such uses as places of worship, schools, community service facilities, emergency service facilities, public recreation facilities, and similar uses that are considered compatible with other permitted uses.

8.5.3 Cemetery Site

The area in the NW 23 that is identified as institutional on [Map 3: Land Use Concept](#) may be used to expand the future Town cemetery.

If this site is developed as a cemetery, then development abutting the site must take into account the privacy needs of the cemetery. A landscaping and fence combination that screens residential, commercial and industrial properties from the cemetery will be required at the time of subdivision to the satisfaction of the Subdivision Authority.

Additional measures that may be considered include a requirement for additional lot depth and requirements relating to setback of residential buildings from the boundaries of the cemetery property. If the site is developed as a cemetery prior to development of the surrounding lands, in particular prior to the surrounding commercial lands, surface water run-off from the cemetery will be contained and managed on-site. If it is determined that the site will not be used for a future cemetery, then the site may be used for some other public use that is compatible with a residential setting.

8.6 MUNICIPAL RESERVE AND PUBLIC UTILITY LOTS

Municipal Reserve (MR) and Public Utility Lots (PUL) within the Plan Area are dedicated to incorporating stormwater servicing, recreational opportunities and trail connections, and buffers between land uses.

The NW 23 contains a 5 metre wide strip of land dedicated as PUL that accommodates the existing drainage ditch that abuts 48th Avenue. This allows maintenance of the existing drainage channel. The PUL continues south along the western portion of the Plan Area to accommodate the continuation of the ditch towards the stormwater management pond that is located south of Highway 12 on the NW 23.

Immediately south and east of this PUL are MR parcels that are 20 metres and 15 metres wide respectively. Another 15 metre MR strip is located immediately west of the cemetery expansion area. These MR parcels can accommodate a trail corridor that allows a multi-use path as well as landscaping to provide walkability through trail connections from the existing residential areas of the Town to the commercial areas on the NW 23 and the NE 23. The trail connections incorporated within the Plan Area also provide connectivity to the regional trail system that connects the Town to Aspen Beach and to Sandy Point Resort.

The 20 metre MR parcel will also allow for a wider buffer to create a visual barrier from the existing residential uses to the commercial uses. This barrier may come in the form of effective landscaping and fencing. The combined width of the PUL and MR parcel provide an overall buffer of 25 metres between the commercial parcels and 48th Avenue. These parcels also provide land for water and sanitary line connections that will link up to the road rights-of-way to the south, for further dispersion and expansion throughout the entire Plan Area.

Two additional MR parcels are dedicated along the northern and eastern boundaries of the NE 23. These are narrower buffers of 7.5 metres. They are intended to allow for the construction of a landscaped berm. The expectation is that a portion of the berm would be located within the industrial parcels and would become part of the landscaping requirements of those developments. There are currently residential uses on both the quarter section to the north (the SE 26) and the quarter section to the west (the NW 24) of the NE 23. Furthermore, the Town and County's land use planning documents identify the lands on the SE 26 as future residential development. The 7.5 metre wide MR parcels will provide an additional physical and visual buffer to positively enhance the appearance of the industrial area that will be located near future and existing residential uses of the SE 26 and the NW 24.

The remaining PUL parcels demonstrated on [Map 3: Land Use Concept](#) allow for the location of a future water reservoir and the accommodation of storm water management ponds. All parcels will be municipally owned and maintained. The water reservoir will be located on a 0.44 hectare parcel on the NE 23's northeastern corner, which constitutes the Plan Area's highest elevation. The stormwater management ponds are located throughout the Plan Area, with the pond located on the NE 23 also providing a walking trail.

Additionally, the *Town of Bentley Parks and Open Space Plan*, adopted in 2008 identifies attractive, safe and well-maintained public parks, open spaces and recreation facilities as essential elements of the community's image and quality of life. It specifically encourages combining

and protecting natural areas within a connected system, creating opportunities for public access and enjoyment, and incorporating compatible recreation and trail uses within open space areas.

Finally, the policy language of this Plan supports further discussions regarding the establishment of a community park for outdoor sports facilities within the Plan Area.

POLICIES

8.6.1 Municipal Reserve in the Form of Land

Municipal reserve will be dedicated as land within the areas shown on [Map 3: Land Use Concept](#). All municipal reserve parcels will be landscaped and developed to the satisfaction of the County. Municipal reserve dedication will be allocated and designed to achieve an inter-connected park and open space system that links the future residential area to major community facilities and recreational areas within the Town and surrounding area.

8.6.2 Municipal Reserve as Cash-in-Lieu

Municipal reserve will be dedicated as cash-in-lieu when subdivision occurs in areas not including Municipal Reserve as shown on [Map 3: Land Use Concept](#). Alternatively, municipal reserve dedications from these areas may be deferred to other lands owned by the same developer within the Plan Area. Proposals for deferral of municipal reserve may be submitted to the County for their consideration at the time of subdivision application.

8.6.3 Municipal Reserve Dedication

The amount of municipal reserve dedication will be at least ten (10) percent of the gross developable area contained within the proposed subdivision. The gross developable area includes all land minus the area to be dedicated as environmental reserve.

Municipal reserve dedication of more than ten (10) percent of the gross developable area will be accepted as a voluntary over-dedication.

8.6.4 Major Trail Connections and Alignments

The Town's trail system will be extended into the Plan Area as subdivision and development occurs. Potential major trail alignments are shown on [Map 3: Land Use Concept](#) and include:

- a trail along the MR corridor south of 48th Avenue
- a trail along the Railway Street extension
- a trail along 44th Street and Highway 12A
- a trail around the stormwater management pond at 44th Street and Highway 12.

8.6.5 Additional Trail Connections and Pedestrian Facilities

In addition to the major trails shown on [Map 3: Land Use Concept](#), local trails, sidewalks and pedestrian short cuts will be incorporated into the design of subdivisions to provide links between the major trails, parks and residential areas.

8.6.6 Design of Trails

The detailed planning and design of trails will be consistent with County development standards. This includes alignment with Lacombe County's *Guide to Crime Prevention Through Environmental Design*.

8.6.7 Community Park

Up to 4 hectares of suitable land within the NE 23 may be designated as a Community Park, subject to discussions between the County, the Town of Bentley, and the landowner or developer. It is anticipated that this dedication would fall within the 10% Municipal Reserve dedication.



8.7 TRANSPORTATION NETWORK

[Map 3: Land Use Concept](#) shows land uses in relation to future and existing roads and trail routes. All proposed municipal roads within the Plan Area provide a 30 metre road right-of-way. The 30 metre right-of-way can accommodate both rural and urban cross sections.

The main access to the Plan Area is provided through the Highway 12 and Range Road 1-1.5 / 44th Street intersection. The concept includes an expansion of the existing three-legged intersection to create a four-legged intersection to connect the Plan Area south of Highway 12 to the highway and to create a connection from the northern Plan Area to the southern.

Alberta Transportation has indicated that the stretch of Highway 12 located within the Plan Area has not been identified for upgrading in the near future. Despite no imminent or future plans for highway widening, the [Map 3: Land Use Concept](#) incorporates 10 metres for highway widening via right-of-way along the north and south side of the existing Highway 12 right-of-way to create an 80 metre wide future highway right-of-way. In discussions with Alberta Transportation, a 10 metre preferred development setback from the highway was also incorporated into the concept – as seen in [Map 3: Land Use Concept](#) – which would restrict development in proximity to the highway right-of-way.

The highway connections within the concept also provide 30 metre by 30 metre corner cuts that will be able to accommodate roundabout construction, if deemed necessary by Alberta Transportation in the future. These highway expansion considerations provide certainty to developers when proposing development. It mitigates potential future conflicts that can occur when faced with highway expansion plans.

During the construction of Highway 12, the southwest corner of the NE 23 was acquired by the Province as part of the Highway 12 right-of-way. [Map 3: Land Use Concept](#) provides an illustration of this area after the proposed 10 metre highway widening is taken. The remaining area is measured at 1.14 hectares. It is recommended that this area be considered for sale by Alberta Transportation to the abutting landowner and utilized for industrial purposes within the Plan Area.

[Map 3: Land Use Concept](#) incorporates the extension of Railway Avenue throughout the NW 23 to serve Town residents and visitors as they enter or exit the commercial area. This extension is intended to draw shoppers to the downtown commercial area through the ease of access from the commercial portion of the Plan Area. A grid of industrial and commercial collector roads links the sections of the Plan Area. The land use concept contains a “Possible Road Connection” segment within the northeast portion of the Plan Area, to allow direct access from the NE 23 to Highway 12A. This potential road segment would accommodate additional traffic flow and provide for additional parcel configurations.

POLICIES

8.7.1 Highways - Alignment and Cross Section

The design and requirements for the Provincial highway in the Plan Area will be determined by Alberta Transportation.

8.7.2 Highways - Widening and Access

Land needed for the widening of a Provincial highway will be acquired by Alberta Transportation. Access onto Highway 12 will be restricted to the collector roads shown on [Map 3: Land Use Concept](#) and will be designed to meet Alberta Transportation requirements.

8.7.3 Arterial Roads - Alignment and Cross Section

Arterial road alignments will be based on those shown on [Map 3: Land Use Concept](#). The width and cross section used for each arterial road will be determined by Lacombe County's *Standards Manual*.

8.7.4 Arterial Roads - Widening and Access

Road widening will be provided along all arterial roadways at the time of subdivision. The amount of road widening to be required will be determined by Lacombe County's *Standards Manual*. Where possible, road dedication for widening purposes will be balanced between landowners on both sides of the existing road allowance. Access to arterial roads will be restricted to collector roads shown on [Map 3: Land Use Concept](#). The design of intersection improvements on arterial roads will be determined by Lacombe County's *Standards Manual*.

8.7.5 Arterial Roads - Direct Access to Parcels

Direct access to individual parcels from an arterial road should not be permitted where access off a collector road is possible.

8.7.6 Noise and Visual Attenuation

Sufficient noise and visual attenuation features will be provided as lands adjacent to arterial roadways and Highway 12 are subdivided and developed. These measures may consist of earthen berms, fences, landscaping, distance separation or a combination of these measures to the satisfaction of the County at the developer's expense. Detailed description of noise and visual attenuation measures is to be included as part of the subdivision application. Noise and visual attenuation features will not be permitted in the

Highway 12 right-of-way.

8.7.7 Collector Roads - Alignment and Cross Sections

Collector road alignments will be based on those shown on [Map 3: Land Use Concept](#). The width and cross section used for each collector road will be determined by Lacombe County's *Standards Manual*.

8.7.8 Local Roads

Local roads will extend from the collector road alignments shown on [Map 3: Land Use Concept](#). The number of local road intersections along collector roads will be kept to a minimum. The width and cross section used for each local road will be determined by Lacombe County's *Standards Manual*.



8.8 NATURAL FEATURES

There are several wetlands south of Highway 12. The removal of the SW 23 and SE 23 from the Plan Area means that these wetlands will be unaffected, except for an existing small wetland that is classified as a possible Class II wetland (graminoid marsh) and has an approximate size of 0.16 hectares. The extension of 44 Street will terminate just north of this wetland, and ensuring no negative impacts on this wetland will be part of the roadway design criteria.

POLICIES

8.8.1 Crown Ownership of Wetlands

There is a wetland immediately south of the Plan Area which has not been assessed under the *Alberta Wetland Policy*. This wetland, along with others to the south, may be claimed for Crown (Province) ownership if the development area is enlarged and subdivision occurs in the future. However, this particular wetland lies in the path of a potential road alignment, which will need to be considered if any action is taken. Where the Crown (Province) claims ownership of a wetland classified as permanent or semi-permanent under the *Alberta Wetland Policy*, the wetland will be treated as a water body. Environmental Reserve dedication will be provided abutting the water body in accordance with this Plan.

8.0



8.9 STORM DRAINAGE

The gently sloped topography of the Plan Area directs storm drainage from the northeast corner of the Plan Area to its southwest corner. To accommodate run-off from development within the Plan Area, additional storm water management ponds are proposed within the concept. The location and configurations of the ponds are illustrated on [Map 3: Land Use Concept](#). To reduce construction costs and create viable storm water management ponds, the lowest elevation above sea level and the overall flattest areas within each quarter section were identified to accommodate the ponds.

Based on the stormwater servicing study, a pre-development release rate of 3.0 L/s/ha (litres per second per hectare) was proposed for the future stormwater ponds within the Plan Area. The existing stormwater management pond within the NW 23 was approved in 2010 at a pre-development release rate of 4.0 L/s/ha. This pond was configured to accommodate its expansion within the current parcel size.

For commercial and industrial uses that typically occupy larger sized parcels, the study recommends onsite short duration storage of stormwater. The storage is to meet a maximum discharge rate of approximately 100 L/s/ha.

The public utility lot on the NW 23 that contains the existing storm water management pond is located within the quarter section's southwest corner. The pond accommodates drainage from the entire quarter section and directs run-off through the culvert underneath the railway and further to the west. A 15 metre drainage easement is recommended for the parcel immediately southwest of the pond. This pond was constructed in 2010 and has expansion capacity within its parcel boundaries.

A PUL for the pond on the NE 23 was also located at the quarter section's southwest corner. The parcel size is larger than the parcel footprint recommended by the storm water drainage assessment. This allows for the accommodation of a walking trail and contributes to the overall trail network within the Town and surrounding area.

POLICIES

8.9.1 Purpose of Lands

The areas shown on [Map 3: Land Use Concept](#) as storm pond and drainage corridor are intended to accommodate storm water management facilities and critical surface drainage routes as part of the overall storm water management system for the area. These lands will be dedicated as public utility lot at the time of subdivision.

8.9.2 Size and Design of Facilities

Each of the areas shown on [Map 3: Land Use Concept](#) will accommodate a storm water management facility in the form of a constructed wetland, designed to meet Alberta Environment and Protected Areas' guidelines and the County *Land Use Bylaw*. The exact size and alignment of each facility may be modified to account for a final more detailed design without requiring an amendment to this Plan.



9.0

SERVICING CONCEPTS AND POLICIES



This section discusses servicing concepts for the extension of the Town's stormwater management, water, and sanitary sewer services to accommodate future development of the Plan Area.

These concepts are based on the *Southeast Bentley Area Structure Plan Servicing Study* prepared by Stantec, June 21, 2022.

The servicing information that is provided is conceptual and more detailed analysis may be required through an Outline Plan. Alternative concepts may therefore be approved as the area develops but it is crucial that any alternatives selected achieve the long term goals for the area.

9.1 STORM WATER SYSTEM

While the Plan Area's grades are moderate, averaging about 2%, the land drains from a high point in the northeast southwesterly toward the Blindman River. Conceptual Storm Water Management areas have been shown on [Map 4: Storm Water Concept](#). These are based on an understanding of the topography and proposed road alignments.

Conveyance of storm water by roadside ditches and culverts is anticipated. At the time of detailed design, the development roadway ditch/culvert system will be analyzed to ensure appropriate sizing.

POLICIES

9.1.1 Pre-development Rate for Design

A rate of 3.0 litres/s/ha will be used as the pre-development rate when completing storm water design for the Plan Area.

9.1.2 Detailed Storm Water Management Plan Required

A detailed storm water management plan will be required to confirm sizing, volumes and outlet routes prior to development and/or subdivision approval. Outlet routes for all upstream lands and storm water management ponds must be taken into account.

9.1.3 Design Requirements

The development of municipal storm drainage services and storm water management facilities will be in conformance to the most recent version of the County's *Standards Manual, Municipal Development Plan, and Land Use Bylaw* and the *Southeast Bentley Area Structure Plan Stormwater Servicing Study* (2022).

9.1.4 Use of Highway Rights of Way

A storm water management plan that proposes to direct drainage into a provincial highway right of way must obtain approval from Alberta Transportation.

9.2 WATER SYSTEM

The water system can be expanded to service commercial and industrial land uses within the Plan Area. [Map 5: Water Concept](#) shows the future water main distribution network connecting to the existing mains and the Town water treatment plant and reservoirs.

The servicing study is predicated on a design basis of 0.05 L/s/ha. This is lower than what is typical for urban development, but it is predicated on an assumption that many industrial uses will use very little water, and oversizing is unnecessarily costly and may lead to water becoming stagnant in the watermains.

POLICIES

9.2.1 Water Supply - Monitoring

The Town of Bentley has enough water capacity for 21 years of the 25 year outlook. Based on available data and current regulations, the Town should be able to supplement its water system with an additional well, provided that other groundwater users are not interfered with or are accommodated. Long term planning and allocation of capital for this eventual needed is advised.

9.2.2 Water Storage

Water storage capacity appears sufficient to meet projected needs over the next 30 years. Increasing demand should be monitored and additional reservoir storage staged appropriately.

9.2.3 Water Main Distribution Network

Water mains will be extended into and through the Plan Area as shown on [Map 5: Water Concept](#). The sizes of the mains are shown conceptually and must be confirmed and designed during time of development and prior to subdivision of individual areas.

9.2.4 Dead End and Unlooped Mains

When considering the staging of development in the Plan Area, the use of dead end and unlooped mains should be avoided.

9.2.5 Design Requirements

The development of municipal water services will be in conformance to the most recent versions of the Town's *Design Guidelines and Construction Specifications*, the County's *Standards Manual*, and the *Southeast Bentley Area Structure Plan Stormwater Servicing Study*.

9.3 SANITARY SEWER SYSTEM

The sanitary sewer collection system can be expanded to service the Plan Area as shown on [Map 6: Sanitary Concept](#).

The conceptual sanitary network has been shown on [Map 6: Sanitary Concept](#). The mains have been shown as gravity trunk mains and gravity collection mains. As the grading design is not completed line sizing has not been indicated as it will be dependent on final design of the subdivision itself, and consideration of future lands should be identified.

The present wastewater treatment system can accommodate growth for 20 years based on an increase in flows of 3% per year. At full buildout, additional lagoon cells will be needed to increase treatment capacity. However, there is significant inflow and infiltration (I&I) into the sanitary system, and the capacity of the existing system could be extended by addressing this issue.

POLICIES

9.3.1 Sanitary Sewer - Capacity

The Town will monitor sewage influent and consider an inflow and infiltration reduction program to reduce the amount of stormwater and groundwater entering the system to ensure sufficient sewage treatment capacity.

9.3.2 Sanitary Trunk and Collection Mains

The design of the sanitary trunk and collection mains will be based on [Map 6: Sanitary Concept](#).

9.3.3 Design Requirements

The development of municipal sanitary services will be in conformance to the most recent version of the Town's *Design Guidelines and Construction Specifications*, the County's *Standards Manual*, and the *Southeast Bentley Area Structure Plan Stormwater Servicing Study*.

9.4 SHALLOW OR OTHER UTILITIES

POLICIES

9.4.1 Shallow Utilities - Extensions into Plan Area

Shallow utilities (power, telecommunications, natural gas) will be extended into the Plan Area in accordance with the requirements of the individual utility provider, where applicable.

9.4.2 Shallow Utilities - Underground Installation

All shallow utilities will be installed underground.



10.0
**IMPLEMENTING
THE PLAN**

This section discusses the administrative and decision making processes that are to be used to implement the policy directions set out in the previous sections. It includes expectations for developers and landowners in preparing more detailed proposals for the subdivision and development of their lands.

10.1 PHASING OF DEVELOPMENT

POLICIES

10.1.1 General Pattern of Development

Prior to adoption of an outline plan or an amendment to the *Land Use Bylaw* to allow subdivision and development, the landowner or developer shall provide a phasing plan satisfactory to the County.

10.1.2 Transportation Connections – Secondary Access Requirement

As development progresses there is a need to ensure primary and secondary access is provided to areas containing a large number of buildings and/or workers. This accounts for safety and for flexibility in the transportation network. Prior to a *Land Use Bylaw* rezoning that could result in a concentration of industrial buildings accessed by a single road with only one way in and out, the County will require suitable arrangements for a second permanent access or a temporary access.

10.1.3 Sanitary Sewer

Prior to a *Land Use Bylaw* rezoning to allow development or subdivision, the County will require suitable arrangements that allow for the construction of a sanitary sewer infrastructure serving the proposed development area.

Where these facilities are not located on the same parcel as the proposed development area, a land acquisition agreement or easement agreement must be in place.

Temporary alternative arrangements may be accepted by the County where access to the locations shown in [Map 6: Sanitary Concept](#) cannot be obtained.

10.1.4 Water

Prior to a *Land Use Bylaw* rezoning to allow development or subdivision in the Plan Area, the County will require suitable arrangements for the extension of a looped water connection to the proposed development area or a single feed capable of providing the required water flows.

10.1.5 Storm Drainage

Most of the major existing parcels in the Plan Area are able to provide for a storm water management pond independently of another parcel. The outlet routes may cross other parcels or be shared.

Prior to a *Land Use Bylaw* rezoning to allow development or subdivision, the County will require suitable arrangements for outlet routes for all proposed storm water management ponds. This may take the form of land acquisition or easement agreement.

10.2 DETAILED SERVICING AND SUPPORTING STUDIES

10.0

POLICIES

10.2.1 Detailed Design and Supporting Studies Required

Prior to adoption of an outline plan or Prior to a *Land Use Bylaw* rezoning allowing subdivision and development, detailed design of all municipal services (water, sanitary, storm drainage) and road connections and any supporting studies needed to assess the proposed development or subdivision will be provided by the developer/landowner.

10.2.2 Information Required

The following studies are to be provided by a qualified consultant, at the County's discretion:

- a. a water network analysis containing information on operating pressures under peak hourly demand conditions, fire flow availability during maximum day demand conditions, as well as information of nodal demands, and boundary conditions;
- b. a sanitary report containing assumptions and calculations on expected effluent generation and flows and downstream capacity to accommodate the expected flows;
- c. a storm water management plan containing calculations of expected run off, storage requirements, and outfall requirements addressing Alberta Environment and Protected Areas' approval requirements;
- d. a wetland assessment and impact report meeting Alberta Environment and

- Protected Areas' requirements and written confirmation of acceptance of the report by Alberta Environment and Protected Areas;
- e. a traffic impact assessment meeting Alberta Transportation requirements and written confirmation of acceptance of the assessment by Alberta Transportation;
 - f. a fire protection plan to the satisfaction of the County outlining how adequate fire protection services will be provided to the proposed development, to be submitted to the County's Fire Chief for approval;
 - g. a historical resource impact assessment meeting the requirements of the Historic Resources Management Branch of Alberta Culture and written confirmation of acceptance by the Historic Resources Management Branch;
 - h. where use of private water wells is allowed, a groundwater supply report confirming that there are adequate ground water resources for the in-tended uses for daily needs and firefighting needs without impacting existing wells;
 - i. site development guidelines as described in Policy 10.2.3 of this Plan; and
 - j. any other information or technical studies that the County deems necessary.

10.2.3 Site Development Guidelines

Site development guidelines are intended to facilitate attractive, cohesive, high-quality developments or development areas.

Site development guidelines that set out building design, landscaping, signage, fencing and other site requirements shall be required for all multi-lot commercial or industrial developments, to the satisfaction of Lacombe County. The guidelines should serve to create visually appealing developments that meet or exceed municipal standards.

- requirements for building design;
- requirements for perimeter, lot, flankage, and yard screening which must include standards for the type, height, and material of fencing acceptable in the development. The screening standards shall require all outdoor storage to be screened from parking areas, primary roads, and the entrances to adjacent buildings;
- requirements specifying the acceptable size, appearance, and type of signage allowed in the development. This will include signage to identify the development and business identification signs;
- consistent with Lacombe County's *Guide to Landscaping*, standards that include

the following considerations: a planting buffer along Highway 12, 12A and Range Road 1-1; specifications for grading, planting and mulching; requirements for paving access driveways and parking areas, if any.

- for all business industrial lots, a principal building of a minimum of 278.7 square metres (3,000 square feet) in size is required to be established or under construction, to the satisfaction of the County, on each lot adjacent to Highway 12, 12A, and Range Road 1-1, prior to any non-agricultural use being established;
- Any other development design considerations deemed necessary by Lacombe County Council.



10.3 LAND USE BYLAW

POLICIES

10.3.1 Relation to Land Use Bylaw

The *Land Use Bylaw* will be the primary means of ensuring that subdivision and development in the Plan Area is consistent with the policies of the *Southeast Bentley Area Structure Plan*. Where necessary, amendments to the *Land Use Bylaw* will be made to implement the intent and direction of this area structure plan.

10.3.2 Subdivision Layout Required

Prior to approval of a *Land Use Bylaw* amendment that would allow subdivision of an area that does not require an outline plan, a subdivision layout showing how the area subject to the proposed amendment could be subdivided in the future will be provided.

10.3.3 Referrals

The County will refer all rezoning and subdivision applications in the Plan Area to the Town of Bentley, Alberta Transportation, Alberta Environment and Protected Areas, and other government agencies. Further referral may be made at the County's discretion on other matters of interest or potential concern.

10.0



10.4 SUBDIVISION AND DEVELOPMENT APPLICATIONS

POLICIES

10.4.1 Conformance Required

All subdivision decisions will conform to the policies of this Plan and any applicable outline plan that has been adopted by Council.

All development permit decisions involving a discretionary use will conform to the policies of this Plan and any applicable outline plan that has been adopted by Council.

10.4.2 General Expectations

Subdivision and development of the area will proceed in a manner that:

- allows for the orderly and efficient expansion of the County and Town;
- does not prejudice the further subdivision and development of the subject or adjoining lands;
- makes sufficient provision for road access and municipal utility servicing; and
- provides for the development of a park, open space and trail system as envisioned by this Plan.

10.5 DEVELOPMENT COSTS AND OTHER CONSIDERATIONS

POLICIES

10.5.1 Developer Responsible for Costs to Develop

All costs for required studies, designs, plans, assessments and the construction of municipal infrastructure (roads, water, sanitary sewer, storm drainage) within the area being developed will be the sole responsibility of the Developer.

10.5.2 Offsite Costs

Responsibility for the cost to provide infrastructure improvements outside of the area being developed but required to support the proposed development will be negotiated between the Developer, Town and County.

The Town and/or County may cover the costs of offsite infrastructure and/or major system components through offsite levies, oversize improvement arrangements or endeavors to assist.

10.5.3 No Obligation on Part of the Municipalities

The adoption of this Plan does not require the municipality to undertake any of the projects referred to by this Plan.

10.0

10.6 INTERPRETATION

POLICIES

10.6.1 Flexibility

This Plan should be interpreted with flexibility having regard to the purpose, concepts, and general policy direction of the Plan.

The boundaries between the various land uses and facilities shown on maps forming part of this Plan should not be rigidly interpreted. The precise boundaries and locations of key Features may be confirmed as more detailed design work and field survey is completed.

10.6.2 Ruling on Interpretation

Where questions of interpretation of this Plan arise, the matter will be put before Council for a decision. Council's decision on interpretation will be final.

10.7 PLAN AMENDMENT

POLICIES

10.7.1 When an Amendment is Required

Where an outline plan, *Land Use Bylaw* amendment, subdivision application or development permit application proposes a major change from the direction and policies of this Plan, a formal amendment adopted by bylaw will be required. This includes:

- elimination of a major arterial or collector roadway;
- change in the general land use pattern (commercial, industrial) shown in the Plan;
- change to the open space system beyond what is contemplated in the Plan; or
- deviation from the utility servicing concepts beyond what is contemplated in the Plan.

The following types of adjustments in response to more detailed design will not require a formal amendment:

- minor adjustments in land use boundaries, road alignments and features, and the use of discretion by the approving authority, as described in a specific policy in this Plan; or
- addition or relocation of public utility lots needed to implement a detailed servicing design.

10.7.2 Information Required for Plan Amendment

The applicant or person requesting an amendment of this Plan will submit the supporting information deemed necessary by the County to evaluate the requested changes.

10.7.3 Amendments to this Plan

Any amendments to this Plan shall follow the process and requirements of the County and the *Municipal Government Act*.

10.8 PLAN REVIEW

POLICIES

10.8.1 Timing of Routine Review

The County should review this Plan at least every ten (10) years to ensure that the Plan remains current.

The review process should start with a written evaluation by planning staff followed by a recommendation to Council regarding the need to undertake a formal update process. Council may choose to direct a review of the Plan at any time.

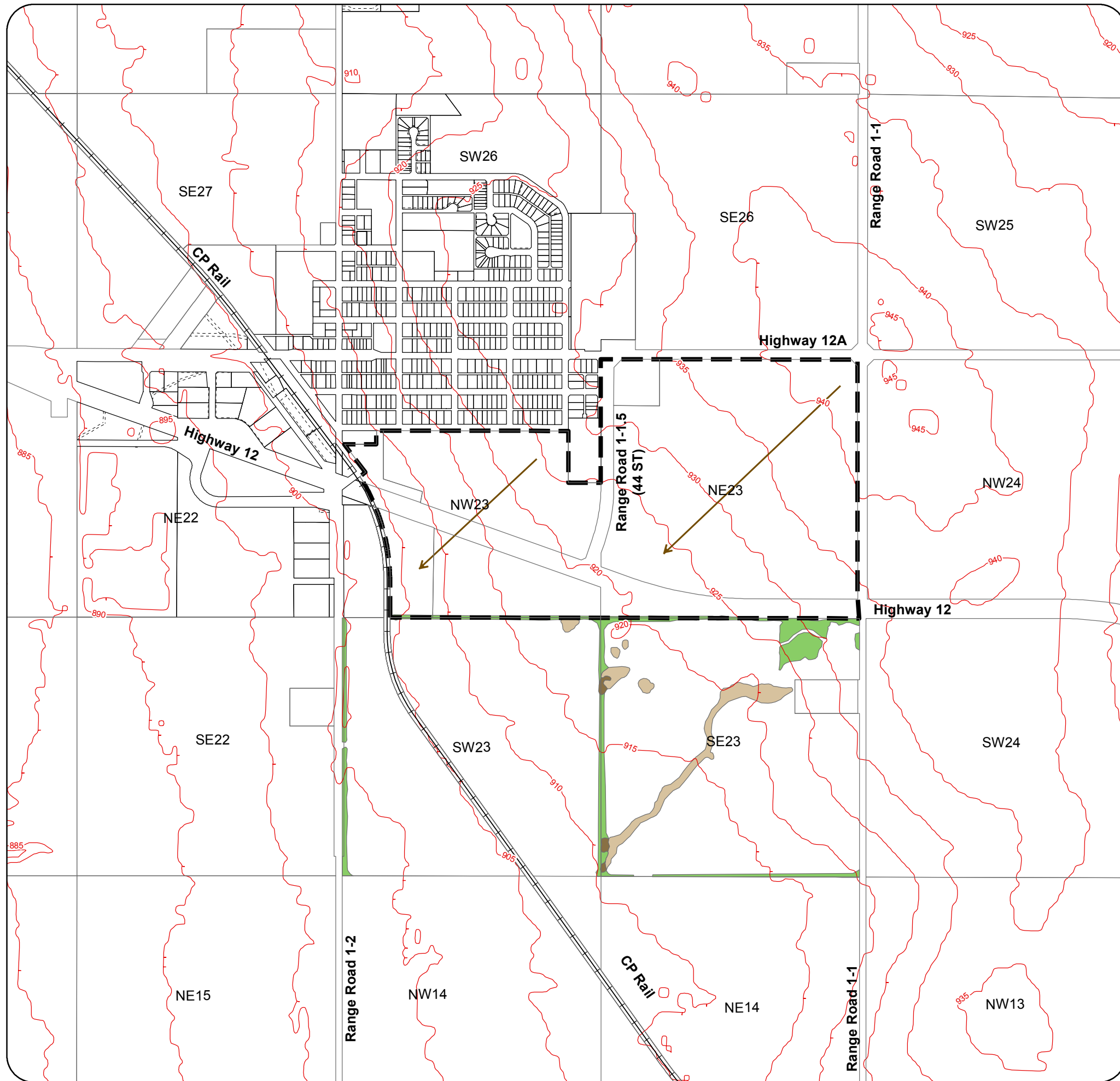
10.8.2 Consistency with Other Statutory Plans

This Plan will be reviewed and updated in response to changes to the policy and direction set in the *Town of Bentley / Lacombe County Intermunicipal Development Plan* and/or the *Municipal Development Plan*.

10.0







11.0
MAPS

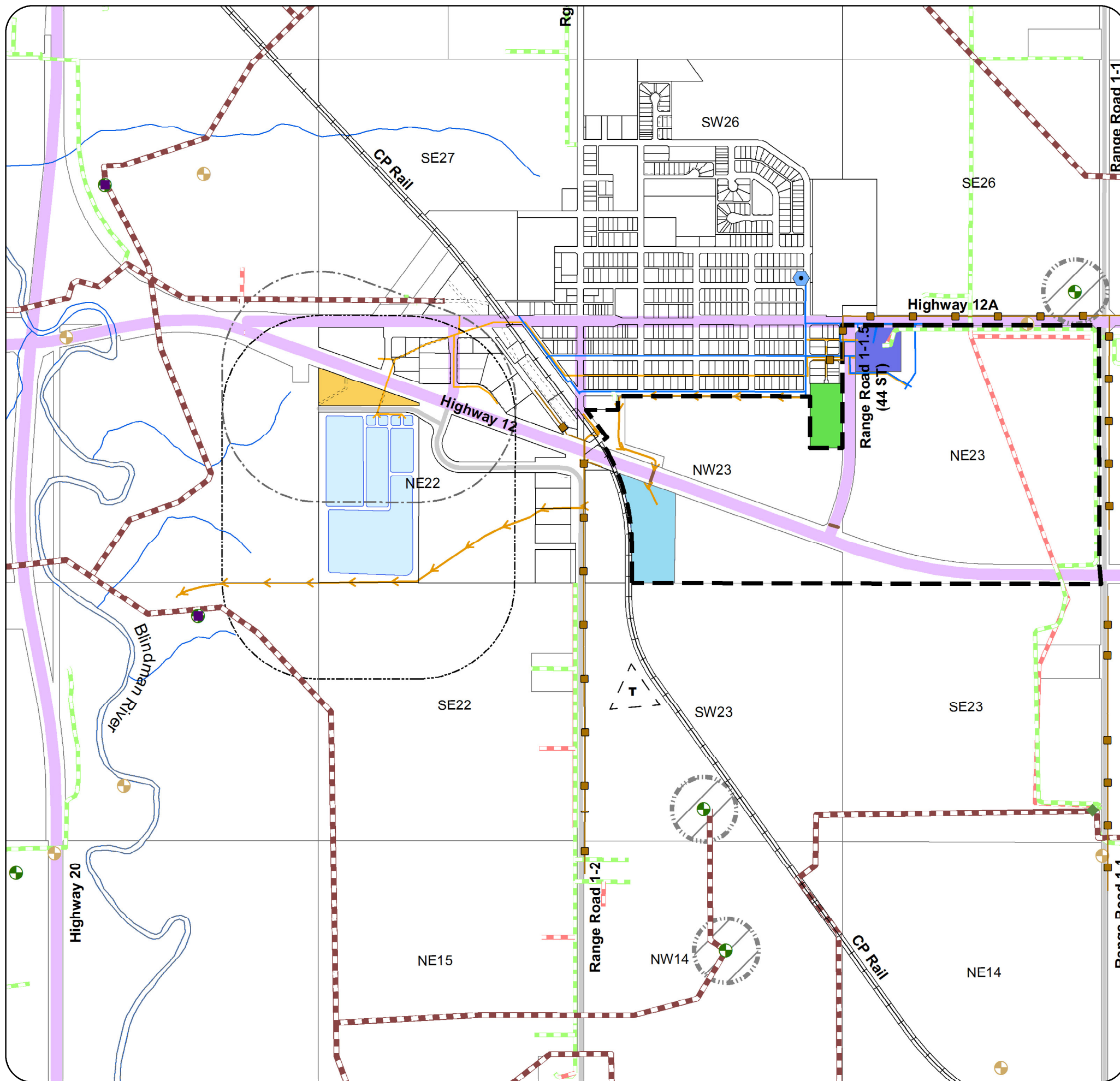


SOUTHEAST BENTLEY AREA STRUCTURE PLAN

MAP 2A: NATURAL FEATURES

-  Index Contour
-  Aspen Woodland Alliance (AW)
-  Graminoid Marsh - Class II (MGII)
-  Deciduous Woodland Swamp (SWd)





**SOUTHEAST BENTLEY AREA
 STRUCTURE PLAN
 MAP 2B: BUILT FEATURES**





















- Plan Area Boundary
- Cemetery
- Fire Department
- Storm Pond
- Sewage Lagoon
- Lacombe Regional Solid Waste Transfer Station
- Telecommunications Tower and Anchors
- Water Pump House
- Oil/Gas Battery Location
- Oil/Gas Regulator Station
- Active Oil/Gas Well
- Abandoned Oil/Gas Well
- Active Oil/Gas Pipeline
- Active ATCO/Co-op Low Pressure Oil/Gas Pipeline
- Abandoned ATCO/Co-op Low Pressure Oil/Gas Pipeline
- Overhead Power Lines
- Water Pressure Main
- Sanitary Gravity Main
- Drainage Swale
- Culvert
- Paved Road
- Gravel Road
- Oil/Gas Well Setback (100m)
- Lagoon Setback (300m)
- Regional Solid Waste Transfer Station (300m Setback)

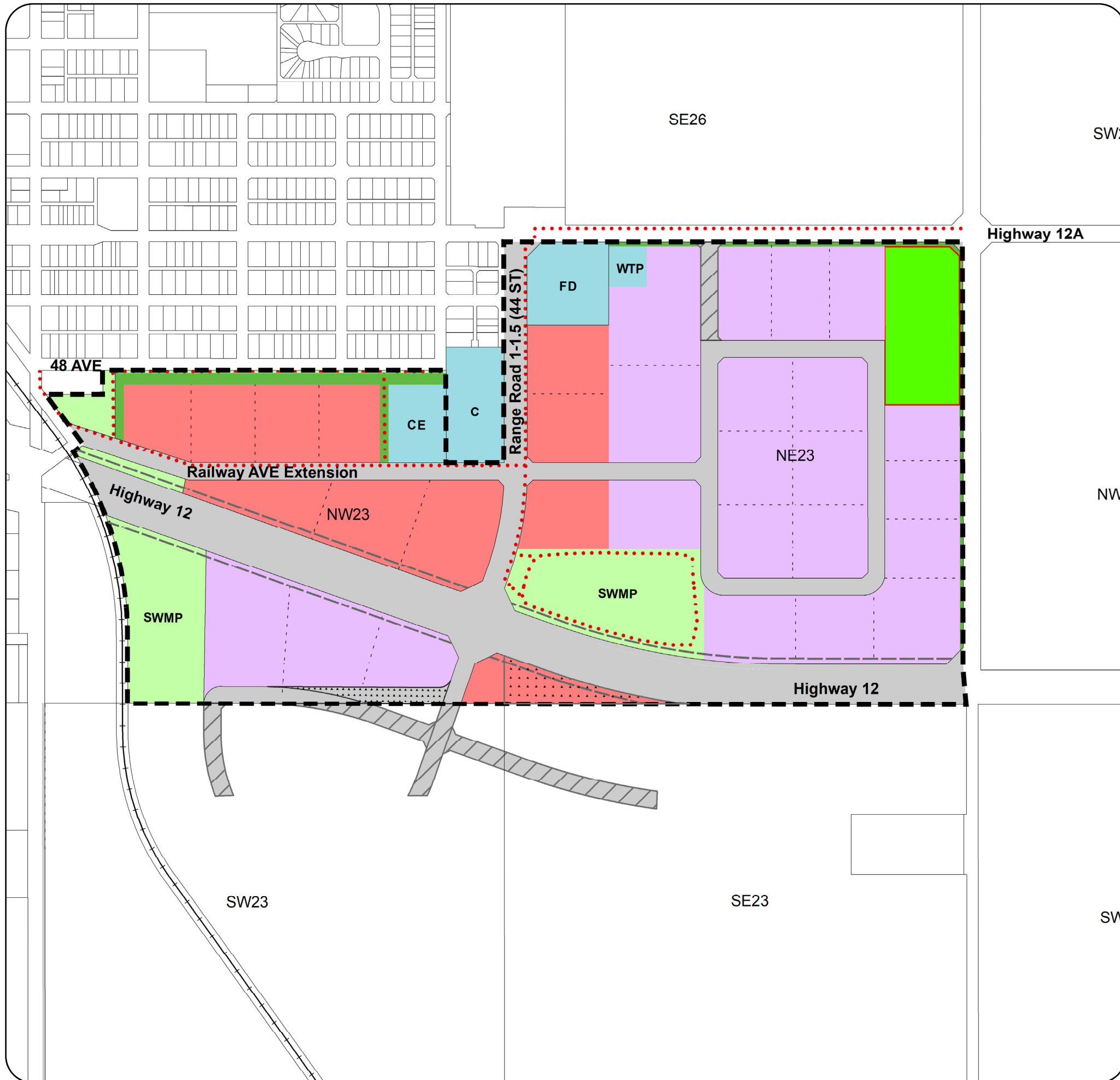
MAPS



SOUTHEAST BENTLEY AREA STRUCTURE PLAN

MAP 3: FUTURE LAND USE CONCEPT

-  Plan Area Boundary
-  Potential Community Park
-  Highway Commercial
-  Business Industrial
-  Public/Institutional
-  Municipal Reserve
-  Highway ROW To Be Re-allocated
-  Cemetery
-  Cemetery Expansion
-  Fire Department
-  Future Water Treatment Plant and Reservoir
-  Storm Water Management Pond
-  Trail/Pedestrian Route
-  Tentative Property Line
-  Expected Setback From Highway 12 (10m)
-  Public Utility Lot
-  Highway and Local Roads
-  Easement Road
-  Possible Road Connection
-  Existing Railway Right-of-way













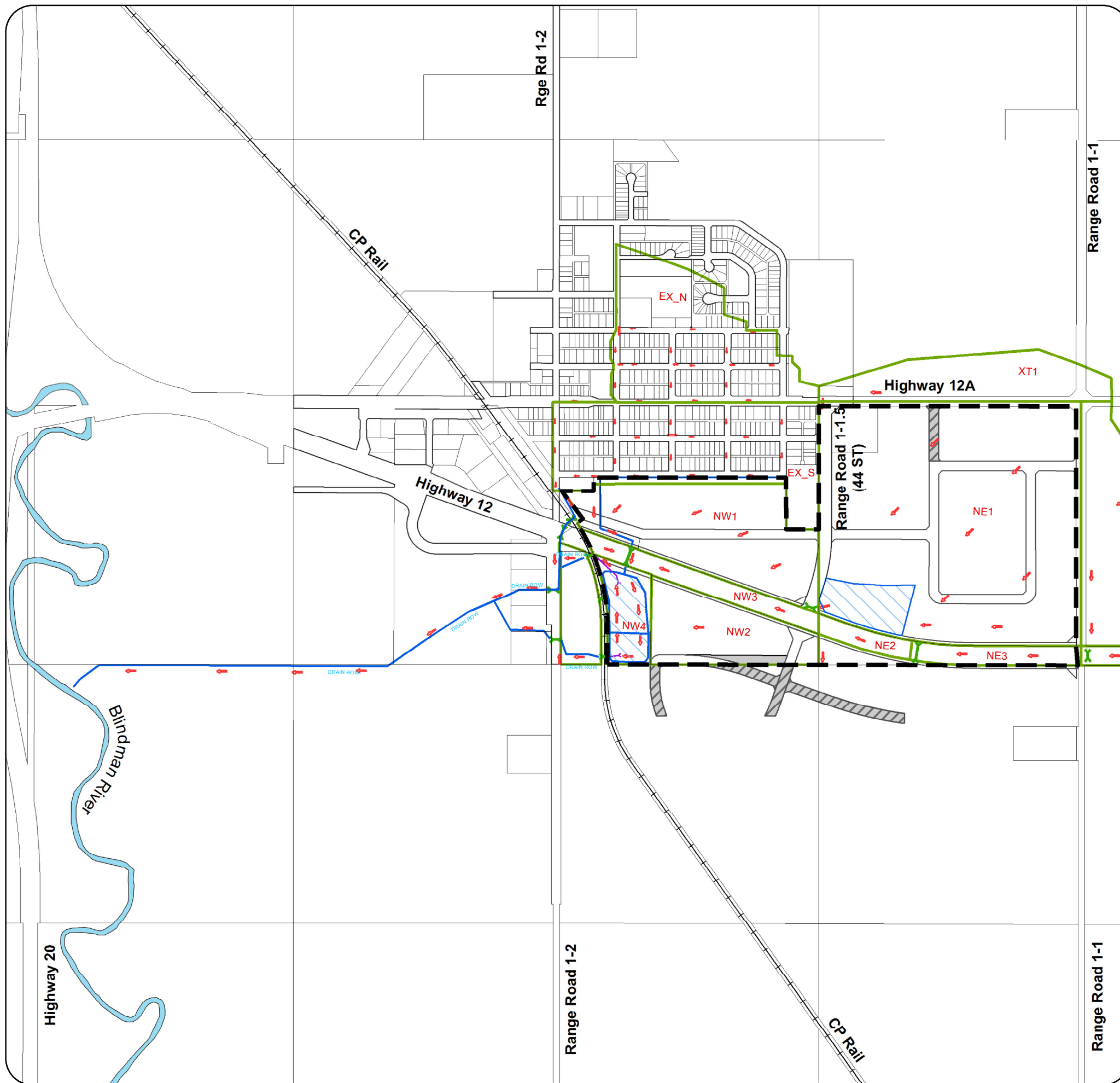
NOTE: THIS DRAWING IS NOT INTENDED FOR DETAILED SUBDIVISION AND ENGINEERING DESIGN. BOUNDARIES BETWEEN LAND USES AND LOCATION OF FEATURES ARE APPROXIMATE. VERIFICATION AT TIME OF SUBDIVISION AND/OR DEVELOPMENT IS REQUIRED.



SOUTHEAST BENTLEY AREA STRUCTURE PLAN

MAP 4: STORMWATER SERVICING CONCEPT

-  Plan Area Boundary
-  Storm Sub-Catchment Boundary
-  Existing Drainage Route
-  Proposed Drainage ROW
-  Pond Outlet Piping
- NW1** Storm Sub-catchment ID
-  Drainage Pattern
-  Existing Culvert
-  Proposed Storm Pond
-  Easement Road
-  Possible Road Connection



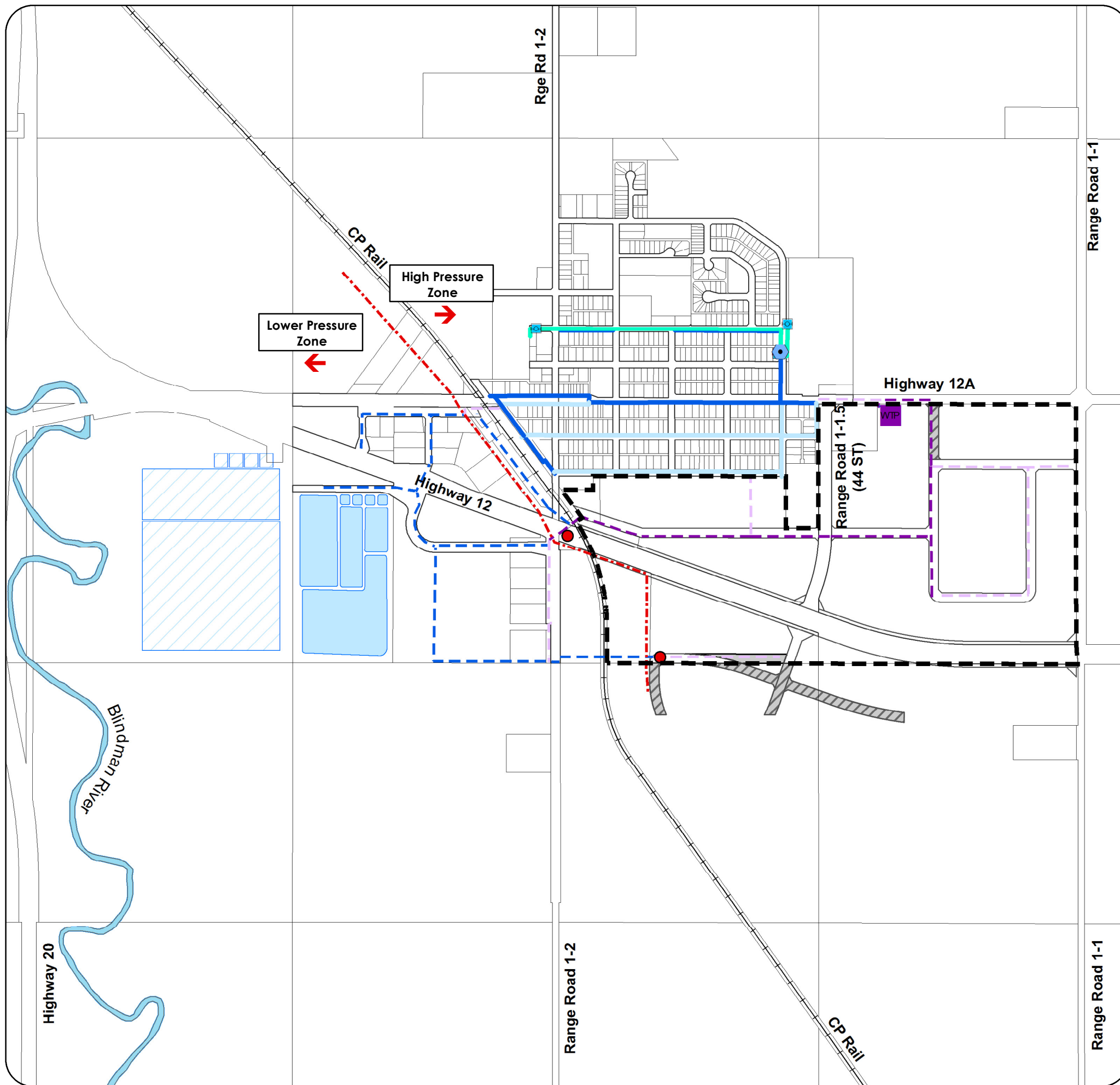
MAPS



SOUTHEAST BENTLEY AREA STRUCTURE PLAN

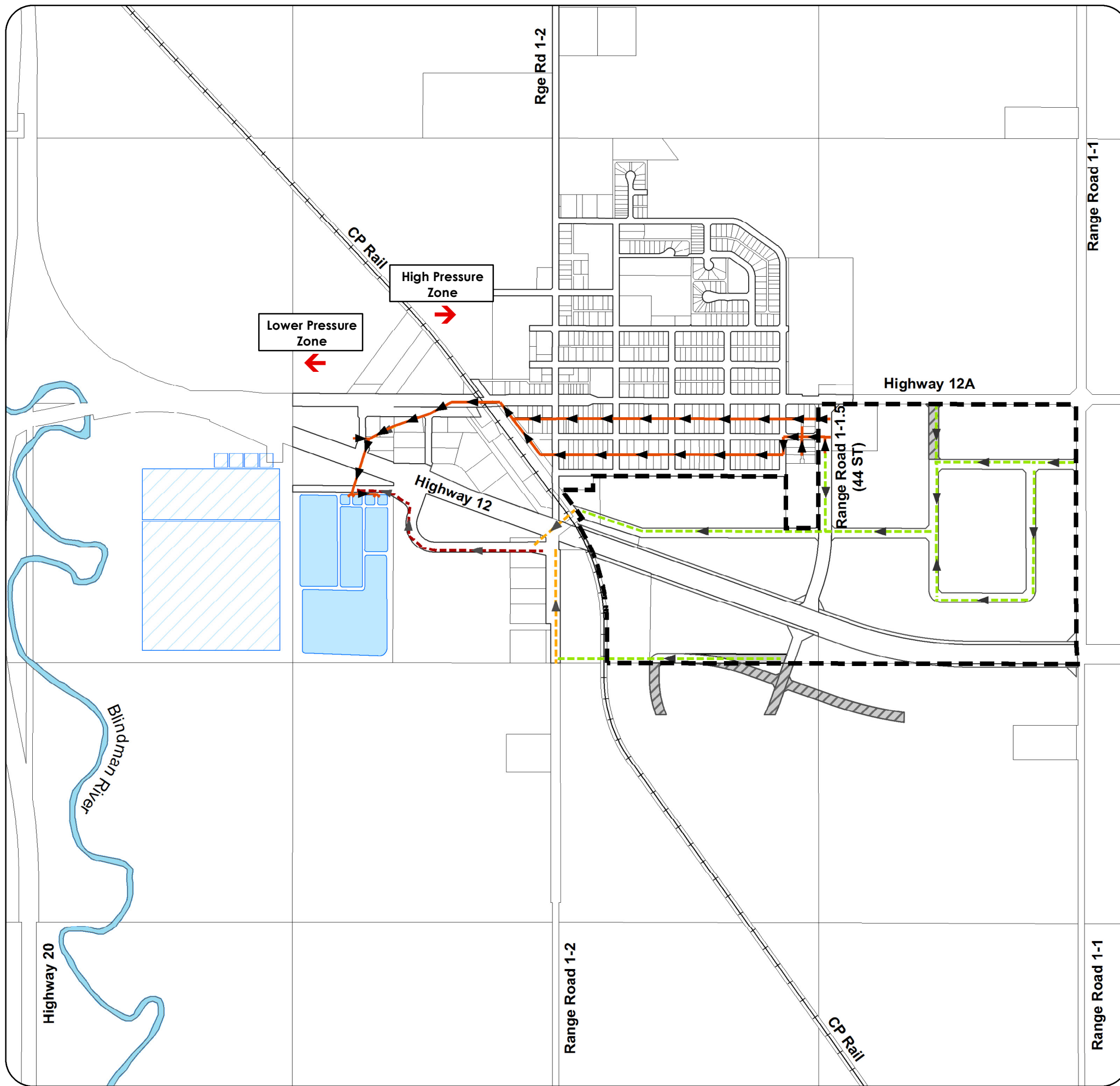
MAP 5: WATER SERVICING CONCEPT


- Plan Area Boundary
 - ⬢ Existing Reservoir and Pumps
 - ⊕ Water Wells
 - WTP Future Reservoirs
 - Future Pressure Reducing Valve
 - - - Approximate Water Servicing Pressure Zone Boundary
 - Existing Sewage Lagoon
 - Future Lagoon Expansion (Based on 0.05 L/s/ha Scenario)
 - Easement Road
 - Possible Road Connection
- Existing Water Mains**
- Well Supply Line
 - 150 mm
 - 200 mm
- Future Water Mains**
(Based on 0.05 L/s/ha Scenario)
- 200 mm
 - 250 mm
 - 300 mm




MAPS







LACOMBE COUNTY



Town of Bentley
come to be

SOUTHEAST BENTLEY AREA STRUCTURE PLAN

MAP 6: WASTEWATER SERVICING CONCEPT

--- Plan Area Boundary

Existing Wastewater Mains

—▶ Wastewater (Sizes vary 200-300mm, some unknown)

Future Wastewater Mains

---▶ 250 mm

---▶ 300 mm


---▶ 450 mm

■ Existing Sewage Lagoon


▨ Future Lagoon Expansion (Based on 0.05 L/s/ha Scenario)

■ Easement Road

▨ Possible Road Connection























NORTH

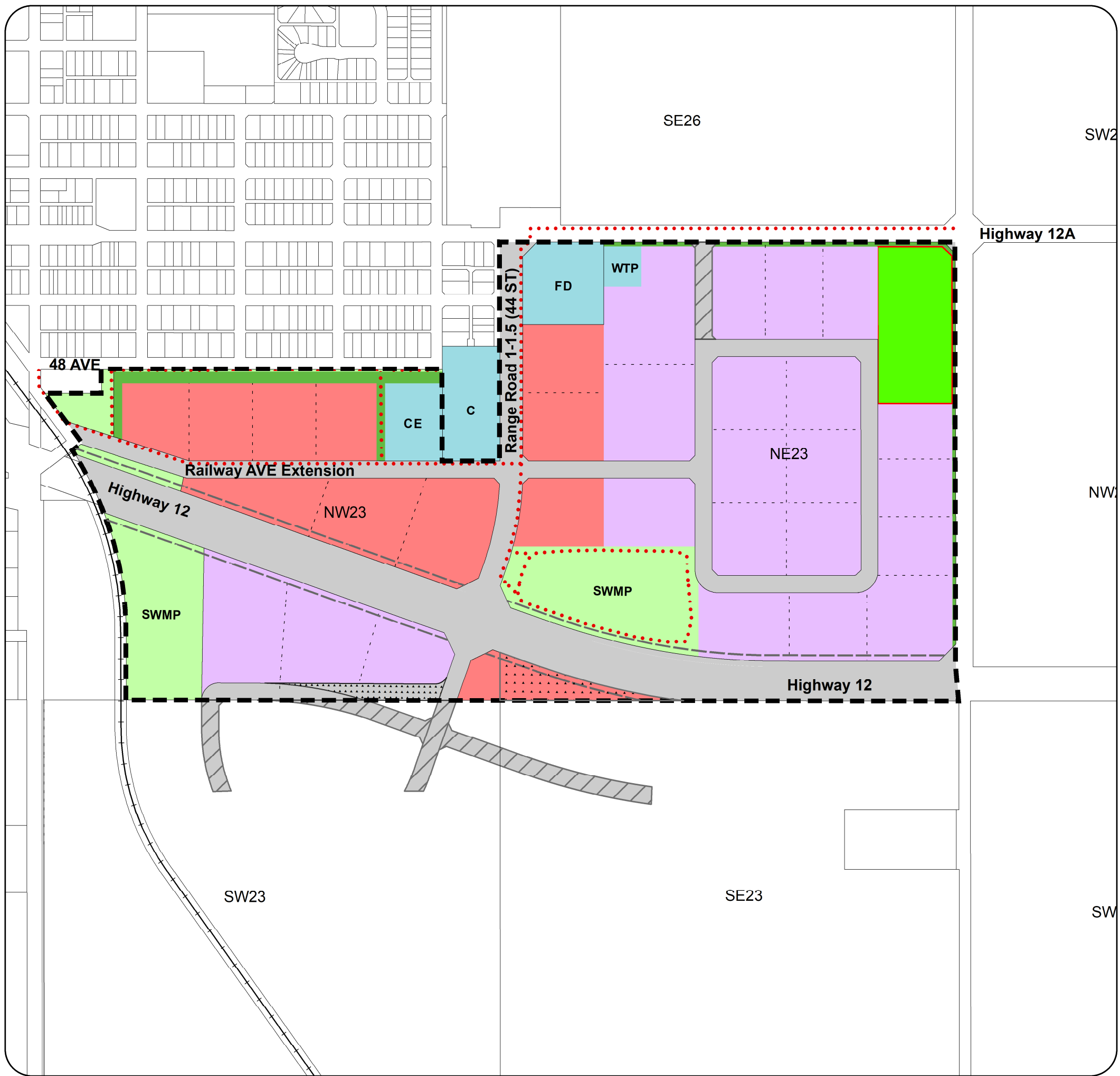


PCPS
community planning services

SOUTHEAST BENTLEY AREA STRUCTURE PLAN

MAP 3: FUTURE LAND USE CONCEPT

-  Plan Area Boundary
-  Potential Community Park
-  Public Utility Lot
-  Highway Commercial
-  Business Industrial
-  Public/Institutional
-  Municipal Reserve
-  Highway and Local Roads
-  Easement Road
-  Possible Road Connection
-  Existing Railway Right-of-way
-  Highway ROW To Be Re-allocated
-  Cemetery
-  Cemetery Expansion
-  Fire Department
-  Future Water Treatment Plant and Reservoir
-  Storm Water Management Pond
-  Trail/Pedestrian Route
-  Tentative Property Line
-  Expected Setback From Highway 12 (10m)



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WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING SEPTEMBER 28, 2023

POLICY AD (33) ENVIRONMENTAL COMMUNITY ENGAGEMENT

Amendments to Policy AD (33) Environmental Community Engagement received Council approval.

2024 AGRICULTURAL SERVICES CAPITAL EQUIPMENT PURCHASE

Council approved the 2024 Agricultural Services capital equipment purchases and authorized the County Manager to tender and award the purchase of four offset hitches for the 2024 mowing season.

POLICY REVIEW – AD (29) REPLACEMENT OF CAPITAL EQUIPMENT

Amendments to the Policy AD (29) Replacement of Capital Equipment received Council approval.

POLICY REVIEW – AD (30) FINANCIAL RESERVES

Council approved proposed changes to Policy AD (30) Financial Reserves.

RC (1) APPLICATION GULL LAKE COMMUNITY LEAGUE – OUTDOOR RECREATION AREA PROJECT

As per Policy RC (1), Lacombe County will provide additional funding to the Gull Lake Community League in the amount of \$8,000 for improvements to Centennial Park. This contribution will be funded from the Recreation Capital Assistance Reserve.

TAX PAYMENT PENALTY CANCELLATION REQUEST

A motion that Lacombe County cancel the \$141.53 late payment penalty on tax accounts 410311301, 4103114001, and 4103144001 did not receive Council approval.

OFFER TO PURCHASE PROPERTIES FOR SALE IN THE HAMLET OF MIRROR

By resolutions of Council, the bids for three County-owned properties located in the Hamlet of Mirror were accepted as follows:

- \$20,000.00, inclusive of GST, for Lots 1-4, Block 10, Plan 7159A1, and Lots 5-10, Block 10, Plan 7159A1.
- \$6500.00 inclusive of GST, for Lot 37, Block 40, Plan 0728572.

PARKLAND REGIONAL LIBRARY PROPOSED 2024 BUDGET

Council approved the 2024 Parkland Regional Library budget as presented.

RESOLUTION – ENHANCING HOME CARE SERVICES FOR RURAL RESIDENTS IN ALBERTA

Council will support the resolution made by Wheatland County with regard to Enhancing Home Care Services for Rural Residents in Alberta by seconding it at the October 6, 2023 CRMA Zone 2 Meeting.

OPPORTUNITY FOR MEETING WITH THE MINISTER OF TRANSPORTATION AND ECONOMIC CORRIDORS

Council will request to meet with the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, on November 9, 2023 during the 2023 Fall RMA Convention in Edmonton. Discussion topics for the meeting will include completing the reconstruction and paving of Highway 604



WHERE PEOPLE ARE THE KEY

from Range Road 272 west to Highway 792, the Sylvan Lake Regional Wastewater Commission – South Shore Line, and the traffic circle on Highway 11 at the entrance to Eckville.

CRMA ZONE 2 FALL MEETING – OCTOBER 6, 2023

The CRMA Zone 2 Fall Meeting will be held on October 6, 2023 at the Track on 2. County staff are collaborating with Rocky View County to plan the meeting.

STARS

Council was provided with a presentation highlighting the services and operations of STARS.

GOLF CART TRAIL AT SANDY POINT

Dave McMechan and Jason Sabbe, members of the Sandy Point Condo Corporation Board, representing property owners at Sandy Point, provided Council with a presentation regarding a request for a golf cart trail at Sandy Point. The presentation was received for information, and the County Manager was directed to prepare a report and recommendation regarding the request for a golf cart trail at Sandy Point for consideration at a future Council meeting.

Next Regular Council Meeting is
October 12, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is
October 3, 2023 – 9:00 a.m.

Lacombe County Administration Building

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



Greg Rathjen

Council Report September 2023

- September 12 Regular Council Meeting
- September 14 Lacombe Council Meeting – Medicine Lodge Ski Hill Masterplan Presentation
- September 15 IDP/ICP Committee Meeting – Bentley Southeast ASP
- September 20 Mayor/Reeves Quarterly Meeting in Innisfail
 - Presentation Central Alberta Child Advocacy Centre
 - Named the Sheldon Kennedy Centre of Excellence and the Lindsay More Youth Mental Health and Addiction Hub (it is a not-for-profit organization rooted in the protection and recovery of today’s most innocent and vulnerable – our children. The Centre is comprised of a collective that is driven by the courage to support children, youth and their families affected by abuse, enabling them to build enduring strength and overcome adversity. We work in a collaborative partnership with the Central Region Children’s Services, Alberta Health Services, Alberta Justice, Alberta Education, the Central Alberta Sexual Assault support Centre and the RCMP. Together we harness our collective courage to provide children with supported recovery).
- September 26 MPC Meeting
- September 26 Regular Council Meeting
 - Presentation by Lacombe Tourism and 2023 Reporting
 - FCSS Presentation – Barb Carson
- September 26-29 Attendance at Annual Alberta Municipal Conference in Edmonton (Strength in Members)
 - Attended sessions: Digging up roots: Causes of social disorder and an evidence-based approach to prevention and resolution.
 - Fighting for your right not to party: Defending the local in local elections
 - Deciphering The Code of Conduct for Council Behavior
- Thursday Aug 10th Rodeo Parade
Special Luncheon for guests, dignitaries Political Leaders
I was able to Ride in the Parade

- Friday Aug 11th Rodeo - Drive in Movie
- Saturday Aug 12th Show N Shine and spent time at Farmers Market in Town booth.
- Sunday Aug 13th Rodeo Church and Chile Meal
- Tuesday Aug 25th Regular Council Meeting

In August Each Saturday from 1:30 to 4 PM. I met with many people at the farmers market, extending a welcome to our town and sharing the many opportunities we have to offer in our community. I was explaining the Branding, Web site and showing the information about our development property. I was able to meet with hundreds of Visitors. As Mayor I met many new people to our area and town. People were able to ask questions, share concerns and share how much they loved to come to Bentley. Huge shout out and heartfelt thank you to all the volunteers and participants that helped to make Rodeo weekend another fantastic experience in Bentley.



Lenore Eastman

REPORT FOR September 2023

- September 8 Burns Park Opening (Lacombe County)
- September 9 Penhold Parade
- September 11 Lacombe Foundation Meeting
- September 12 Regular Council Meeting
- September 25 Lacombe Foundation Meeting
- September 26 Municipal Planning Commission Meeting
- September 26 Regular Council Meeting
- September 27 BGC Ribbon Cutting
- September 27 Fall Festival (Good Neighbor Day)



Dale Grimsdale
REPORT FOR September 2023

- September 8 Grand Opening Burns Park Sylvan Lake

- September 12 Regular Council Meeting

- September 25 Parent Advisory Council Meeting
 - turnout of over 20 parents
 - trustee report presented
 - staffing update
 - 435 children total with grade 10
 - largest class size at 33
 - budget update and teacher allocation
 - vaping a huge school issue with material to be sent home to Parents
 - Terry Fox and sports update
 - gift of failure book clips highlighted
 - nominations and election held for board
 - yearly meetings set

- September 26 MPC Meeting

- September 26 Regular Council Meeting

- September 27 Day 1 Alberta Municipalities Conference
 - Economic Development Seminar
 - Water and Disaster Planning Seminar
 - Opening Ceremonies and Keynote Speaker Kendal Netmaker
 - Municipal trade show
 - 3 networking events RMRF, Atco and Fortis

- September 28 Day 2 Alberta Municipalities Conference
 - Awards video ceremony
 - Council/CAO Bargain workshop
 - Respectful municipal – indigenous relations seminar
 - Keynote speaker Bean Gil
 - Voted on 20 resolutions
 - Met MLA Jason Nixon at Edmonton Legislature with Mayor Rathjen to advocate for Dick Damron Drive Revitalization project.
 - City of Edmonton networking reception and met Mayor

Amarjeet Sohi
- Brownlee Networking Event

- September 29

Day 3 Alberta Conference

- Meeting with Mike Damberger – Regional Director Central Region – Alberta Transportation advocating for funding from the Province for the Bike Path
- Attended the municipality AGM
- Attended the leader of the opposition Rachel Notley's address and Q&A session
- Attended Premier Danielle Smith's address and Q&A session
- Attended minister dialogue session and Q&A period followed by debaters live and closing ceremony.



Pam Hansen

REPORT FOR September 2023

- September 12 Regular Council Meeting
- September 13 Bentley Library Meeting
 - Great summer, library programs and events being well utilized by residents.
- September 14 Parkland Regional Library (will provide verbal update)
- September 14 Medicine Lodge Ski Hill Masterplan at Lacombe County
- September 26 MPC meeting regarding Bentley Storage and request for 16 Shipping Containers
- September 26 Regular Council Meeting
- September 27 Fall Festival (Good Neighbor Day)
 - Great fall event at AG Centre and at School
 - Kudos to everyone that worked hard to the events success.
 - brend
- September 28 PAMZ meeting
 - No significant issues at any testing sites besides wildfire smoke