



AGENDA
Bentley Town Council Regular Meeting
Tuesday January 9, 2024
6:30pm Regular Meeting

*Note: Council Meetings begin at 6:30pm for 2024 (previously they began at 6:45pm)
The time was changed at the Organizational Meeting on October 24, 2023 (see minutes)*

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 December 12, 2023

5. Financial:

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

b) Mayor and Council Remuneration Listing for December paid in January.

6. New Business

a) 2024 Revised Budget based on Council Feedback from December 12, 2023

b) 2024 Annual Recreation, Cultural, Historical, Tourism Funding Support

c) Donation Rita Mueller \$250,000

7. Correspondence

a) Lacombe County Council Highlights November 23, 2023

b) Lacombe County Council Highlights December 14, 2023

8. Other Business

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

9. Council Reports

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

10. Adjournment



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

December 12, 2023

Date and Place	Minutes of the Regular Meeting of the Council of the Town of Bentley held Tuesday, December 12, 2023, at 6:45 p.m., in the Bentley Municipal Office
In Attendance	Mayor Greg Rathjen Deputy Mayor Eastman Councillor Grimsdale Councillor Valiquette Councillor Hansen CAO, Marc Fortais
Call to Order	Mayor Rathjen called the regular meeting to order at 6:45pm
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 259/2023 Moved by Councillor Hansen, "THAT the agenda of the December 12, 2023, Regular Meeting of Mayor and Council be amended to include an additional item as other business to discuss The Canada Green and Inclusive Buildings Program Application and the Federal Governments lack of response to the application."

Carried

Motion 260/2023 Moved by Councillor Grimsdale, "THAT the amended agenda of the December 12, 2023, Regular Meeting of Mayor and Council be accepted."

Carried

Previous Minutes

Motion 261/2023 Moved by Councillor Grimsdale, "THAT the minutes of the November 28, 2023, Regular Meeting of Council be accepted."

Carried

Financial

a) Prepaid Cheque Listing – Cheques No. 20230875 to 20230891

Motion 262/2023 Moved by Councillor Hansen, "THAT Cheques No. 20230875 to 20230891 be received for information."

Carried

b) Mayor and Council Remuneration Listings

- November paid in December.

Motion 263/2023 Moved by Councillor Grimsdale, "THAT Mayor and Council Remuneration Listings for November and paid in December be received for information."

Carried

New Business

a) 2024 Preliminary Budget Presentation

CAO Marc Fortais provided a detailed presentation of the 2024 preliminary budget, there were several questions asked of the budget and the councillors made the following amendments to the budget:

Motion 264/2023 Moved by Councillor Grimsdale, "THAT the CAO be directed to revise the CPI index increase for staff wages from the 3.8% used in the preliminary budget to 2.5%."

Carried

Motion 265/2023 Moved by Councillor Hansen, "THAT the capital budget amount for the Oxford Park bathroom in the amount of \$235,405 be removed from the Preliminary 2024 budget."

Carried

Motion 266/2023 Moved by Councillor Grimsdale, "THAT Central Alberta Economic Partnership (CAEP), be given 1 years notice of the Town of Bentley's intention to withdraw from the organization."

Carried

Motion 267/2023 Moved by Councillor Eastman, “THAT the 2024 preliminary budget, as amended through motions 264 to 266, be approved; AND

“THAT CAO Marc Fortais be directed to incorporate the amendments and bring the revised budget back to Council and the public as amended in the New Year at the first council meeting on January 9, 2024.”

Carried

Correspondence

a) Lacombe County Council Highlights – November 14, 2023

Motion 268/2023 Moved by Councillor Hansen, “THAT correspondence item a) be accepted as information.”

Carried

Other Business

a) Town Office Closure for Christmas Holidays

- **Closed Monday December 25th, 2023, and opens again on Tuesday January 2nd, 2024.**
- Any payments received in the drop box and dated December 31, 2023, will be processed on Tuesday January 2nd, 2024, as if received on December 31, 2023

b) Canada Green and Inclusive Buildings

- Mayor Rathjen provided an update on his conversations with Blaine Calkins Office.
- Mayor Rathjen also shared a letter with council that he wrote to the honorable Sean Fraser MP regarding our grant application.
- A formal meeting has been requested with the minister to discuss our application.

Other business was shared as information – no formal motions

Council Reports

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

Motion 269/2023 Moved by Deputy Mayor Valiquette, "THAT the November council reports be accepted as information."

Carried

Adjournment

Motion 270/2023 Moved by Councillor Grimsdale, "THAT the regular meeting of council for December 12, 2023, be adjourned at 9:27pm."

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					
20230892	2023-12-15	RATHJEN, ARTHUR M				
20230893	2023-12-15	VALIQUETTE, BRENDA C				
20230894	2023-12-15	HANSEN, PAMELA				
20230895	2023-12-15	GRIMSDALE, DALE A				
20230896	2023-12-15	EASTMAN, LENORE M				
20230897	2023-12-15	CARSON, BARBARA J				
20230898	2023-12-15	JENSEN, DARREN J				
20230899	2023-12-15	MEREDITH, SANDRA L				
20230900	2023-12-15	GIBSON, COLE C				
20230901	2023-12-15	DENNEHY, NATHAN				
20230902	2023-12-15	GREAVES, LORYANNE				
20230903	2023-12-15	FORTAIS, MARC C				
20230904	2023-12-15	KIKSTRA, ROBERT B				
20230905	2023-12-15	LOOV, CHRISTOPHER D				
20230929	2023-12-30	RATHJEN, ARTHUR M				
20230930	2023-12-30	VALIQUETTE, BRENDA C				
20230931	2023-12-30	HANSEN, PAMELA				
20230932	2023-12-30	GRIMSDALE, DALE A				
20230933	2023-12-30	EASTMAN, LENORE M				
20230934	2023-12-29	CARSON, BARBARA J				
20230935	2023-12-29	JENSEN, DARREN J				
20230936	2023-12-29	MEREDITH, SANDRA L				
20230937	2023-12-29	GIBSON, COLE C				
20230938	2023-12-29	DENNEHY, NATHAN				
20230939	2023-12-29	GREAVES, LORYANNE				
20230940	2023-12-29	FORTAIS, MARC C				
20230941	2023-12-29	KIKSTRA, ROBERT B				
20230942	2023-12-29	LOOV, CHRISTOPHER D				
20230943	2023-12-21	ACCESS GAS SERVICES	202311-AB1878	PAYMENT NATURAL GAS FOR NOVEMBER	3,677.62	3,677.62
20230944	2023-12-21	BENTLEY ESSO	01122023	PAYMENT VEHICLE/EQUIPMENT GAS/DIES	1,370.20	1,370.20
20230945	2023-12-21	CARSON, BARB	19122023	PAYMENT REIMBURSEMENT BOUTIQUE OI	70.00	70.00
20230946	2023-12-21	GREGG DISTRIBUTORS LP	059-604881	PAYMENT ARENA FIRST AID KITS	149.25	149.25
20230947	2023-12-21	HHID	367522	PAYMENT EMERGENCY MANAGEMENT DE	787.50	787.50
20230948	2023-12-21	HYDRODIG LTD.	S100247041	PAYMENT FIRE DEPT SUMP CLEAN OUT TK	645.23	645.23
20230949	2023-12-21	INNOV8, DIGITAL SOLUTIONS INC.	IN459411	PAYMENT FCSS PHOTOCOPIER	25.19	25.19



TOWN OF BENTLEY

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230950	2023-12-21	LACOMBE COUNTY		PAYMENT		1,171.02
			IVC00044414	NOVEMBER FIRE PAYROLL	1,171.02	
20230951	2023-12-21	LACOMBE REGIONAL WASTE SERVICES COMM		PAYMENT		16,770.00
			37731	2023 LRWSC 4TH QUARTER REC	16,770.00	
20230952	2023-12-21	MCLAREN, CAROLYN		PAYMENT		364.00
			192	FAMILY PROGRAMMING FOR DE	364.00	
20230953	2023-12-21	RATHJEN, GREG		PAYMENT		57.82
			20122023	REIMBURSEMENT MILEAGE MEI	57.82	
20230954	2023-12-21	RECEIVER GENERAL		PAYMENT		15,773.14
			31122023	REDUCED EMPLOYMENT INSUR	15,199.90	
			31122023.	REGULAR EMPLOYMENT INSUR	573.24	
20230955	2023-12-21	RURAL MUNICIPALITIES ASSOC. INSURANCE		PAYMENT		86.52
			INS00070060	HEAVY EQUIPMENT INSURANCE	86.52	
20230956	2023-12-21	SERVUS CREDIT UNION		PAYMENT		1,606.07
			30112023	SERVUS MASTERCARD BILL FOI	1,606.07	
20230957	2023-12-21	SYLVAN LAKE SUMMER HOCKEY CAMP LTD		PAYMENT		10,500.00
			31122023	ARENA CARETAKER DECEMBER	10,500.00	
20230958	2023-12-21	TELUS MOBILITY INC.		PAYMENT		122.02
			09122023	PW CELL PHONES & FIRE DEPT	122.02	
20230959	2023-12-21	VALIQUETTE, BRENDA		PAYMENT		28.32
			27112023	REIMBURSEMENT MILEAGE LAC	28.32	
20230960	2023-12-21	EASTMAN, LENORE		PAYMENT		42.48
			NOV222023	REIMBURSEMENT MILEAGE TO I	42.48	
20230961	2023-12-22	RURAL MUNICIPALITIES ASSOC. INSURANCE		PAYMENT		93,477.65
			INS00058112	VFIS	4,084.98	
			INS00059084	BOND & CRIME	1,675.81	
			INS00059648	BOILER & MACHINERY	453.20	
			INS00060912	AUTOMOBILES	8,599.47	
			INS00063250	COMPREHENSIVE LIABILITY	22,204.74	
			INS00063507	UMBRELLA LIABILITY	2,338.10	
			INS00067377	BUILDING, CONTENTS	46,976.24	
			INS00068811	DEDUCTION BUYDOWN	82.40	
			INS00068897	ENVIRONMENTAL LIABILITY	7,062.71	
20230962	2023-12-22	1704567 ALBERTA LTD.		PAYMENT		126.00
			658	MONTHLY BAIT TRAPS	126.00	
20230963	2023-12-22	327241 ALBERTA LTD.		PAYMENT		892.50
			1249	DECEMBER ANIMAL CONTROL S	892.50	
20230964	2023-12-22	940918 ALBERTA LIMITED		PAYMENT		24.38
			102613	DUMPING FEE FOR CONCRETE	24.38	
20230965	2023-12-22	ASSOCIATED ENGINEERING ALBERTA LTD		PAYMENT		2,739.41
			3004166	50TH STREET DICK DAMRON DF	2,739.41	
20230966	2023-12-22	CANOE PROCUREMENT GROUP OF CANADA, D		PAYMENT		3,042.59
			AB194094	ANIMAL TAGS AND SHIPPING	366.07	
			AB194285	OFFICE SUPPLIES AND STATION	2,676.52	
20230967	2023-12-22	CHAPMAN RIEBEEK LLP		PAYMENT		59.33
			2312006	LEGAL SERVICES FOR NOVEMB	59.33	
20230968	2023-12-22	DMD ROCK PRODUCTS LTD.		PAYMENT		2,998.19
			9865	WASHED SAND & ROCK	782.79	
			9873	WASHED SAND & ROCK	2,215.40	
20230969	2023-12-22	GREGG DISTRIBUTORS LP		PAYMENT		327.43
			059-603016	SANDER CHAIN	9.39	
			059-603017	BLDG MAINTENANCE SUPPLIES	210.92	
			059-603382	SHOP SUPPLIES	8.42	
			059-603383	OIL PRODUCTS	98.70	



TOWN OF BENTLEY

Cheque Listing For Council

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20230970	2023-12-22	INNOV8, DIGITAL SOLUTIONS INC.	IN460225	PAYMENT OFFICE PHOTOCOPIER & NEIGH	1,257.28	1,257.28
20230971	2023-12-22	LACOMBE REGIONAL WASTE SERVICES COMM	37706	PAYMENT 2023 RECYCLING BIN AGREEME	6,697.82	6,697.82
20230972	2023-12-22	OUTLAW ELECTRIC LTD.	9912	PAYMENT ARENA BLDG MAINTENANCE LA	1,264.20	1,264.20
20230973	2023-12-22	PITNEYWORKS	03122023	PAYMENT POSTAGE	540.00	540.00
20230974	2023-12-22	PRINCESS AUTO	3692943	PAYMENT SPREADER SALT TAILGATE FOR	1,049.99	1,049.99
20230975	2023-12-22	RED DEER OVERDOOR	38500	PAYMENT ARENA DOOR MAINTENANCE	181.65	181.65
20230976	2023-12-22	RUTTAN MECHANICAL	INV-0844 INV-0845 INV-0846	PAYMENT ARENA NEW TAP FIXTURES LAB ARENA PLUMBING MAINTENANC LIBRARY TOILET MAINTENANCE	992.25 656.25 262.50	1,911.00
20230977	2023-12-22	STRAND MEDIA CORPORATION	71336	PAYMENT PRISM VIEWERS	857.85	857.85
20230978	2023-12-22	WILD ROSE ASSESSMENT SERVICES	9210	PAYMENT PROGRESS PAYMENT FOR DECI	1,330.88	1,330.88
20230979	2023-12-22	WATER WIZARD	315	PAYMENT SHOCK & AIRLIFT WATER WELL:	4,885.13	4,885.13
20230980	2023-12-22	LACOMBE COUNTY	IVC00044344	PAYMENT 2023 COSTSHARE FIRE 3RD QU	2,769.01	2,769.01
20240001	2024-01-03	1704567 ALBERTA LTD.	548	PAYMENT MOUSE BAIT TRAPS FOR ARENA	126.00	126.00
20240002	2024-01-03	EMPRINGHAM DISPOSAL CORP.	57090	PAYMENT RECYLING FOR DECEMBER	2,550.99	2,550.99
20240003	2024-01-03	RIMBEY EXPRESS	3253	PAYMENT WATER SAMPLES & RETURNS F	82.50	82.50
20240004	2024-01-03	TRANSALTA ENERGY MARKETING	23-1333358 23-1333382	PAYMENT STREET LIGHTING ELECTRICITY ELECTRICITY BILLING FOR NOV	6,095.23 10,419.41	16,514.64
20240005	2024-01-03	BENTLEY DISTRICT FIRE DEPARTMENT	20240001	PAYMENT REIMBURSEMENT FROM IAN MC	180.01	180.01
20240006	2024-01-03	FEDERATION OF CANADIAN MUNICIPALITIES	INV38751-N4H3	PAYMENT MEMBERSHIP 2024-2025	470.17	470.17
20240007	2024-01-03	HOMEWOOD HEALTH INC.	H647557	PAYMENT EMPLOYEE & FAMILY ASSISTAN	100.80	100.80
20240008	2024-01-03	PARKLAND REGIONAL LIBRARY	240021	PAYMENT 1ST QUARTER REQUISITION PA	2,498.92	2,498.92
20240009	2024-01-03	SHAW CABLE	12DEC2023 23DEC2023	PAYMENT OFFICE INTERNET 12-JAN-24 TO PW SHOP INTERNET 23-JAN24 -	173.25 210.00	383.25
20240010	2024-01-03	WILD ROSE ASSESSMENT SERVICES	9240	PAYMENT PROGRESS PAYMENT FOR JANU	1,330.88	1,330.88
20240011	2024-01-03	BSF'S REC AT HOME VIRTUAL RECREATION	1	PAYMENT SENIORS VIRTUAL SEATED EXE	250.00	250.00



TOWN OF BENTLEY

Cheque Listing For Council

Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total 249,141.86

*** End of Report ***



TOWN OF BENTLEY

Cheque Register

Pay Period M202312 Batch # 16154

Cheque #	Cheque Date	CEO	CAO	Employee	Amount
20230929	2023-12-30			17 RATHJEN,ARTHUR	776.41
20230930	2023-12-30			84 VALIQUETTE,BRENDA	516.76
20230931	2023-12-30			85 HANSEN,PAMELA	396.45
20230932	2023-12-30			86 GRIMSDALE,DALE	396.45
20230933	2023-12-30			87 EASTMAN,LENORE	396.45
Totals					2,482.52

*** End of Report ***



2024 Revised Preliminary Budget

Projections based on Q3 *(Actuals up to and including September 30, 2023)*

Based on Mayor and Council Feedback incorporated from December 15, 2023, Budget Meeting

TABLE OF CONTENTS

Background

- Bentley Community Strategic Plan
- Advocacy in Review and 2024
- 2023 Year in Review – Goals and Accomplishments

2024 Budget

- Where do your dollars go?
 - By Function
 - By Statistic
- 2024 Goals and Key Actions
- CAO Summary of Key Items
- Revenue by Category
- Expenses by Category
- Revenue Increases/Decreases 2023 Q3 Projection to 2024 Budget
- Expense Increases/Decreases 2023 Q3 Projection to 2024 Budget
- Capital Plan



BACKGROUND



Strategic Plan



Background

Bentley Community Strategic Plan

Date of Plan Approval: April 2019


Time Frame of Plan: 2019 – 2024

Key Concepts of the Plan:

- **Community Focused Plan is not just a corporate strategic plan**
- **Open to members of the community to complete or accomplish actions**
- **Review of plan in 2024 (will include public engagement)**



Council Workshops/Strategic Planning

- ▶ November 1, 2023, Strategic Planning Workshop held with council
 - Intent to review existing strategic plan
 - Provide materials for New Council to review
 - Develop goals and objectives for 2024
 - ▶ November 28, 2023, 3rd Quarter Budget Presentation 2023 Budget
 - Report on progress with 2023 goals and objectives
 - Showcase the financial position of Bentley and alignment to goals and objectives
 - ▶ December 12, 2023, Present 2024 preliminary budget in public at regular council meeting. (may be considered for approval if no changes)
 - ▶ Special meeting may be required December 19th, 2023 - if council requests budget changes on December 12th, 2023
- 



Background

Bentley Community Strategic Plan

Vision:

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

Mission:

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



Background Bentley Community Strategic Plan

Goals of the Strategic Plan

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



Advocacy Review and 2023

Background

Bentley Community Strategic Plan

2023 Advocacy:

- **Financial Support Federal Government**
 - Arena Slab Replacement & Ice Plant Replacement
 - Letters were provided by Blaine Calkins and Jason Nixon
 - Application is still active and waiting for response from Canada Green and Inclusive Buildings
 - Virtual Meeting with Mayor and MP Calkins at end of May, included preparation of briefing note (MP Calkins to advocate on behalf of Bentley to Minister responsible for grant)
 - Still have not been notified if we are successful or not
 - **Mayor Rathjen has requested another meeting with Mr. Calkins prior to the end of Q3, however this has not happened**
 - **Blaine Calkins Office has indicated that they are scheduling a meeting with the minister, however this has not happened**

- **Sustainable long-term funding – Canada Community Building Fund (formerly Gas Tax) & Local Government Fiscal Framework (formerly MSI)**
 - CCBF has already begun but LGFF begins in 2024
 - Allocation formulas are important and the LGFF Fund beginning in 2024 is 30% lower than the previous 12-year average of MSI
 - Council should continue to discuss long term capital funding needs of Bentley and provide support to Alberta Municipalities
 - Asset Management will be the tool to showcase Bentley’s long-term infrastructure needs
 - Asset Management is a key component of AB municipalities proposed funding formula

Background

Bentley Community Strategic Plan

2023 Advocacy:

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

Background

Bentley Community Strategic Plan

2023 Advocacy:

- **Letters to Ministers**

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

- **Congratulatory letters**

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



Background

Bentley Community Strategic Plan

2024 Advocacy:

- **Continue to advocate for funding from the Federal Government for the Arena Slab and Ice Plant until we are successful**
- **Mayor and Council to advocate to the Province for funding for Dick Damron Drive rehabilitation project and major improvements to our sewer infrastructure main within this corridor**
- **Meetings will continue with Alberta Transportation to fund pavement replacement of bike path**



2023 Year in Review – Goals and Accomplishments

2023 Goals and Actions

1. Effective Communication and Engagement

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

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

2023 Goals and Actions

1. Effective Communication and Engagement (cont'd)

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

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

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

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

- *Survey ran in 2nd quarter to rename New Beginnings Subdivision*

2023 Goals and Actions

2. Financial Stability

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

- *Action* *Responsible governance through open and transparent financial reporting, capital project implementation and budgetary information sharing. This will continue to include quarterly financial projection and variance reports that will be posted publically as part of the council agenda package. Also, capital projects will be implemented in a fiscally responsible manner on time and on budget with the utilization of grant funding where possible. (Ongoing)*
 - Q1, Q2 and Q3 reports successfully presented and publicly posted on the website (Completed)

- *Action* *Long term financial planning through the continued evaluation of Asset Management Program to continue in 2023 will apply for any grants available to help fund **Phase 2 (2024) – Sewer, Stormwater, and Roads), Phase 3 – Vertical Assets (2025)***
 - includes ongoing review of capital projects and long-term capital needs through maintaining capital plan
 - Focus on long term expandability of community, business and residential attraction
 - Need to find funding to support major assets: Arena Slab, Concrete Program, Water and Sewer infrastructure North Bentley and Dick Damron Drive, maintaining fleet and equipment long term
 - Major Concrete work completed in 2023 – phase III of concrete program & Dick Damron Drive concept plan

2023 Goals and Actions

2. Financial Stability

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

- *Action* Submitted grant application and was successful for the Federal Tourism Relief Fund Grant to help fund the Medicine Lodge Ski Hill Masterplan in addition also secured funding from Lacombe County to support the plan. **(completed and funding was provided by Q4 2023)**
- *Action* Fortis Tree Grant – applied for gateway trees along 52nd street corridor, successfully received the grant and additional donations from local businesses to help fund the planting of red spire columnar crab apple trees. **(completed on schedule)**
- *Action* Grant applied for through Canada Green and Inclusive Building Fund (\$2,413,000 and Support from Lacombe County in the amount of (\$360,000) to fund \$3,167,000. Remainder of funding to come from MSI/Canada Community Building Fund and Reserves to fund Arena Slab and Ice Plant replacement in 2023. **(Behind schedule as not notified of success of grant yet – Council to continue to lobby MP)**
 - significant time spent by administration and Mayor and Council to lobby MP's office
 - requested meetings with minister's office with no success at this point

2023 Goals and Actions

2. Financial Stability

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

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

2023 Goals and Actions

2. Financial Stability

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

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

2023 Goals and Actions

3. Economic Growth

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

- *Action* *Intermunicipal Collaboration Committee with members of Lacombe County and Town of Bentley council to develop the Bentley Southeast (ASP) to explore the development potential of commercial and industrial lands as identified in the Intermunicipal Collaboration Framework and Intermunicipal Development Plan. (Lacombe County Bylaw passed in Q4 Completed – Annexation pushed to 2024)*
 - ASP revised based on first round of engagement – 2nd round of public engagement was June 29, 2023
 - Committee Meeting September 15, 2023 (revised plan)
 - October 12, 2023 - First Reading Bylaw 1397/23 Southeast Bentley Area Structure Plan - Lacombe County Council
 - November 14, 2023 – Public Hearing held Lacombe County Council and 2nd Reading given to Bylaw 1397/23
 - November 23, 2023 – will appear before Lacombe County Council for consideration of 3rd reading
 - If 3rd reading is successful, then the Committee will discuss next steps including revenue sharing agreements and annexation application to the Province
- *Action* *Work with Medicine Lodge Ski Club, Central Alberta Economic Partnership, Lacombe Tourism to develop a Master Plan and Asset Utilization Study for the Medicine Lodge Ski Hill that looks at diversification of recreation opportunities and supports the Medicine Lodge Ski Club to refine the long-term vision for the hill. (Completed the Masterplan Q3)*
 - Report approved by Town of Bentley Council July 11, 2023
 - Additional presentation to Lacombe County (Funding Partner) September 14, 2023
 - Final Grant Report and funding to be received from Tourism Relief Fund (Completed Q4)
 - Ongoing Indigenous engagement and conversations regarding cultural significance of the hill

2023 Goals and Actions

3. Economic Growth

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

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

2023 Goals and Actions

3. Economic Growth

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

- *Action* ***Parkland Fuels Lot Remediation (Completed Q4 – Not paid for by the Town – Private Business)***
 - Continue to follow up with Parkland Fuels Corporation to remediate the lot on 50th Ave and 50th Street
 - Resulted in full remediation completed in 2023 – further testing underway

- *Action* ***Capital Projects Completed in 2023***
 - Town Hall window replacement completed
 - Defibrillator Replacements
 - Concrete Program Phase III Completed (\$218,000 worth of concrete work completed)
 - Computer Replacement Community Services Completed
 - Cascade Cylinder Purchase completed for firehall
 - Conferencing hardware to be installed prior to end of Q4 for Council
 - New Beginnings Subdivision Consolidation Completed in January
 - Replaced 3 Hydrants damaged by Grain Elevator Fire and extreme weather conditions
 - 50th Street, Dick Damron Drive (Sewer Repairs Completed Q4)
 - Conceptual Design of 50th Street and Underground Infrastructure completed at end of Q3
 - Floor Scrubber Replacement Arena

2023 Goals and Actions

4. Enriched and United Community

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

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

2023 Goals and Actions

4. Enriched and United Community (cont'd)

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

- *Action* *Complete Housing Needs Assessment with the Government of Alberta (Completed Q2 and Submitted)*
 - *Directed by Council as an additional task to complete housing needs assessment in Q2 on July 11, 2023, Regular Meeting of Council*

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

2023 Goals and Actions

5. Organizational Successes

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

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



2024 Revised Budget

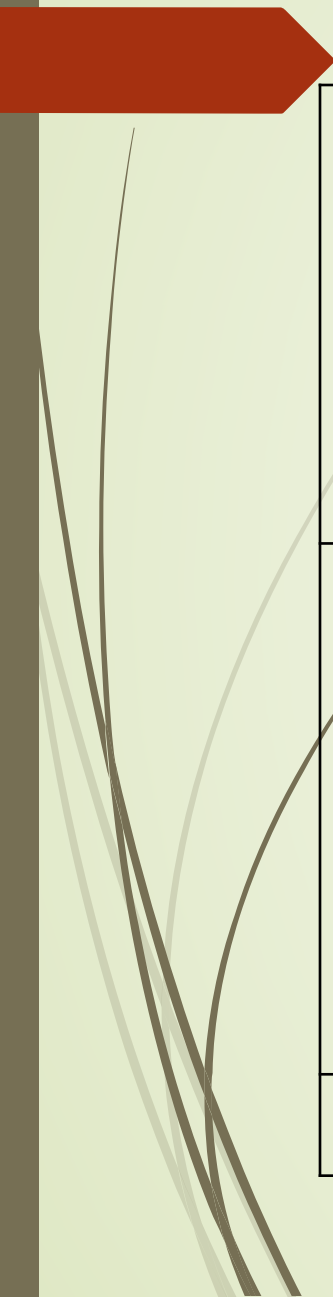
Based on Council Feedback December 15, 2023, Budget Meeting



BUDGET

Where do your budget dollars go?

Where do your budget dollars go?



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

Statistics

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



2024 Goals and Actions

Bentley Community Strategic Plan

CAO Work Plan 2024

1. Effective Communication and Engagement

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

▪ Effectively engage the Community and tell the Bentley story to the media

- **Medicine Lodge Ski Hill** Ongoing Indigenous Conversation (continue to work with Treaty 6 and Metis Region 3) regarding the protection of any culturally significant sites.
 - this includes *ongoing dialogue* with Ochiese, Sunchild, Samson, Treaty 6 org, Grand Chief Leonard Standingontheroad, Metis Region 3
 - Organize a site visit with indigenous stakeholders, medicine lodge ski club mid Q4 2023 (Beginning of November) – wait for feedback from this visit to formulate path forward in 2024
 - Assist Medicine Lodge Ski Hill to find additional funding to support capital and lifecycle maintenance at the hill for 2024 (**Completed Q1**)
- **Bentley Southeast Area Structure Plan**
 - November 2023 Public Hearing at Lacombe County, (3rd reading completed in November 2023)
 - Ongoing conversation with County regarding Annexation in Q1, Annexation Agreement Q2, (**Submission to the Province completed by late Q2 or early Q3**)
- **Oxford Park Design**
 - Continued conversation with Council regarding park design
 - **Council direction to build washroom facility in preliminary budget workshop (however upon review of costs during December budget discussions asked to remove from 2024 Budget)**
 - place mural on east side of building facing 50th street (**to be completed by Q2**)

Bentley Community Strategic Plan

CAO Work Plan 2024

1. Effective Communication and Engagement

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

Effectively engage the Community and tell the Bentley story to the media

○ New Banners reflecting Bentley Brand on Mainstreet

- Banners to be produced out of 2023 budget by end of year
- *Installation of banners in 2024 Spring (Q2)*

○ Bentley Minor Soccer

- Continue to work with minor soccer to find solutions for additional field space
- will include full review of Summersault Area Structure Plan (**Completed by Q3**)
- follow up on potential donation by end of 2023
- Continue to explore the potential for additional recreation space in the Bentley Southeast ASP as well

Bentley Community Strategic Plan

CAO Work Plan 2024

2. Financial Stability

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

- Continue to provide open and transparent financial reporting
 - Variance and projection reports quarterly and posted online as part of council agenda package (**completed quarterly**)
- Seek out additional grant funding and partnership where possible to offset costs and burden to local taxpayer
 - Prepare for discontinuance of MSI and Gas Tax funding 2022
 - Continue to seek funding for Arena Slab and Ice Plant Replacement – (waiting for decision on Canada Green and Inclusive Buildings Program)
 - Will pursue Fortis Tree Grant again for other side of 52nd Street (**complete application by Q1**)
 - Summer Student Grant in 2024 (**complete application by Q1**)
 - Pursue funding for major rehab of Dick Damron Drive 50th Street (Estimated 4 million to 5 million full rehab project can be phased over time) need to find significant funding source – will dedicate time and effort until I do (**ongoing in 2024**)
- Phase 2 Asset Management needs to move forward
 - Water system analysis completed in 2022, will look to undertake asset management plan for Sewer, Stormwater and Roads (**complete by Q3 2024**)

Bentley Community Strategic Plan

CAO Work Plan 2024

2. Financial Stability

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

- Revise Bylaws and conduct full analysis of costs and provision of services
 - Garbage Bylaw (was a priority in 2023 but ran out of time due to additional tasks added by council) **(Complete by Q2)**
 - will look at full provision of service, can we contract out and sell assets like garbage truck
 - potential expansion of service to offer blue box curbside recycling
 - discontinue commercial garbage pickup by the town and allow independent selection of service provider by business community
 - revamp bylaw to include updated fees and fines schedule
 - Sewer Bylaw (was a priority in 2023) but ran out of time due to additional tasks added by council) **(Complete by Q3)**
 - revising sewer bylaw through review from risk perspective
 - ensure bylaw is fair, transparent, mitigates risk and review all associated fees and charges
- Full review of all Bentley Contracts, Agreements and Leases (Administrative Due Diligence) **(Complete by Q4)**
 - review all files, compile digitally in spreadsheet that allows for sorting by type, term, expiration date etc
 - is a continuation of the digitization process

Bentley Community Strategic Plan

CAO Work Plan 2024

3. Economic Growth

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

- Continue to manage IDP and ICF Joint Committee on behalf of Bentley (**Complete Q2 – 2023**)
 - With council representation, lead the conversation regarding Annexation of the Bentley Southeast ASP if approved after public hearing through 2nd and 3rd read by the County.
 - will include negotiations of revenue sharing if necessary and full annexation is not possible but goal is still full annexation
- Lobby Alberta Transportation to complete necessary capital improvements of the Bentley Bike Path (**Complete Q1 & Q3**)
 - Lobbying efforts to be completed by Q1
 - Bike path lift to be completed by Q3 (conditional upon approval of funding)
 - Bentley will manage the procurement, project, funding with reimbursement from AT

Bentley Community Strategic Plan

CAO Work Plan 2024

3. Economic Growth (Cont'd)

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

- **Local Business Support (*Ongoing*)**

- Provide meeting space to local businesses and attend where possible to listen and hear any ideas and concerns
- Push for membership of business with Lacombe Chamber or creation of independent chamber
- Seek out additional training opportunities from Community Futures, Business Link, CAEP and Lacombe Tourism

- **Regular CAO meetings and explore additional partnerships with neighboring communities for regional business attraction (*Ongoing*)**

- **Explore membership to EDA (Economic Developers Association of Alberta) (*Q1*)**

Bentley Community Strategic Plan

CAO Work Plan 2024

4. Enriched and United Community

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

- Active promotion of subdivision lands and review of current strategy (**Q1 with Mayor and Council**)
- Continue to enhance and nurture relationship with RCMP and regular meeting and engagement with Lacombe County Peace officers (Ongoing)
 - Possible public engagement with RCMP and Peace Officers – **Town Hall meeting or survey (Q2)**
 - With Revamp of Land Use Bylaw and incorporation of Fine schedule if approved – look to expand enforcement capability of Peace Officers, **review by Q3**
- Exploring recycling and waste options for contracted curbside pickup as part of the Garbage Bylaw Review (**Complete by Q2**)
- Follow up on housing needs survey with the Province and continued dialogue with Jason Nixon (**Q1**)

Bentley Community Strategic Plan

CAO Work Plan

5. Organizational Successes

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

- **How Does Mayor and Council want to increase transparency, greater public participation and public confidence?**
- Continue to expand and host Christmas event and Good Neighbor Day (Fall Harvest Festival) **Q4 & Q3**
- Lacombe Tourism Partnership Expansion (***Finalize Event Details by early Q2***)
 - Lacombe Tourism to host additional events in Bentley (based on proposed fee)



2024 Budget – CAO Summary of Key Items

2024 BUDGET CAO SUMMARY

➔ Revenue

- **No tax increases (other than any requisitions or invoices from the Province)**
- Original Proposed 2024 budget included 3.8% CPI index increases from prior year (3.8% on all goods in Alberta) I continue to utilize 3.8% for budget cost calculations, but wages and salaries have only increased by a factor of 2.5% in the revised budget based on Council Direction)
- Absorbing increasing insurance costs into the budget without tax increases
- Continuing lobbying efforts for additional grants to fund major capital projects such as Arena or Dick Damron Drive rehab
- **Garbage rates continue to be frozen at 2020 rates** – full bylaw review to take place in 2024 and will consider expansion of recycling services
- **Utility & Sewer Rates estimated at 2020 rates and continue to be frozen** – full bylaw review to take place in 2024 to compare rates and fees to other municipalities
- **Actively Marketing Sunset Heights Lots**
 - digital advertising through social media targeting larger centres (Calgary, Edmonton, Vancouver)
 - print advertising in Central Alberta
- **Looking to complete annexation application for Bentley Southeast Area Structure Plan** – this will provide opportunities for tax base expansion in the future for commercial and industrial development
- **Review of summersault ASP and update to plan for better attraction for residential development to the North**

2024 BUDGET CAO SUMMARY

► Expenditure

- **Continued paydown of debenture** from new beginnings acquisition and servicing (completely paid in 2024)
- **Wages increase of 2.5% CPI Index increase** (average for 2022) has been absorbed into budget with no tax increase – revised from original budget estimate of 3.8%
- **Inflationary increases for goods, supplies, professional services absorbed in budget**
- **Additional grant funding available to support local community groups** through annual recreation, culture and tourism grant program from the town
- **Continue to enhance marketing of Bentley through brand**
- **Develop concept plan for Oxford School Site** – mural placement only in 2024 further discussion with council in 2024 re future phases (washroom removed from 2024 budget)
- **Major arena capital project to replace slab and ice plant – continue lobbying efforts**
- **Asset Management Phase II to be completed in 2024** (will focus on sewer, roads, sidewalks, storm sewer)



2024 Revised Budget (based on council feedback Dec 2023)

Revenue by Category and Function

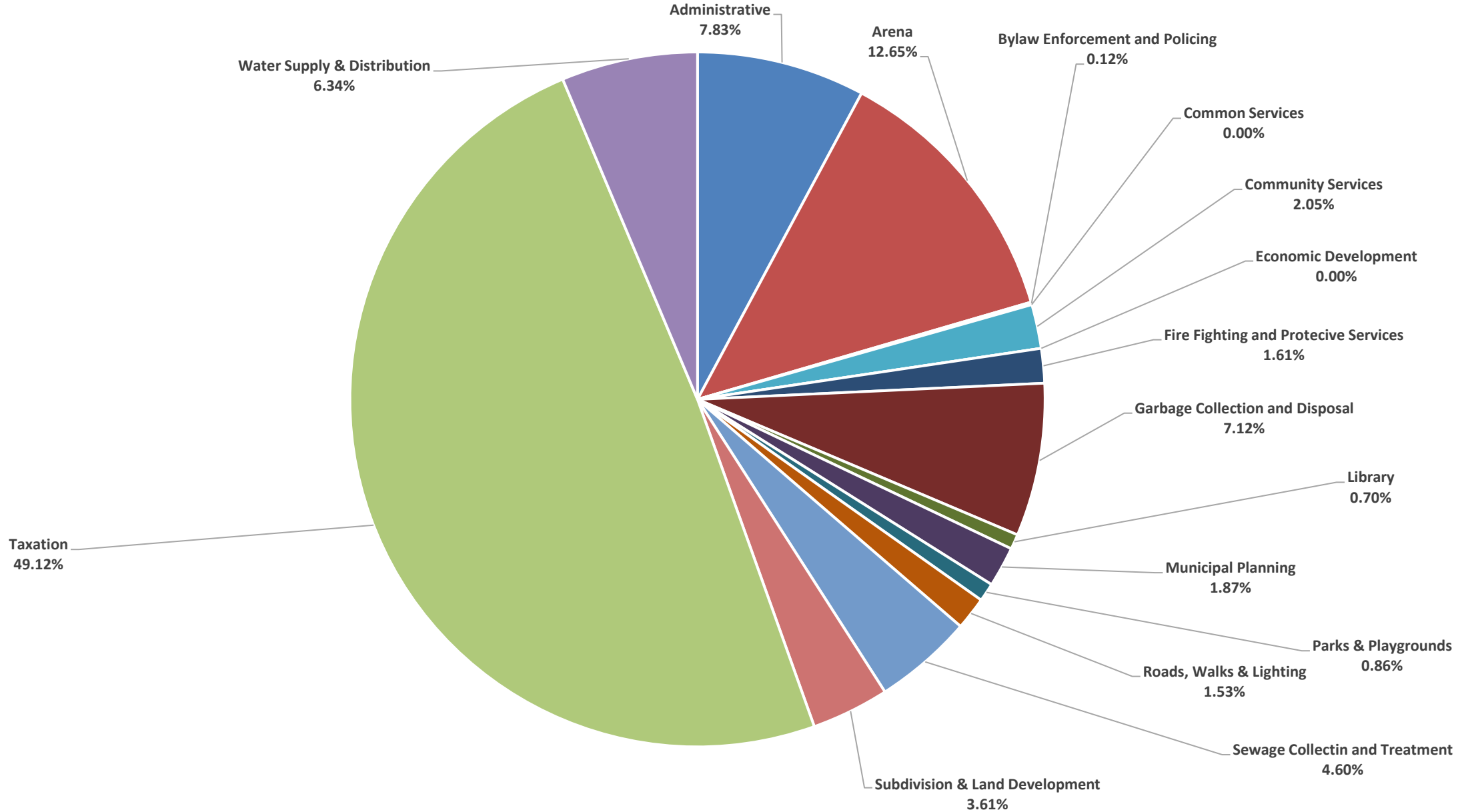
Revenue Collected by Category

Revenue Category	Amount	Percentage
Property Taxes	\$1,495,424.00	49.12%
Penalties and Fines	\$62,200.00	2.04%
Licenses and Permits	\$7,250.00	.24%
Sale of Goods and Services	\$644,200.00	21.16%
Rentals	\$165,275.00	5.43%
Franchise Fees	\$130,000.00	4.27%
Provincial and Federal Grants	\$359,202.00	11.80%
Other Government Transfers	\$112,289.00	3.69%
Other Transfers	\$7,800.00	.25%
Other Revenue	\$60,994.00	2.00%
TOTALS	\$3,044,634.00	100%

- Education Tax \$285,674.00
- Seniors Requisitions \$ 8,205.39
- Policing Invoice \$ 58,075.00
- Designated Ind Prop \$ 111.00

Are paid from the property tax
Collected. Net Municipal
Revenue \$2,692,568.61

Revenue Collected by Municipal Function





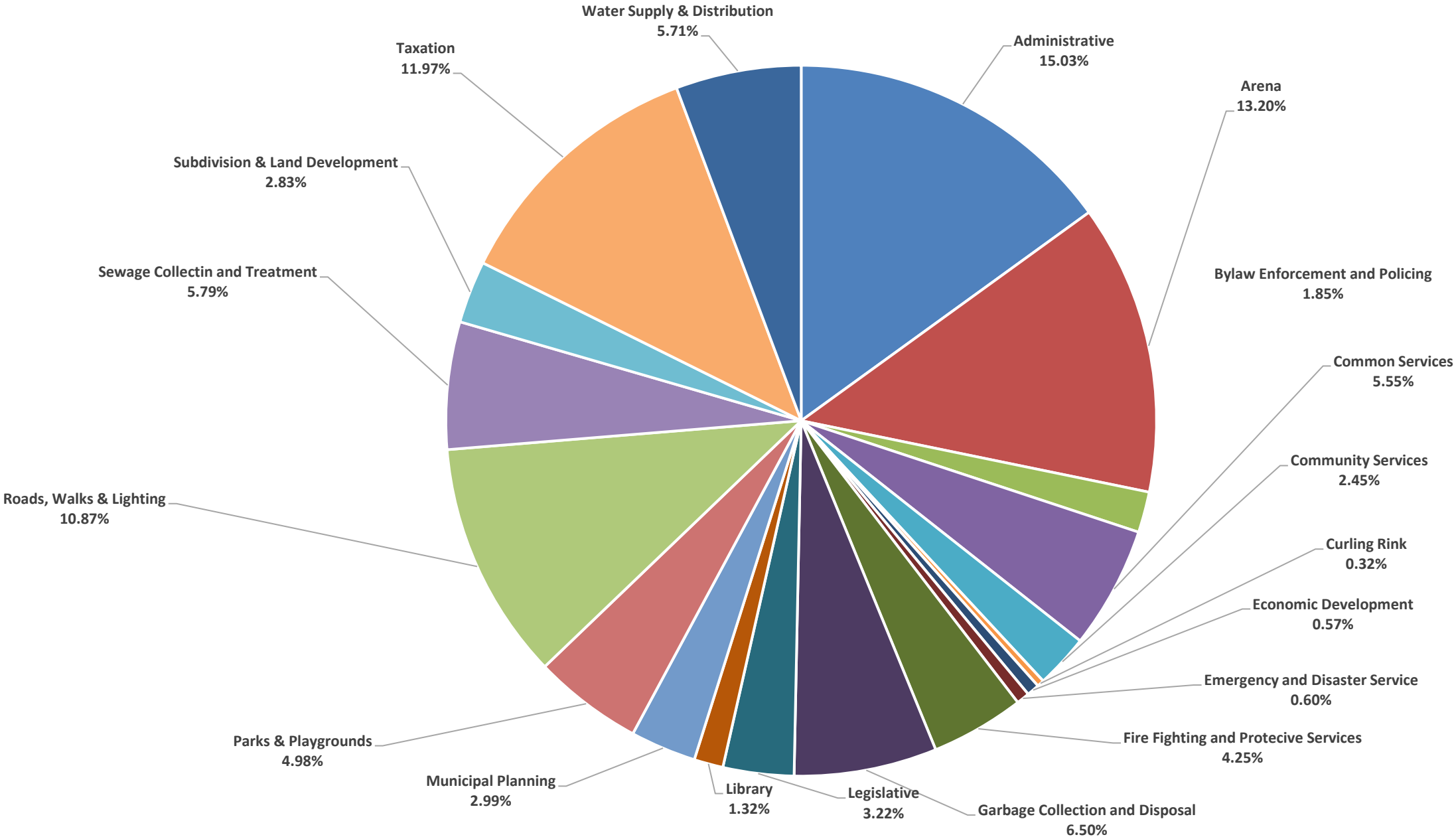
2024 Revised Budget (based on council feedback Dec 2023)

Expense By Category and Function

Expenses Paid by Category

Revenue Category	Amount	Percentage
Wages/Benefits & Remuneration	\$884,381.00	30.08%
Memberships/Partnerships/Training/ Conferences and Licenses	\$76,461.00	2.60%
Mileage and Sustenance	\$11,700.00	.40
Postage/Freight, phone & internet	\$31,173.00	1.06%
Purchased Services	\$748,851.00	25.47%
Utilities	\$194,650.00	6.62%
Insurance	\$93,478.00	3.18%
Materials/Goods & Supplies	\$133,362.00	4.54%
Bank Charges and Loan Payments	\$100,323.00	3.41%
Grants & Donations	\$52,058.00	1.77%
Other Transfers	\$0	0%
Other	\$19,000.00	.64%
Capital	\$242,797.00	8.26%
Requisitions (Ed., Seniors, Police)	\$351,955.00	11.97%
TOTALS	\$2,940,189.00	100%

Expense Collected by Municipal Function





2024 Revenue Increases and Decreases

2023 Q3 Projection to 2024 Budget (Revised based on Council Feedback Dec 2023)

SUMMARY OF 2024 BUDGET REVENUE INCREASES/DECREASES

Summary of major changes from 2024 Preliminary Budget

	<u>2023 Q3 Projection</u>	<u>2024 Preliminary</u>	<u>2024 Revised Budget</u>	<u>Net Change - 2024 Prelim to Revised</u>	
Revenue	\$3,213,818.00	\$3,187,103.00	\$3,044,634.00	\$ 142,469.00	Revenue Decrease
Expenditure	<u>\$3,209,126.00</u>	<u>\$3,181,229.00</u>	<u>\$2,940,189.00</u>	<u>\$ 241,040.00</u>	Expense Decrease
Net (Surplus)/Deficit	\$ (4,692.00)	\$ (5,874.00)	\$ (104,445.00)	\$ (98,571.00)	increase in surplus

Revenue Increases and Decreases of \$142,469.00 - from 2024 Preliminary Budget to 2024 Revised Budget

► **Provincial & Federal Grants - \$142,469 decrease in revenue -**

Change based on revisions to 2024 preliminary budget results in

- removing \$142,469 (based on 2023 funding levels at the time of budget preparation) of Local Government Fiscal Framework funding (formerly MSI) to support the construction of Oxford park washroom facility removed from 2024 budget based on council direction
- it should be noted that once council decides on a capital project, administration can submit at any time to the Local Government Fiscal Framework to utilize the funding for that project (the funds are not lost and can be carried forward if not utilized in a given year)
- we have also received notification regarding the 2024 funding levels since the budget was prepared and it is anticipated that the funding will now be higher than expected (\$325,579), this is \$183,110 higher than what we received in 2023 and will enable council to consider larger capital projects.



2024 Expense Increases and Decreases

2023 Q3 Projection to 2024 Budget (Revised based on Council Feedback Dec 2023)

SUMMARY OF 2024 BUDGET REVENUE INCREASES/DECREASES

Summary of major changes from 2024 Preliminary Budget

	<u>2023 Q3 Projection</u>	<u>2024 Preliminary</u>	<u>2024 Revised Budget</u>	<u>Net Change - 2024 Prelim to Revised</u>	
Revenue	\$3,213,818.00	\$3,187,103.00	\$3,044,634.00	\$ 142,469.00	Revenue Decrease
Expenditure	<u>\$3,209,126.00</u>	<u>\$3,181,229.00</u>	<u>\$2,940,189.00</u>	<u>\$ 241,040.00</u>	Expense Decrease
Net (Surplus)/Deficit	\$ (4,692.00)	\$ (5,874.00)	\$ (104,445.00)	\$ (98,571.00)	increase in surplus

Expenditure Decrease of \$241,040.00 - 2024 Preliminary Budget to 2024 Revised Budget

➤ **Purchased Services Decrease of \$231,405.00**

- Due to removal of Oxford Park Washroom Project, we have reduced the budget by \$231,405 and have left \$4,000 in the budget for completion of a mural (the original budget for the mural and washroom was \$235,405)

➤ **Wages, Salaries and Benefits Decrease of \$9,635.00**

- Total wages, benefits and remuneration in the 2024 preliminary budget was \$894,016 (this includes staff, council, WCB premiums, benefits. This was also based on a 3.8% CPI index increase based on the average CPI index increase for 2023 averaged by taking the 12-month average from the month to month increases on all goods in Alberta.

- The revised total wages, benefits and remuneration for the 2024 budget based on Council approving a 2.5% CPI index increase totals \$884,381. This results in a decrease of \$9,635.



2024 CAPITAL PLAN – (Revised based on council feedback from December)

Revised Capital 2024
After Council Feedback December Budget Session

2024 Proposed Projects

Total Proposed Capital/Project Purchases in 2024 **\$271,797.00**

Grants and Contributions

- Local Govt Fiscal Framework \$ 0.00
- Canada Community Build Fund \$ 67,485.00
- Canada Green & Inclusive \$ 150,000.00

Total Grants/Contributions \$ 217,485.00

80.02% Grants and Contributions

Municipal Sources/Reserves

- Franchise Fees \$ 44,312.00
- Operating Budget \$ 10,000.00

Total Municipal \$ 54,312.00

19.98% Municipal Contributions

Capital 2024

► Proposed Projects for 2024

1.) Bentley Arena Slab & Ice Plant Replacement \$3,167,073.00 (Still no notification of success of the grant)

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

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

To be funded as follows:

- Canada Green and Inclusive Buildings Grant	\$2,413,008*	note design only in 2024 (\$150,000)
- Lacombe County Contribution	\$ 360,000	
- Local Government Fiscal Framework 2025	\$ 142,469	
- Franchise Fees 2025	\$ 105,000	
Total Grants and Contributions	\$3,020,477	
- Operating Revenue 2025	\$ 66,596	
- Reserve Transfer 2025	\$ 80,000	
Total Municipal Contributions	\$ 147,406	

Total Project Funding **\$3,167,073**

Capital 2024

► Proposed Projects for 2023

2.) AFRCS Radio Transition (\$30,797 in 2024 & \$25,311 in 2025)

- Funded 60% Lacombe County, 40% Bentley
- Total cost is \$140,269 (\$76,993 in 2024 and \$63,277 in 2025)

- Alberta First Responders Radio Communication System (AFRCS) is a provincewide radio system that helps first responders, such as police, fire and ambulance coordinate to improve safety and response times. It is a two-way radio network for first responders, municipal, provincial and First Nations across the province. It supports inter-agency effective communications. The network encompasses 335 sites and over 33,000 devices in Alberta. Bentley Fire Department requires upgrades to be able to connect to the system.



Capital 2024

➤ Proposed Projects for 2023

3.) Auto Extraction and Cribbing Tools – Bentley Fire Department \$2,000

- Funded 60% Lacombe County, 40% Bentley
- Total cost is \$5,000

- Auto extraction is necessary on some occasions to extract a passenger or passengers from an MVA. Cribbing tools are utilized to provide vehicle stabilization to allow extraction to take place in a safe manor and not endanger first responders. These tools are a necessary part of first response and must be replaced over time.



Capital 2024

➤ Proposed Projects for 2024 (Not moving forward with washroom)

4.) Municipal Park / Oxford Park Design – Public Washroom and Mural

- Estimated Cost \$235,405
- **Left \$4,000 in budget for Mural completion remaining \$231,405 removed**
- Public Engagement occurred in June
- Discussed on August 22, 2023, Council Meeting
- Council provided feedback shared on September 12, 2023, Council Meeting

On September 27, 2022, at the Regular Meeting of Council the difficult decision was made to undertake the demolition of Oxford School. The decision was not made lightly and was based on the significant cost to repair the building due to major concerns including deterioration of roof, load-bearing brick walls and foundations. Town administration and Mayor and Council conducted a public information session on June 29, 2022, to seek community input regarding ideas for the Municipal Park. Feedback collected was shared and publicly posted in the council agenda package for the September 27, 2022, regular meeting of council. Additional engagement was held in June 2023. The project took those ideas and developed conceptual plans and options for consideration of council on August 22, 2023. Mayor and Council deferred a decision regarding the concepts to allow additional time for each individual member of council to provide further feedback shared publicly on September 12, 2023. During 2024 budget workshop Council provided input regarding moving forward to develop a public restroom and Mural in the municipal Park. This project will construct that washroom facility and place a mural on the Southeast side of the Municipal Building.



Capital 2024

► Proposed Projects for 2024

5.) AC Unit \$5,000

The Town Office is in good shape with a newer roof, new gutters and downspouts from 2021 and fresh paint in the downstairs community room. Mechanical systems are also decent with a new hot water tank, and two newer furnace with one older furnace. The front windows and the side window were replaced in 2023. In 2022, there were also several failures of the AC unit due to its age, we did not replace this unit in 2023 as it lasted through the summer, however we are carrying a budget allowance if the unit needs to be replaced in 2024.



Capital 2024

➤ Proposed Projects for 2024

6.) Town Office Sign – with branding \$5,000

To continue with our marketing and branding we intend to produce a new Town Office Sign that is branded with our new logo

- we will most likely use the phrase the place to be in the signage



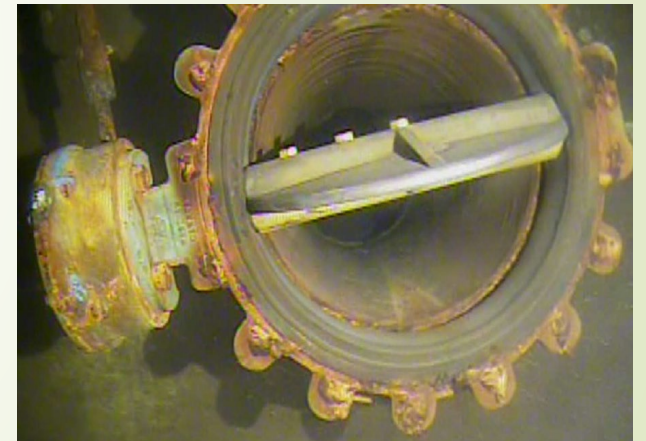
Capital 2024

► Proposed Projects for 2024

Project Description:

7.) Water Treatment Plant (Butterfly Valve) (\$25,000)

- The butterfly valve allows more water to flow to the Clearwell or can isolate the Clearwell to undertake work if necessary
- we are going to attempt to rebuild the valve first, which may result in significant cost savings
- additional valve replacement anticipated for 2025 as well



Capital 2024

► Proposed Projects for 2024

7.) Bentley Concrete Program Phase 4 \$50,000 budget

The Town of Bentley is a beautiful community with amazing views of the Blindman Valley throughout town.

- Sidewalk, curb and gutter continue to age throughout the community and the Concrete Program is designed to replenish and rejuvenate aging sidewalk infrastructure in either key major traffic areas or in high-risk areas due to failure of the asset.
- Assessments were completed by the Town Foreman and in collaboration with our engineer Stantec Consulting
- Phase 4 will address the sidewalk on the north side of 50th Ave for the subway block, where there are many cracked and heaving panels. Mainstreet is important and is our central business district, having sidewalks in good shape to promote walkability is important to support the business community
- Canada Community Building Fund and Franchise Fee revenue will pay for this capital project





QUESTIONS?



Agenda Date: January 9, 2024

Agenda Item: **New Business:**
Annual Recreation, Cultural, Historical, and Tourism Funding Support
2024 Applications

ADMINISTRATIVE RECOMMENDATIONS

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

SUMMARY

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

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

Administration has prepared this report, including all applications received for the 2023 year and is seeking a decision from Mayor and Council regarding the provision of funding.

BACKGROUND

Policy 52/2015 includes the following policy statement:

“Bentley Town Council is committed to strengthening the quality of life of its residents, fostering civic pride, and building a healthy community. Town Council acknowledges the value of community organizations and volunteers whose time and effort contribute to the strength and pride felt by the Community. Annually, Bentley Town Council will include in the Town of Bentley’s Operating Budget a Recreational, Cultural, Historical, Tourism fund that non-profit community organizations may apply for, in support of their 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.

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 in accordance with the attached summary (**Attachment #2**)

For 2024 the amount budgeted and approved by council for allocation is \$30,000. There are no additional grant amounts from 2023 funding that have not been spent or accounted for by the December 31, 2023, deadline and therefore no carry forward amounts from the prior year.

The following applications for consideration of 2024 funding (**Attachment #3**) have been received and meet all the guidelines of the policy and are presented for Council's consideration:

Medicine Lodge Ski Club	Purchase of equipment – maze gates, benches	
	Event Fencing and Load boards	\$8,081.00
Bentley Museum Society	Funding for part time summer student	\$3,718.00
Bentley Minor Hockey	Bathroom Renovation Canuck Room	\$19,650.00
Bentley Library Society	2024 Petting Zoo (Rodeo Weekend)	\$1,500.00
Bentley Municipal Library	2024 Mini Libraries Program	\$1,750.00
Bentley Farmers Market	Fencing, Staffing and Security Costs	\$5,000.00
Bentley Community Van	Operational Support Funding	\$2,000.00
Bentley Minor Ball	Diamond Improvements	\$5,000.00
Bentley Rodeo Committee	High Point Saddle for Rodeo	\$2,000.00
Bentley Show N Shine	trophies, movie night, posters, and advertising	\$2,500.00
Bentley Community Hall	Funding to support stair replacement.	
	Municipal Historic Building	\$20,000.00
BGC	Received a Letter	\$0
Bentley Curling Club	POS upgrades and Beveridge cooler replacement	<u>\$5,000.00</u>
Total Grant Funds Requested		\$76,199.00

It should be noted that due to budget cuts from the CPI index increases and removal of the washroom for Oxford Park, there is a significant anticipated surplus for the 2024 year. This surplus could be diverted to reserves to help replenish reserves and prepare for future capital projects, or some surplus funds could be used to fund grants such as the requests above.

Please note that the following organizations also have cash balances or reserves that may be able to be utilized to fund projects:

Medicine Lodge Ski Club	Cash Balance of \$34,441 used for general operations and seasons where snowpack is minimal.
Bentley Museum Society	Cash Balance \$52,344 plus \$2,984 used for general operations until casino's can be held.
Bentley Show N Shine	Cash Balance \$2,000 to \$4,000 however will be used for operating costs, related to 2024 Car Show.
Bentley Community Hall	Cash Balance of \$15,000, however will be used on stair replacement.
Bentley Curling Club	Cash Balance \$10,000, however is used for general operations.

It should be noted that Minor Hockey has invested \$48,820.46 to date in the Canuck Room Renovation with \$8,000 being previously funded by the Town of Bentley from the 2022 budget and carried forward into 2023. The original budget was \$40,100 in 2022 but due to rising costs and additional work the costs have increased. The \$19,650 request is to complete the washroom portion of the renovations, which will bring the total cost of the renovation and improvement to an amount of \$68,470.46.

In addition, the Bentley Community Hall is not owned by the Town of Bentley, but the building is a registered Municipal Historic Resource.

Administration is suggesting that the request from Minor Hockey and Bentley Community Hall be considered separately from the Annual Recreation, Cultural, Historical and Tourism Funding Support program due to the large amount of the requests. Also, the amount requested by Minor Ball can be funded through the Parks and Recreation operating budget as we have allowances for field maintenance and therefore, we are also recommending removing that request from consideration here with the commitment that administration will work with Minor Ball to support the field improvements. On a final note, BGC did not submit a grant request by the December 31, 2023 deadline but submitted a letter outlining that they wish to make a future presentation to Mayor and Council with a financial request for continued support of between \$8,000 and \$10,000 once they have worked with the Bentley School to determine a program that meets community needs.

Town administration is requesting Mayor and Council to provide guidance regarding funding allocations for 2024

BUDGET AND FINANCIAL CONSIDERATIONS

Total Grant Funds Requested	\$76,199.00	
Total Approved 2024 Budget	<u>(\$30,000.00)</u>	
Difference (shortfall between requests and budget)		\$46,199.00
 Large grant requests be removed for separate consideration:		
Bentley Minor Hockey	\$19,650.00	
Bentley Community Hall	<u>\$20,000.00</u>	
Total Large Grant Requests		<u>\$39,650.00</u>
 Difference (shortfall between requests and budget adjusted)		 \$ 6,549.00
 Bentley Minor Ball Request (Can be funded via parks budget)		 <u>\$ 5,000.00</u>
Final Difference (shortfall between requests and budget)		<u>\$ 1,549.00</u>

ATTACHMENTS

- 1) Policy 52/2015 - Annual Recreation, Cultural, Historical and Tourism Funding Support Program
- 2) 2024 & 2023 Grant Funding Summary
- 3) 2024 Grant Applications – Annual Recreation, Cultural, Historical and Tourism Funding Support

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?

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: _____

Town of Bentley

Annual Recreation, Cultural, Historical, Tourism Funding

2024 Grant Funding - Request Summary

Organization Name	Grant Description	Requested Grant Amount	Comments	Prior Year Grant Given 2023	Amt of Prior Year Grant or Carryforward into last year	Prior Year Funding Spent & Reporting Received	Cash Balance or Reserve	Carry Forward Request to 2024 Received
Medicine Lodge Ski Club*	Purchase of on slope equipment - maze gates, benches, event fencing, load boards	\$ 8,081.00	The upgrades and items are in alignment with findings of the Masterplan recently completed for the Medicine Lodge Ski Hill - they will	Y	\$ 3,800.00	Y	Dec 22, 2023 Balance of \$34,441	N
Bentley Museum Society	Tourism Information Centre Costs	\$ 3,718.00	tourism funding for second part time student	Y	\$ 3,503.00	Y	June 30, 2023 - \$52,344 general account and \$2,984 in Casino account	N
Bentley Minor Hockey*	Continued renovation of Canuck Room - Formerly Generals Room - this portion is for renovation of back washroom	\$ 19,650.00	\$8,000 was provided in 2022 with the original request being \$16,000 - the funds have been spent with approximately \$48,820.46 being spent to date on the renovation. Minor Hockey is asking for a grant of \$19,650 to complete the bathroom renovation and internet upgrade for live barn streaming	N but carry over from 2022	\$ 8,000.00	Y	indicate they only carry a small cash balance now as the majority of savings spent on renovation	N
Bentley Library Society	2024 Petting Zoo	\$ 1,500.00	To run the 2024 Petting Zoo during Annual Bentley Fair and Rodeo	Y	\$ 600.00	Y		N
Bentley Municipal Library	2024 Mini Libraries	\$ 1,750.00	To run the 2024 Mini Libraries Program	Y	\$ 1,500.00	Y		N
Bentley Farmers Market	Fencing, Staffing and Security Costs 2024	\$ 5,000.00	Application is requesting support for Fencing, Staffing and Security Costs for 2024	Y	\$ 5,000.00	Y		N
Bentley Community Van Society	Operational Support help for Fuel, Maintenance, repair and inspections	\$ 2,000.00	Community Van Society is requesting \$2,000 to help offset the costs of running the community van	Y	\$ 2,000.00	Y	N	N
Bentley Minor Ball***	Improvements to Diamond Playing Areas - hope to enhance improvements with volunteer effort	\$ 5,000.00	Miscellaneous improvements to diamonds	Y	\$ 1,850.00	Y	N	N
Bentley Rodeo Committee	High Point Saddle	\$ 2,000.00	High point cowboy/cowgirl at the concluding of rodeo wins a trophy saddle sponsored by the Town	Y	\$ 2,000.00	Y		N
Bentley Show N Shine Cruizin West	Funding to support Car Show - including upgrading movie night equipment, trophies for car show, apparel for sale at car show with proceeds donated to Santa Sleigh Ride put on by Town, general costs - posters, flyers, advertising	\$ 2,500.00	Car show attracts a large volume of people to the community who also support the rodeo and local business community	Y	\$ 2,500.00	Y	\$2,000 to \$4,000 for operating costs	N
Bentley Community Hall**	Funding to support Stair Replacement*	\$ 20,000.00	Total Project budget is \$86,760 (submitting grant application for 50% funding or \$43,380 to Historic Resources Grant, remaining 50% to be funded \$20,000 town and \$15,000 community hall and \$8,380 public donations)	N	\$ -	NA	Y \$15,000 to be used on project	NA
BGC	Received a letter stating grant will be applied for but not submitted by December 31, 2023		For Before and After School Day Out program - will want a presentation to council in the New Year	Y	\$ 1,000.00	N		Waiting for reporting send email Dec 20
Bentley Curling Club	POS upgrades and Beverage Cooler Replacement	\$ 5,000.00	The grant is being requested to upgrade the POS system to Square Up and to replace the Beverage Cooler	Y	\$ 6,500.00	N	Dec 22, 2022 Balance of \$10,000	Waiting for reporting send email Dec 20

Revised Grant Total

Budget Available to Fund Grants in 2024

(Shortfall)/Surplus Funds Available

\$ 76,199.00

\$ 30,000.00

\$

(46,199.00)

\$ 38,253.00

-\$ 8,000.00

-\$ 3,800.00

carryforward 2022

carryforward 2022

Large Requests to Consider Separately

Bentley Minor Hockey*	Have contributed \$8,000 to initial renovation request in 2022 which included a request to add a second washroom and provide additional space for teams - Original Budget was \$40,100 to date Minor Hockey has spent \$48,820.46 and are asking for another \$19,650 to complete bathroom renovation	\$ 19,650.00
Bentley Community Hall**	Consider funding via another form - IE surplus budget	\$ 20,000.00

\$ 26,453.00

Grants disbursed 2023

Remove large requests and consider separately

\$

39,650.00

Remaining (Shortfall)/Surplus

\$

(6,549.00)

Bentley Minor Ball***	Can fund from operational budget for parks as we include allowance for maintenance items	\$ 5,000.00
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\$

5,000.00

(Shortfall)/Surplus Funds Available (with budget changes can fund)

\$

(1,549.00)

**Schedule A
Town of Bentley**

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

Name of the Organization: Medicine Lodge Ski Club (MLSC)
 Mailing Address: PO Box 1104, Bentley, Alberta T0C 0J0
 Contact Person: Greg Chernoff, President
 Phone/Cel Number: 403.478.0375 email address: medicine lodge ski.hill@gmail.com
 Amount of Funding Request: \$ 8,081.00

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

MLSC is requesting \$8,081.00 for the purchase of on-slope equipment to complete upgrades started this summer. Once installed, this equipment will improve the look & function of our Ski Hill, boost pride, and attract new attention to this valuable regional recreational resource.

A full list of equipment & planned improvements is included in the budget section of this application.

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?

For a more in-depth response, please see "Benefits of Supporting MLSC", attached.

Medicine Lodge Ski Hill is a cornerstone of local & regional sport & culture. Our Club is striving to "raise the bar" and reach our full potential. Your support promotes accessible, fun, & healthy outdoor activity,

cont'd →

builds; strengthens community pride, raises Bentley's profile on a regional stage, and promotes and supports the local economy.

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

The proposed project, and MLSC efforts more broadly, aligns well with the goals of Economic Growth and Enriched & United Community, as described in the Town of Bentley's Strategic Plan. In the proposed work, our Club is acting on recommendations from the 2023 Ski Hill Master Plan document. MLSC and Town of Bentley are working together towards shared objectives on Town-owned, Club-Managed property.

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

MLSC is requesting \$8,081 for the purchase of on-hill equipment that will improve the look and function of the Ski Hill. Equipment includes: maze gates; benches; event fence; and load boards. Please see attached quote from Inter-mtn for price/item details. NOTE: our request includes price of equipment, plus a dealer-recommended 15% of order cost, to cover shipping. MLSC volunteers will install all equipment; please see attached "Notes from the Fencing Committee" for more information.

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

If our application is successful, MLSC will purchase the proposed items immediately. Delivery would be expected within a month, and equipment could be installed right away. All improvements would be in place by late Spring 2024.

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)?

At time of submission, MLSC balances total \$34,441.²³. This is a high balance compared to normal, on the strength of a long, successful 2022-23 season. Operating a Ski Hill is expensive, and revenue streams are seasonal & weather-dependent, so quite uncertain.

Town of Bentley Grant funds are essential if we are to make the proposed improvements.

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

Yes. Our proposed work is completely scalable, commensurate with available funds. We hope to be funded to the full amount, but would be grateful for any support the Town of Bentley can offer. We can adjust our planned improvements to align with available funds.

Acceptance: If approved, Medicine Lodge Ski Club (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: 21 December, 2023 Representative: Greg Chernoff, President





BENEFITS OF SUPPORTING MEDICINE LODGE SKI CLUB

Medicine Lodge Ski Hill - commonly known as “Bentley Ski Hill” - is a cornerstone of local and regional outdoor recreation and culture. Many among us learned to ski at Medicine Lodge and have fond memories and a strong, often generations-deep connection to the Ski Hill. Medicine Lodge Ski Club, our Members, and the community-at-large are immensely proud of our Hill’s long and colourful history; and we at the Club are highly motivated to build a strong and sustainable future.

Recent studies have confirmed the significant role Medicine Lodge Ski Hill plays in the local and regional economy, and highlight our potential to be an even bigger and better regional attraction and recreation resource. Medicine Lodge Ski Club has big aspirations over the coming years, to act on our vision and on the recommendations of the *2023 Medicine Lodge Ski Hill Asset Utilisation Study and Master Plan*. Our objectives include:

- Strengthening ties to community by engaging volunteers and building strong relationships with stakeholders; and
- Enriching the skiing/boarding experience by improving our lifts, lodge, and other facilities.

The funds we are requesting from the Town of Bentley would enable us to take a moderate but crucial first step towards some big objectives, which could make a profound difference to Medicine Lodge Ski Club, our Ski Hill, and the broader community. A relatively modest investment now could make a huge difference to how our Hill looks and functions, and generate momentum that will carry us on to loftier long-term goals.

The equipment purchased with this Grant would help us to display our deep sense of pride in Medicine Lodge Ski Hill. Pride is contagious, and pride in our mighty little Ski Hill breeds pride in our Members and Hill visitors, which in turn breeds pride in our community and region, attracting welcome attention and potential future investment in Bentley and the surrounding area.



CDN Order Confirmation

Please sign and return

#103 - 140 Commercial Drive
 Kelowna, B.C. V1X 7X6
 p. 250.491.3311
 f. 250.491.3371
 e. signs@inter-mtn.com

Date	Quote #	Job #
December 21, 2023	SM23-1044	

Bill To: Medicine Lodge Ski Area Medicine Lodge Ski Area 5108 - 54 Street Ponoka , AB T4J 1H8	Ship To: Medicine Lodge Ski Area RR#1 Bentley , AB T0C 0J0 Canada Attention: Ross Moore
Phone: (403) 748-2025	Email: rmoore81@live.ca

Date Required	SP	SS	GD	Terms	Shipping Carrier
11/01/2024	SM			Prepaid	Best Way
P.O.#			Shipping Account #		

Item	Qty	Description	Price	Total
AMGZ - 010	2	Aluminum Maze Gates 3' x 10'	\$465.00	\$930.00
AMGZ - 008	4	Aluminum Maze Gates 3' x 8'	\$390.00	\$1,560.00
ABNS - 005	4	Aluminum 5' Bench with Checker Plate Top and Four Lugs	\$632.40	\$2,529.60
FEVZU - 900	2	Event Fence Blue 46" x 150'	\$499.00	\$998.00
LB1F - 002	1	Load Board Double 35"x 6"x 1/2" Flat LOAD HERE - Colour	\$125.00	\$125.00
LB2F - 002	1	Load Board Double 35"x 6"x 1/2" Flat WAIT HERE - Colour	\$125.00	\$125.00
APAL - 999	2	Aluminum Palleting Fees - Large	\$185.00	\$370.00
PAKM - 999	1	Packaging Fees - Medium	\$55.00	\$55.00
Freight-(R)	1	Freight Charge(Fob Kelowna)	TBD	TBD

Approval & Acceptance I, have read, understood and accepted the above quotation. I further agree that prices may vary if any changes are made to the above order prior to acceptance. Shipping and packaging charges may apply. All prices are good for 7 days. Customer Signature: Date:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;">Subtotal</td> <td style="border: none; text-align: right;">\$6,692.60</td> </tr> <tr> <td style="border: none;">GST</td> <td style="border: none; text-align: right;">\$334.63</td> </tr> <tr> <td style="border: none;">Total</td> <td style="border: none; text-align: right;">CAD \$7,027.23</td> </tr> </table>	Subtotal	\$6,692.60	GST	\$334.63	Total	CAD \$7,027.23
Subtotal	\$6,692.60						
GST	\$334.63						
Total	CAD \$7,027.23						
GST No. 854177128							

Credit Card payments over \$1,000 are subject to an additional 5% processing fee

File As: H:\Clients\Canadian Ski Area\Medicine Lodge Ski Area\May - 2023\SM23-1044 Event Fence, Benches, Maze Gates & load Boards

Thank you for your business!

Inventory Removed
 Sales Order
 Invoiced



Medicine Lodge Ski Area Town of Bentley Grant application.

Dec 2023

Some Notes from the Fencing Committee.

The Medicine Lodge Ski Club is no stranger to copious amounts of volunteer hours and elbow grease, the summer of 2023 was no different. This year we decided we were due to start a facelift around the Hill. The infrastructure at medicine lodge is functional but dated, looking around the grounds this spring it didn't take long to notice ripped snow fence, rotting boards, faded peeling paint, worn assets in general so we removed a lot of it. Over the summer, in addition to our regular list of mowing, tree removal, and lift and lodge maintenance we redesigned and replaced much of the fencing infrastructure near the Samson lift, work which is still ongoing. What we are asking of the Town of Bentley is funding for material that will add the finishing touches and compliment the work already done with in-kind volunteer contributions/donations. This small (but powerful) upgrade to some of our most visible infrastructure will bolster and maintain the public's positive perception of the trajectory the Hill is on after completion of the Master Plan, whilst we continue to look for other grant opportunities.

Thank you for your consideration

Ross Moore



Bentley Museum Society

P.O. Box 620, Bentley, AB. T0C 0J0
e-mail bentleymuseum@shaw.ca

December 6, 2023

Town of Bentley,

Box 179,

Bentley, Ab.

T0C 0J0

Attention: Mayor, Council, and Marc Fortais CAO

Please find enclosed Bentley Museum Society grant application for Recreational, Cultural, and Historical Tourism. This grant will enable Bentley Museum to employ a second student.

The previous years funds that we received from this grant were used entirely for our second students wages. This grant funding enables us to remain open seven days a week.

As shown on our financial statement we demonstrate a need for financial support.

Please consider our application, and if further information is required please contact us.

Yours truly,

A handwritten signature in blue ink that reads "Cora Knutson".

Cora Knutson

Grant supervisor,

Bentley Museum Society

403-506-2696 knutson9@telus.net

bentleymuseum@shaw.ca

Schedule A

Town of Bentley

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

Name of the Organization: Bentley Museum Society

Mailing Address: Box 620, Bentley AB T0C0T0

Contact Person: Lora Knutson

Phone/Cel Number: 403-506-2696 email address: bentleymuseum@shaw.ca

Amount of Funding Request: \$ 3,718.00 knutson9@telus.net

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

We the Bentley Museum require funding for a second part time student. This student will be required to help with the operation of the Bentley Tourist Information Centre as well as help where needed in the daily operation of the Bentley Museum. As we have 3 buildings it is necessary for 2 students to be present during this time (July & August). We will apply to Canadian Summer Jobs for the full time student.

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?

We need two students during the summer season to contact towns and ensure all buildings are supervised & secure. We are open 10:00 am to 5:00 pm 7 days a week. The Bentley Museum volunteers and community are very proud of the Bentley Museum. Our community is very supportive of the Bentley Museum - continued

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

The Bentley Museum will pay this part-time student at the rate of \$15.00 an hour, 220 hours + holiday pay + employer's EI = \$3,718.00. This is the amount the Bentley Museum humbly requests from the RCHT funding program. Yearly Financial Statement attached (July 1, 2022 - June 30, 2023).

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

Our student employment program runs July & August each summer.

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

Yes, we will hire the second part-time student, even if we need to beg for monies from the community.

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

Date: December 6, 2023 Representative: Karen Krutson
Grant Supervisor

BENTLEY MUSEUM SOCIETY

ATTACHMENTS:

1. Our second student will obtain knowledge and method of receiving artifacts and entering the information into our data base. Also, be able to research information regarding tourist inquiries.
2. We the Bentley Museum volunteers strive to keep our buildings neat, clean, well organized, and display the artifacts in an attractive way.



Re: Town of Bentley- Annual Recreation Funding Support

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

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

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

Regards,

Bentley Minor Hockey Board of Directors

Chad Kimmel
 President
 Bentley Minor Hockey
presidentbmh@gmail.com

Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley**

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

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

Mailing Address: _____

Contact Person: Chad Kimmel

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

Amount of Funding Request: \$ 19,650.00

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

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

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

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

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

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

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

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

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

Not sure of the relevance of this from 2019.

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

Demolition and Framing- \$4000.00

Electrical, plumbing, and painting- \$8350.00

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

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

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

May- August. Complete all renovations.

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

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

at the concession cost (\$1631.70).

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

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

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

Date: 12-28-23

Representative: 

Canucks Room Renovation (receipts available upon request)

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

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

Electrical and Vinyl flooring: 3865.01

Painting: \$5500.00

Big Hill Services Ltd.

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

INVOICE

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

Sold to:

Bentley Minor Hockey
Michelle
Bentley, AB

Ship to:

Bentley Minor Hockey
Attn: Chad
Bentley, AB

Business No.: 870651015

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

Pictures of Renovations:



Schedule A

Town of Bentley

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

Name of the Organization: Bentley Library Society

Mailing Address: PO Box 361, Bentley, AB T0C 0S0

Contact Person: Stephanie Smith

Phone/Cel Number: 403-896-9842 email address: rcwtails@gmail.com

Amount of Funding Request: \$ 1500.00

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

The Bentley Library Society is making this request for
the 2024 Petting Zoo that we would like to hold
during the 2024 annual Bentley Fair and Rodeo. With
the Bentley - District As Society not running their
Fun Zone, this is the only family fun event that
is occurring during the fair and rodeo.

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?

This event promotes our community and encourages
people to come and attend our event. In 2023, for
the 2 hours that the petting zone ran, there was
377 people that attended the petting zone. It also
promotes family quality time.

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

Butterfield Acres Farm 2 hrs.	\$ 807.45
Hand washing Station	\$ 102.90
Mileage charge	\$ 532.88
Total	\$ 1443.23

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

August 10, 2024 for 2 hours.
Most likely will be the same hours as 2023, from 11am - 1pm.

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.

If funding is not approved, we would have to re-evaluate. In order to run this program with partial funding, funding from other programs would need to be used.

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

Date: December 3, 2023 Representative: 

Town of Bentley
Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form
2024

Name of the Organization: Bentley Municipal Library
Mailing Address: Box 361, Bentley AB, T0C 0J0
Contact Person: Vera Boettger (Manager) and/or Joan Dickau (Chair of the Board)
Phone/Cell Number: 403-748-4626 (library) 403-391-9129 (Vera's cell)
Email Address: bentleylibrary@prl.ab.ca
Amount of Funding Requested: \$1750.00

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

Bentley Library currently provided "mini-libraries" to four summer villages & campgrounds in the Bentley area in 2023, and we are always looking to add more where they are wanted. The "mini-libraries" are created from old newspaper boxes generously donated from area newspapers, sandblasted and painted by Tammy Izquierdo's husband at no cost. We fill them with a variety of adult, junior and children's books, magazines and more from donated and discarded items. The products are available for free for people to take, return if they wish, or replace with something different. To keep it fresh and interesting Bentley Library staff routinely switch out the materials in the boxes, which are gathered from donations made to the library.

Bentley Library's "mini-library" program is the brain child of long-time staff member Vera Boettger. Her vision was to provide reading material for families while and where they are visiting, to support literacy in our small summer communities, and to help create awareness of our library and community businesses and programs. In 2017 Bentley Library started the "mini-libraries" program with boxes at Summerland RV Park and the community of Birch Bay and expanded in 2018 with two additional boxes at Aspen Beach and Lakeview Campground. In 2019 Sandy Point was added. In 2023 the mini libraries expanded into the gated community at Sandy Point as well.

*The total items taken from "mini-libraries" in 2023 was **1104** that were taken home! Hours running this program from June to September were **52.75**. A total of **871** kilometers were travelled this year.*

The Bentley Municipal Library would like to continue running our "mini-libraries" program for a seventh year in 2024, but without additional funding for staff hours and mileage, this may not be possible.

Some of the comments in 2024	
"Andy & Alex from Edmonton read "Andy & the tire" Thanks for entertaining us!"	"Max read "Off the crossbar" (from Calgary)"
"Arden from Calgary read "Dingos at dinnertime" Thank You!"	"Roslie Carte was here needing good books at the beach with mommy"
"JACRY Thank you for sharing your books"	"JACRY Thank you for sharing your books"
Hi!, lily, Teanna, Rose"	"Max read Everest"
"Ryan- Robert Ludlums "Road to Omaha"	"We love Gull Lake Thanks for making it Great!! Bell Family"
"a lovely picture drawn of sponge bobby"	"Hi! Briar"
"Hello Hola! Great Summer Idea! DY"	"My name is daniel and I read "Uncomprizing Honor" Thanks for putting it in here!"
"We Love You!!! Nadia, Reena, Foo Foo, Donnie, moni, Kava, elras, Gel, William, Safaa, & AMIRA"	

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?

Benefits of our "mini-libraries":

1. *Supporting Literacy: "mini-libraries" improve literacy access and availability to those who are not planning a trip to a library on a particular day. They enable adults, children, and families to share literacy at times and places that are convenient for them.*
2. *Demonstrating a Reading Lifestyle: Our "mini-libraries" are filled with collections for all ages on a variety of subjects that will attract all types of patrons from the summer villages that surround our community. Our community places a high value on literacy, encouraging good reading habits by engaging users of all ages.*
3. *Community Awareness: In addition to engaging people in Bentley's summer villages, our "mini-libraries" are another way to inform them about what is going on at the library and around town.*
4. *Promotion of our Community: Every year, we look for new ways to promote the Bentley Library and the businesses in the Bentley community. In order to assist campers or visitors in finding what they may need locally, all of our "mini-libraries" have a town map that contains the current telephone numbers for all of the businesses in town.*

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

2024 Mini Libraries Cost	Total
<i>Wages (Including salary and benefits)</i>	\$1039.41
<i>Mileage</i>	\$548.73
<i>Materials: plexiglass, screws, wood</i>	\$150.00
<i>"Mini-libraries total"</i>	\$1738.14

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

<i>Begin/continue collection of materials (books, magazines)</i>	<i>Throughout the year</i>
<i>Get materials organized & boxes out of storage</i>	<i>April-May 2024</i>
<i>Ensure site approval for 2024</i>	<i>April 2024</i>
<i>Placement of all boxes</i>	<i>May 2024</i>
<i>Replenish all sites weekly</i>	<i>May-September 2024</i>
<i>Collect all boxes</i>	<i>September 2024</i>
<i>Perform cleaning and maintenance on all boxes</i>	<i>September-October 2024</i>
<i>Arrange indoor storage for boxes with Bentley Ag Society</i>	<i>October 2024</i>

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

We currently would have to ask the Library Society to fund this project if the funding isn't approved from the Town, however this would take away from desperately needed community programming funds.

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



Date: December 6, 2024

Representative: Vera Boettger

Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley
Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form**

Name of the Organization: Bentley & District Farmers Market

Mailing Address: Box 618 Bentley Alberta T0C 0J0 Contact Person: Wendy Buyar

Phone/Cel Number: 403.848.1367 email address: bentleymarketmanager@gmail.com

Amount of Funding Request: \$5000.00

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

We are requesting funds to help cover the cost of fencing, additional staffing, and additional cleaning of the curling arena during the Farmers Market season. Our board has voted again to continue with fencing as it has proven to slow down vendor, make vendor parking and layout easier, and has stopped shoppers from driving into the market making our space significantly safer for our shoppers and the community of Bentley.

We are also asking for 1 additional staff member provided by diversified staffing. The specific staff member we have be fortunate to deal with has worked hard to help keep the market clean, and shoppers have even come to the market booth to compliment his work ethic.

The final ask is to help us have a final professional clean upon our move out of the arena. While we do clean behind ourselves this additional more thorough clean helps make the arena more move in ready for the curling club members. They have noticed the difference and have even called us to thank us for the efforts.

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?

More regular care in cleaning and fencing in the Bentley Farmers Market not only improves the physical environment but also enhances the overall quality of life for residents and shoppers.

It fosters civic pride by creating a sense of belonging and identity, while also promoting a healthy community through a clean and secure market space.

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

The Bentley Farmers Market for a few years now has provided space, and invited all Bentley town Councilpersons to attend the market and meet our attendees, aligning directly with Goal 5: Organizational Success. We have also created a food inequity program solely for the residents of Bentley that aligns with Goal 5: Organizational Success.

We continue to organize the most consecutive and economically impactful events each year aligning with Goal 1: Effective Communication and Engagement. Our organization happily volunteers each year for the Santa Celebration, also aligning with Goal 1: Effective Communication and Engagement.

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

Fencing \$3,000

Staffing \$1,800

Cleaning \$200

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

May long weekend to September long weekend in 2024

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

We carry a cash balance to get us started each year which includes our seasonal rent, payment for our bookkeeper, payment for our phone, payment for our annual accountant audit and tax filing. We hold \$8,000 to cover all of these annual fees.

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.

Our board has voted to continue with fencing, additional staff and professional clean at the end of the market season, so these are costs we face regardless. If we are only approved for partial funding we will have to look for additional funding from another source.

Acceptance: If approved, Wendy Buyar (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: December 31, 2023

Representative: Wendy Buyar _____

Market Manager _____



Policy No 52 / 2015 Annual Recreation, Cultural, Historical, Tourism Funding Support Page 1

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.

Schedule A

Town of Bentley

Annual Recreational, Cultural, Historical, Tourism Funding Support

Application Form

Name of the Organization: _____ Bentley Community Van Society

Mailing Address: ___ Box 988 Bentley Alberta

Contact Person: Cora Knutson Vice Chair Jennifer Goddu Treasurer.

Phone/Cel Number: _403-506-2696_ email address: jgoddu@saw.ca_

Amount of Funding Request: \$2000

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.

The Community Van is operated by Volunteer Drivers to help provide a service to our community that is not available for our residents otherwise. All Community People are encouraged to use the van when trips are offered. We are not able to charge for this service, people are able to join in monthly trips to Red Deer and Sylvan Lake to purchase products not available in Bentley. Trips planned for seniors for social happenings, meal drama plays and tourist and local events like Lights, Gardens, or places like Ellis Bird Farm. The Van is used for School sports teams. Youth groups have used the van to attend other events. When the store is open, we offer downtown shopping and mail pick up for seniors and those who do not have transportation. We have the Van available for Care center outings. At the discretion of the board, other opportunities have been approved for Bentley residents. Wherever we go, people see the Town of Bentley Signs on the Van. The Van is equipped for Handy cap people and wheelchairs.

How will the outcomes of the program, event or activity for which funding is being requested?

strengthen the quality of life, foster civic pride, and help to build a healthy community?

The funding will help us in Fuel, Maintenance, and the ability to offer this service to our community. This past year we had to do \$4550.32 in Maintenance, repair, and inspection.

Having people join to travel to many events has allowed many people to get to know others in our community and area. We are happy that this is a positive addition for people who are not able to see other areas and assisting them in a safe way to get out of their home isolation.

We feel many new people in our community can see one of the values of living in Bentley and our area.

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

We feel our society is enhancing our ability to work together, and offer the area opportunities, creating interest for people to move into our community. We are also enabling people to remain living in the town that has been their home for most of their lives. We feel our service is a positive addition promoting and building our community.

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

Expenditures for 2023 paid by Van Society

*Insurance	\$2464.79
*Government Inspections, Service	\$4550.00
*Garage Rental	\$1050.00
*Booking Management, Honorarium,,	
Service, Maintenance cleaning	\$2400.00
*Phone	\$780.00
*Fuel	\$1500.00

Our Van Society has been established years ago by our community area people and groups donations. Our Van can offer services to our community as every so many years our Van board and volunteers go to serve the Casino in Red Deer for a weekend to receive a donation in the following year to assist our regular expenses of our service offered to our community. Trough the past years we have had to wait for years for our opportunity. Recently we were able to put in our turn and now we will wait till they figure out what they will grant us. With the delays we have used up all our funds including what we received from the Town of Bentley Recreational, Cultural, Historic, Tourism Funding Support from Last year. With an unexpected repair and Maintenance, we have had to withdraw from our emergency vehicle reserve to cover the costs of our mechanical work. We keep the Van in Top shape, and it goes through two vehicle provincial approval inspections each year.

Due to the operation expenses being exhausted we are using our vehicle reserve fund till our casino funds will be awarded to us.

If we are granted this request, we will be able to keep on providing the great volunteer service to Bentley.

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

Continual year-round programs

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

We will continue to keep our Van running with our deleting emergency reserve funds but may have to cut back some services till we get Casino support funds. However, this along with unexpected Mechanical costs of about \$4500. has cut our emergency fund low at this time.

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

We will continue to offer the services people look forward to. We are counting getting our casino funds next year. So that will let us continue and expand to meet needs we face. If short of funds we will have to look at what we could cut out. Once the grocery store is open it will be a little better.

Acceptance: If approved, Bentley Community Van Society hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines

and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: _____ Dec 25, 2023 _____

Representative:




Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley**

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

Name of the Organization: Bentley Minor Ball

Mailing Address: Box 734 Bentley AB T0C 0J0

Contact Person: Diana Spelt - President

Phone/Cel Number: 403-896-1145 email address: lazydazy.spelt@gmail.com

Amount of Funding Request: \$ 5000.00

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

This coming season we would like to focus our efforts on improving the diamond playing fields. We have a vast amount of knowledgeable parents available to us currently and hope to utilize the volunteer efforts to add longevity to our diamonds.

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

Our baseball program has been growing year after year. We would love to keep offering as much field time as we can to support Bentley Area kids

and Adults who love to play ball

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

As we see Bentley grow and progress we would like to work on improvements now to keep our program in line with the growth patterns that we hope Bentley can achieve.

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

Bentley minor ball hasn't seen many increases in expenditures and we have gratefully added equipment through funding programs. We would like to minimize the costs to the town's maintenance of the diamonds by helping with those improvements

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

As soon as the weather allows and the town crews have completed winter clean up:

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

We do have cash in our account that we will need for insurance/registration in spring.

Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley**

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

Name of the Organization: BENTLEY RODEO COMMITTEE

Mailing Address: BOX 47 BENTLEY, AB T0C 0J0

Contact Person: JEREMY PARK

Phone/Cel Number: (403) 350-0814 email address: djpark@platinum.ca

Amount of Funding Request: \$ 2000⁰⁰

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

THE BENTLEY RODEO IS HELD ANNUALLY EVERY AUGUST, AND BRINGS HUNDREDS, EVEN THOUSANDS OF CONTESTANTS, SPECTATORS, CONTRACTORS AND SPONSORS TO BENTLEY. THE BENTLEY RODEO HAS FOR MANY YEARS HAD A HIGH POINT SADDLE AS A PRIZE, AWARDED TO THE TOP CONTESTANT COMPETING IN MULTIPLE EVENTS. THE HIGH POINT SADDLE IS A PRESTIGIOUS AWARD THAT ATTRACTS THE TOP COMPETITORS IN THE ASSOCIATION TO COMPETE IN BENTLEY.

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

BENTLEY RODEO IS A MEMBER OF THE CARA RODEO ASSOCIATION, WHOSE MANDATE IS TO SUPPORT YOUTH AND FAMILY PARTICIPATION IN RODEO. THE HIGH POINT SADDLE IS A WAY FOR THE TOWN OF BENTLEY TO SHOW THEIR SUPPORT FOR ALBERTA'S WESTERN HERITAGE AND FOSTER YOUTH AND FAMILY PARTICIPATION IN OUR LOCAL EVENT.

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

- DEMONSTRATES THE TOWN'S SUPPORT OF THE BENTLEY RODEO WITHIN OUR COMMUNITY AS WELL AS THROUGHOUT THE CENTRAL ALBERTA AREA.
1. EFFECTIVE COMMUNICATION AND ENGAGEMENT - A LONG TERM PARTNERSHIP BETWEEN THE RODEO AND THE TOWN TO SUPPORT BENTLEY RODEOS CONTINUED SUCCESS, IN TURN SUPPORTS MANY LOCAL BUSINESSES
 2. FINANCIAL SUSTAINABILITY - THE RODEO AND THE ACKNOWLEDGEMENT OF ITS IMPORTANCE TO THE TOWN. BENTLEY RODEOS CONTINUED SUCCESS, IN TURN SUPPORTS MANY LOCAL BUSINESSES
 3. ECONOMIC GROWTH - DURING AND PRIOR TO THE EVENT, AS WELL AS BRINGING SUPPORT FROM OUTSIDE TOWN. - EXPOSURE TO OUR WESTERN HERITAGE, AND THE ROLE IT HAS
 4. ENRICHED AND UNITED COMMUNITY - PLAYED IN THE DEVELOPMENT OF OUR COMMUNITY AND REGION. - UTILIZING A LARGE, DIVERSE VOLUNTEER BASE TO HOST A LARGE, WELL ORGANIZED, SUSTAINABLE, FAMILY FRIENDLY EVENT.
 5. ORGANIZATIONAL SUCCESS - WELL ORGANIZED, SUSTAINABLE, FAMILY FRIENDLY EVENT.

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

MARCH/APRIL - ORDER TROPHY SADDLE

JULY/AUGUST - PAY IN FULL FOR SADDLE, SHIPPING, BROKERAGE FEES
(\$1750 - 2500)

- CANADIAN SUPPLIER (\$2250-2500)

- AMERICAN SUPPLIER (SADDLE 1500-1750)

SHIPPING/BROKER FEES \$250-500

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

MARCH/APRIL 2024 - ORDER SADDLE

JULY 2024 - PAY IN FULL FOR SADDLE

AUGUST/SEPT. 2024 - DISPLAY SADDLE @ TOWN OFFICE/ARENA/RIMBEY AGRIUM (FINALS)
- AWARD SADDLE TO WINNER

SEPT/OCT - POST TO SOCIAL MEDIA / NEIGHBORHOOD NOTES / RIMBEY REVIEW

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

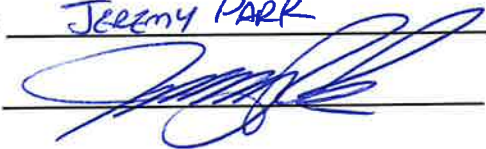
THE BENTLEY RODEO DOES HAVE CASH RESERVES THAT COULD FUND IF REQUIRED.

PARTNERING WITH THE TOWN WOULD ALLOW OUR RESERVES TO BE DIRECTED TO CONTINUE EQUIPMENT / FACILITY REPAIR / REPLACEMENT, ENSURING FUTURE VIABILITY OF OUR

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.

THE RODEO WOULD FUND ALL OR PART OF THE SADDLE PURCHASE IF REQUIRED FOR THE UPCOMING SEASON, BUT WOULD TAKE TO COMMITTEE MEETING FOR FUTURE YEARS TO CONSIDER ITS LONG TERM VIABILITY IF THE TOWN WERE TO NO LONGER PARTNER ON THE FUNDING.

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

Date: DEC 26/2023 Representative: Jeremy Park


Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley**

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

Name of the Organization: Kevin West Bentley Show N Share

Mailing Address: RR1 SITE 2 BOX 28 Lacombe AB T4L 2N1

Contact Person: Brent Moore

Phone/Cel Number: 403 358 2540 email address: wiggscat@yahoo.com.

Amount of Funding Request: \$ 2500.

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.

Annual car show and Drive in Movie.

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

The car show attracts a large volume
of participants and spectators to the town.
They come for a visit and support the
community's businesses by buying food, gas, gifts clothes etc.

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

The car show attracts people from all over Alberta. They come to town and discover how great our small town is. Locals feel a sense of pride by having people come to their small town for the day.

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

upgrades to equipment for the Movie night
Trophies for car show
apparel for sale at the car show (PROFITS DONATED TO SANTA SLEIGH RIDE)
general costs (Posters, flyers, advertising)

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

1st or 2nd Weekend in August. 2024

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)?

Yes we do, \$2000-\$4000 Approx.

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

Yes, the event is prepared to proceed.

Acceptance: If approved, *Brent Moore* (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: *December 28/23* Representative: *Moore*

Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley**

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

Name of the Organization: Bentley Community Hall Association

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

Contact Person: Carol Bayntun – Bentley Community Hall treasurer

Phone/Cel Number: 403-396-7015

email address: bentleycommunityhall@gmail.com

Amount of Funding Request: \$ 86,760.00

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

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

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

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

of the stairway.

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

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

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

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

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

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

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

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

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

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

Our budget:

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

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

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

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

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

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

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

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

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

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

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

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

Date: Dec 22, 2023 Representative: Carol Baynton ^{Carol Baynton} Treasurer
Tammy Izquierdo Secretary
BCH



**Associated
Engineering**

*GLOBAL PERSPECTIVE.
LOCAL FOCUS.*

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

December 12, 2023
File: P23-02120

TEL: 780.451.7666

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

Re: BENTLEY COMMUNITY HALL STAIR RESTORATION
PROPOSAL FOR CONSULTING SERVICES

Dear Carol:

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

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

1 BACKGROUND

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

2 SCOPE OF WORK

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

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





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

3 SCHEDULE

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

4 FEE

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

Table 4-1 Fee Estimate

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

5 CLOSURE

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

Yours truly,

Carma Holmes

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

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

cc. Marc Fortais, Town of Bentley

In accordance with Canadian anti-spam legislation, the recipient consents to Associated Engineering contacting the recipient and its personnel through electronic messages relating to Associated Engineering's services and other matters of interest to the recipient. The recipient may withdraw consent by contacting Associated Engineering at unsubscribe@ae.ca.



Platinum member



OLDS CONCRETE SERVICES (2014) LTD.

6508 - 48 AVENUE, OLDS ALBERTA T4H 1V1

PHONE (403) 556-2979

FAX (403) 556-2995

Date: December 13, 2023

Quote

To: Bentley Community Hall
tonylynn14@hotmail.com

Re: Stair Replacement

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

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

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

GST to be added.

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

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

Thank you.

Joel Vermeulen
Olds Concrete Services

Town of Bentley
Box 179
Bentley, AB T0C 2J0

December 12, 2023

Re: 2024 Donation

Dear Marc Fortais and the Bentley Town Council,

I would like to take this opportunity to thank the Town of Bentley for their support in 2023 in enabling our agency to bring BGC Wolf Creek to Bentley. The financial support and the warm welcome we received was very much appreciated. The care for your youth and families that you display is very evident!

In speaking with your CAO, Marc Fortais, in regards to the Town of Bentley Annual Recreational, Cultural, Historical, Tourism Funding Support, our agency would like to make a request for 2024. However, with the deadline set for December 31, 2023 on this request, we are unable to make the formal request in time. We are currently working together with the school district to establish what the needs for the BGC Wolf Creek program will be in 2024. There are several concepts and ideas that are being worked through and a final decision will not be reached until the New Year. With this said, we do know that we will be looking to make a request in the range of \$8,000-10,000 from the Town of Bentley as we look to expand the program to fit the specific needs of the community.

We would like to respectfully request an opportunity to come and speak in person to the council early in 2024 when we will be able to give more details regarding the specifics of the request.

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to be 'BR', is written below the word 'Sincerely,'.

Beth Reitz
Executive Director
BGC Wolf Creek



Phone: 403-783-3112
Email: admin@bgcwoolfcreek.com
Website: www.bgcwoolfcreek.com

Schedule A

Town of Bentley

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

Name of the Organization: BENTLEY CURLING CLUB

Mailing Address: 5218 - 50th BENTLEY AB. T0C0J0

Contact Person: Jim Orr

Phone/Cel Number: 780 916 4971 email address: orrjim99@gmail.com

Amount of Funding Request: \$ 5000

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.

SEE ATTACHMENT #1

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?

SEE ATTACHMENT #2

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

SEE ATTACHMENT #3

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

we would like to have these upgrades completed by the end of January 2024

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

Yes we would proceed with the Squareup POS system.

Acceptance: If approved, JIM ORR 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: Nov 29 / 2023 Representative: Jen
Secretary

ATTACHMENT #1

The Bentley curling club needs to make some upgrades to our lounge.

1. The technology of our POS (point of sale) system used in our lounge needs upgrading. Presently we have a cash register and a bank owned credit/debit card reader. The annual rental and transaction fees of our current system are starting to add up, given that most people use plastic rather than cash. SQUAREUP has one of the most flexible and cost-effective systems available.
2. Our beverage cooler is on its last legs.

ATTACHMENT #2

This year we have more than 40 teams registered. Facility rentals for family events and company team building events are on the rise. By modernizing our POS system, it will be easier for us to track our lounge income. Since more people are using plastic, we will save money by moving from the bank system to SQUAREUP.

Upgrading our WI-FI would make our facility more attractive to potential renters, who may want to conduct a meeting where high-speed internet is needed.

Having a reliable cooler is a necessity when serving the curlers and their guests.

ATTACHMENT #3

The SQUAREUP system including the terminal, a cash drawer, a receipt printer, and supplies is available from Best Buy for ~\$1500. Upgrading our Wi-Fi increases our Shaw monthly bill by \$90 or ~\$1000 annually. Quotes for a new cooler are in the \$2000 - \$2500 range.

Annual savings for our credit/debit card transactions are hard to quantify until yearend.

Marc Fortais TOB

From: Jim Orr <orrjim99@gmail.com>
Sent: December 21, 2023 2:47 PM
To: Marc Fortais TOB
Subject: Re: Bentley Curling Club Grant Request

Bentley Curling Club Grant Request

Please attach the following to our request

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) Yes we do. We have approximately \$10,000 in our casino account which could be used to fund our project(s)

Thanks
Jim Orr

On Wed, Dec 20, 2023 at 2:44 PM Marc Fortais TOB <mfortais@townofbentley.ca> wrote:

Hi Jim,

I had forgot to update the form on the internet for the grant application. You already submitted for the 2024 grant, so no biggie, you don't have to re-submit the form.

There is just one additional question that I need you to answer, and you can respond directly to this email.

We revised the form to include a question about cash balances and reserves. Because we are starting to receive more applications, it is important to ensure that we are providing funds to organizations that are in most need.

We added the following question:

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)



December 19, 2023

Rita Mueller
RR1
Bentley AB T0C 0J0

RE: Donation to Town of Bentley (Charitable Registration Number 108175845 RR0001)

Dear Rita,

On behalf of Mayor and Council and the Town I wanted to write to you today to thank you for your generous \$250,000 donation to the community.

Please find attached an official donations receipt from the Town of Bentley.

Contributions such as yours can make a significant difference to the community to build projects that contribute to the culture, recreation and well-being of residents and youth. We are committed to providing opportunities for Bentley's families and youth to enjoy recreation and your donation will be discussed with council at the first council meeting in January on January 9, 2023. At that meeting Council will determine what to do with the funds, which may include establishment of a reserve to support a future project for the community, such as the establishment of a new soccer field to support youth and minor soccer in Bentley.

As soon as council deliberates in the new year and makes a decision regarding the funds, we will reach out to you to let you know next steps. We hope you and your family have a Merry Christmas and we wish you all the best for the New Year.

Sincerely,

Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx, 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca





Receipt Issued: December 19, 2023

Issued by: Town of Bentley
Charitable Registration Number: 108175845 RR1

Donated by: Rita Mueller
Address: RR#1, Bentley AB T0C 0J0

Donation Received: December 18, 2023, **Amount of Gift** **(\$250,000)**

Authorized Signatures:

Chief Administrative Officer Marc Fortais

Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca





WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING NOVEMBER 23, 2023

LONG-TERM ROAD CONSTRUCTION PROGRAM

Council approved the 2024-2028 Long-Term Road Construction Program.

WHISTLE CESSATION STUDY – LAKESIDE SARGENT ROAD AND HIGHWAY 2A

By resolution of Council, the County Manager was authorized to enter into an agreement with the Town of Blackfalds to share equally the costs associated with the review of whistle cessation at the railway crossing east of Highway 2A on Lakeside Sargent Road at an estimated cost to the County of \$2500.00.

CPO SERVICES 2023 – 2026 TRAFFIC SAFETY PLAN

Council approved the CPO Services 2023-2026 Traffic Safety Plan.

POLICY RC(1) FUNDING APPLICATION – BLINDMAN VALLEY LIONS CLUB – LOCKHART COMMUNITY HALL BARN QUILT PROJECT

Lacombe County will provide financial support in the amount of \$1910.44 to the Blindman Valley Lions Club for the Lockhart Community Hall Barn Quilt Project.

HIGHWAY 12/21 REGIONAL WATER SERVICES COMMISSION 2024-2026 OPERATING BUDGET

Council received the Highway 12/21 Regional Water Services Commission 2024-2026 Operating budget for information. A letter will be forwarded to the Commission stating that Lacombe County has no comments or questions regarding the proposed budget.

SYLVAN LAKE REGIONAL WATER/WASTEWATER COMMISSION 2024 OPERATING AND CAPITAL BUDGETS AND THREE-YEAR OPERATING PLAN

Council received the Sylvan Lake Regional Water/Wastewater Commission 2024 operating and capital budgets and the three-year operating plan for information. A letter will be forwarded to the Commission stating that Lacombe County has no comments or questions regarding the proposed budgets.

TOUR OF LACOMBE LODGE

Lacombe County Council and staff accepted an invitation from the Lacombe Foundation to attend a tour of the Lacombe Lodge on November 27, 2023.

BYLAW NO. 1397/23 PUBLIC HEARING

Bylaw 1397/23 is a bylaw of Lacombe County to adopt the Southeast Bentley Area Structure Plan. Following a Public Hearing for Bylaw No. 1397/23, Council gave first and second reading to the bylaw on November 14, 2023. Bylaw 1397/23 was given third reading and so passed.



WHERE PEOPLE ARE THE KEY

ALIX NATURE TRAIL

Council was provided with a presentation regarding the Alix Nature Trail. The County Manager was directed to prepare a report and recommendation regarding County support of the Alix Nature Trail for consideration at a future Council meeting.

Next Regular Council Meeting is
December 14, 2023 – 9:00 a.m.

Next Committee of the Whole Meeting is
December 5, 2023 – 9:00 a.m.

Lacombe County Administration Building

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



WHERE PEOPLE ARE THE KEY

HIGHLIGHTS OF THE REGULAR COUNCIL MEETING DECEMBER 14, 2023

FIVE YEAR BRIDGE PROGRAM AMENDMENT

By resolution of Council, the Five-Year Bridge Program was approved as presented.

POLICY AD(4) INVESTMENTS – REVIEW

Council approved Policy AD(4) Investments. Approved revisions to the policy provide clarification on investment safety, standard of care, eligible investments, asset mix, diversification, safekeeping, and reports.

POLICY RC(6) LIBRARY SUPPORT – REVIEW

Council approved Policy AD(6) Library Support. Approved revisions to the policy provide predictable and stable funding for all libraries receiving Lacombe County Rural Services Grant funding.

ACCOUNTS RECEIVABLE AND UTILITY ACCOUNT WRITE-OFFS

Council approved the write-off of accounts receivables totaling \$111,096.51 and utility accounts totaling \$ 6,579.85. All efforts to collect on the outstanding accounts have been exhausted.

POLICY RC(1) FUNDING APPLICATION – TOWN OF BLACKFALDS

Lacombe County will provide financial support in the amount of \$9,356.00 to the Town of Blackfalds for repairs to pool decking and water pumps at the Abbey Centre. The contribution will be funded from the Recreation and Capital Assistance Reserve.

POLICY RC(1) FUNDING APPLICATION – MIRROR JOLLY SENIORS HALL

Council approved funding up to \$6,381.01 to the Mirror Jolly Seniors Club for electrical and soffit and fascia repairs at the Mirror Jolly Seniors Hall. The contribution will be funded from the Recreation and Capital Assistance Reserve.

BULK WATER FILL STATION

The County Manager was authorized to engage a qualified professional to prepare a preliminary design and cost estimate for the potential construction of a bulk water fill station at the County's remote shop property adjacent to the Hamlet of Tees.

TOWN OF BLACKFALDS/LACOMBE COUNTY ICF MASTER AGREEMENT

Council approved the revised Town of Blackfalds and Lacombe County ICF Master Agreement as presented.

LETTER FROM TOWN OF SYLVAN LAKE REGARDING FIRE PITS ON SYLVAN LAKE

The Town of Sylvan Lake has expressed concern, via a letter to Lacombe County, regarding the environmental effects of fire pits on the ice on Sylvan Lake. By resolution of Council, Councillor Wilson was appointed as the representative of Lacombe County to participate in a meeting with the Town of Sylvan Lake and other affected stakeholders regarding this concern.



WHERE PEOPLE ARE THE KEY

GULL LAKE TRAIL

The County Manager was directed to engage with affected and interested parties to develop a trail plan for the Gull Lake Trail in 2025. If such plan is approved by Council, the County shall proceed with trail construction in 2026, pending trail routing being secured.

BYLAW NO. 1398/23 PARKS AND RESERVES MANAGEMENT BYLAW

At the October 26, 2023 Council Meeting, the first two readings of Bylaw No. 1398/23 Parks and Reserve Management were passed. At the request of Council, an article outlining key changes to Policy RC(8) and Council's intent to give third reading to proposed Bylaw No. 1398/23 was advertised in the November County News, on the County website, and on social media; no feedback has since been received.

By resolution of Council, the proposed amendments to Bylaw No. 1398/23 Parks and Reserves Management were approved. Bylaw No. 1396/23, having been read a first time and a second time, was read a third time and finally passed.

DOW CHEMICAL RAIL YARD EXPANSION LAND USE BYLAW AMENDMENT REQUEST

DOW Chemic is seeking permission to rezone approximately 9.03 acres (3.65 hectares) of their 122.2 acres (49.45 hectare) parcel (Ot. SW 31-39-25-W4M) on Prentiss Road north west of the Hamlet of Joffre, form Agricultural 'A' District to Heavy Industrial "I-HI" District. This rezoning is being requested to facilitate an expansion of their existing rail yard.

Bylaw No. 1399/23, a bylaw of Lacombe County to amend the Lacombe County Land Use Bylaw No. 1237/17 as it relates to land use designation, received first reading. A public hearing for Bylaw No. 1399/23 will be held on January 11, 2023 at 9:00 a.m.

UTILITY RATE BYLAWS

Council moved first, second, and third readings of the following bylaws:

1. Bylaw No. 1400/23, a bylaw respecting water and wastewater services in the Aspelund Industrial Parks.
2. Bylaw No. 1401/23, a bylaw respecting water, wastewater, and garbage collection services in the Hamlet of Mirror.
3. Bylaw No. 1402/23, a bylaw respecting water services in Lakeview Estates.
4. Bylaw No. 1403/23, a bylaw to regulate the connections and operations of communal sanitary sewage collection systems in the Blissful Beach, Kuusamo Krest, Palm Bay, Yuill, The Slopes, and Westside Country Estates subdivisions.
5. Bylaw No. 1404, a bylaw respecting water and wastewater services in the QE II West Lacombe Business Parks.

PRESENTATION BY BATTLE RIVER WATERSHED ALLIANCE

Catherine Peirce, Executive Director, Battle River Watershed Alliance, provided a presentation regarding key projects, upcoming events, and opportunities for stewardship of the Battle River Watershed Alliance.



WHERE PEOPLE ARE THE KEY

PRESENTATION BY GULL LAKE WATERSHED SOCIETY

Lon Kasha, a representative of the Gull Lake Watershed Society, provided a presentation regarding key projects and current initiatives of the Gull Lake Watershed Society.

**Next Regular Council Meeting is
January 11, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is
February 6, 2023 – 9:00 a.m.**

Lacombe County Administration Building

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

Marc Fortais TOB

From: Tyler Gandam <president@abmunis.ca>
Sent: January 3, 2024 3:09 PM
Subject: Invitation to ABmunis webinar on the LGFF Capital allocation formula – January 18 at 4:30pm

Dear Mayors, Councillors, and CAOs:

On December 15, 2023, the Government of Alberta announced the Local Government Fiscal Framework (LGFF) Capital allocation formula for the non-charter municipalities. Alberta Municipalities (ABmunis) has analyzed how the new formula works, the new program rules, and how the transition to LGFF Capital will impact member municipalities in 2024 and into the future.

To share our analysis, ABmunis' Board of Directors will be hosting a series of webinars with our Regular Members.

We are inviting municipal elected officials, CAOs, and senior finance staff from Alberta's towns, villages, and specialized municipalities to attend a webinar on Thursday, January 18, 2024 at 4:30 – 6:00 p.m. [Register now.](#)

We hope you join us for the webinar and look forward to answering your questions.

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

LGFF Capital Funding Allocation Formula Fact Sheet

Total Program Funding

Calculation of total LGFF capital funding is specified in the [Local Government Fiscal Framework \(LGFF\) Act](#).

Program funding starts in 2024 at a baseline amount of \$722 million, with \$382 million (approximately 53 per cent) allocated to the cities of Calgary and Edmonton, and \$340 million (approximately 47 per cent) allocated to the remaining local governments.

In subsequent years, funding will change at the same rate as the rate of change in provincial revenues from three years prior. For example, funding in 2025 will increase by 13.6 per cent to \$820 million, based on the 13.6 per cent growth in provincial revenues between 2021-22 and 2022-23¹. The percentage change, referred to as the Revenue Index Factor, is applied both to Calgary's and Edmonton's funding share and the funding share for other local governments. This means that in 2025, Calgary's and Edmonton's combined funding will be \$434 million, and funding for other local governments will be \$386 million.

Under the *LGFF Act*, funding amounts for Calgary and Edmonton, and the funding amount for other local governments at an aggregate level, must be communicated by September 30 two years in advance. Accordingly, 2025 funding amounts were communicated on August 31, 2023 through the [2023-24 First Quarter Fiscal Update and Economic Statement](#).

LGFF FUNDING

(millions of dollars)

	2024	2025
Calgary	224	255
Edmonton	158	179
Other Local Governments	340	386
Total Funding	722	820

Allocation Formula at a Glance

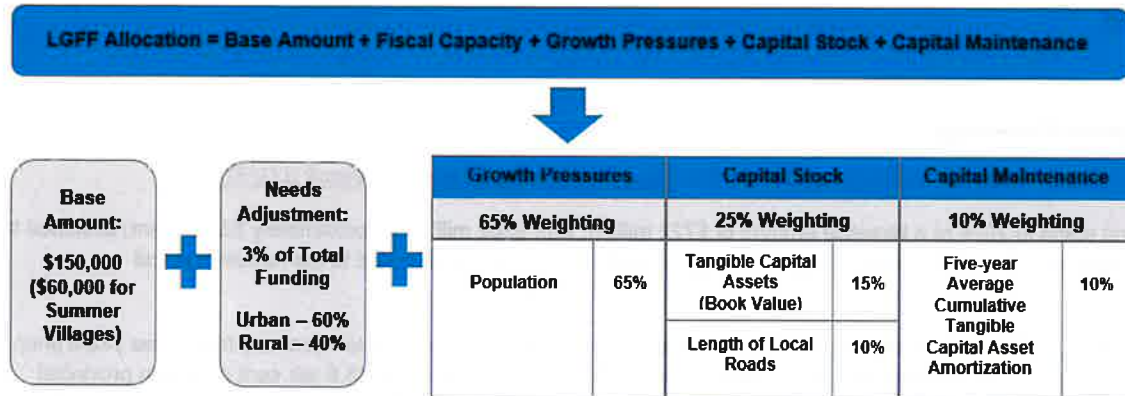
Cities of Calgary and Edmonton

Funding is distributed between Calgary and Edmonton in proportion to their population (48 per cent weighting), education property tax requisitions (48 per cent weighting), and length of local roads (4 per cent weighting). This formula is outlined in the *LGFF Act*.

¹Provincial revenues exclude revenue from the Technology Innovation and Emissions Reduction Fund and are adjusted for policy changes with an impact greater than \$100 million. In 2022-23, provincial revenues were adjusted to account for the impact of the fuel tax relief program and reinstatement of Personal Income Tax indexation.

Other Local Governments

Funding is allocated based on population (65 per cent), tangible capital assets (15 per cent), length of local roads (10 per cent), and cumulative amortization of tangible capital assets averaged over a five year period (10 per cent), after providing base funding to all local governments and needs-based funding to local governments with a limited local assessment base.



Formula Factors for Local Governments other than Calgary and Edmonton

The LGFF allocation formula for other local governments is a fair and equitable distribution of funding, in recognition of the varying needs of different local governments. The formula is aimed at supporting all types of local governments, ranging from small summer villages to large cities, urban communities with rapidly growing populations and rural communities with large road networks, as well as those with less revenue generation opportunities due to limited local assessment bases. Formula factors and their weighting were selected after considering input from local government stakeholders.

LGFF FUNDING BY COMPONENT (dollars)

	2024	2025
Base Funding	47,310,000	47,160,000 ²
Needs-based Funding	10,200,000	11,589,778
Population Funding Component	183,618,500	212,924,495
TCA Funding Component	42,373,500	49,136,422
Road Funding Component	28,249,000	32,757,615
Amortization Funding Component	28,249,000	32,757,615
Total Funding	340,000,000	386,325,924

Base Amount

The base amount ensures that smaller municipalities receive sufficient funding to complete meaningful infrastructure projects. Each local government receives \$150,000 in base funding, except for summer villages, which receive \$60,000. The base amount was set at a lower level for summer villages because they generally tend to provide fewer year-round services and have less infrastructure than similarly-sized villages.

²The base amount is reduced by \$150,000 in 2025 due to the expiry of the five year LGFF funding policy for restructured municipalities for one of the impacted municipalities.

Needs-based Funding

Needs-based funding is set at 3 per cent of total funding for local governments other than Calgary and Edmonton, with 60 per cent of needs-based funding allocated to urban municipalities and Metis Settlements, and 40 per cent allocated to rural municipalities.

Needs-based Funding Calculation for Urban Municipalities and Metis Settlements

For an urban municipality to be eligible for needs-based funding, its population must be less than 10,000 and its equalized assessment per capita must be below 80 per cent of the provincial average. For this purpose, provincial average equalized assessment per capita is based on urban municipalities with fewer than 10,000 people (i.e., towns and cities with populations over 10,000 are not included in the calculation of provincial average). This ensures that shifts in equalized assessment that may be experienced by larger urban municipalities do not impact the average against which the smaller municipalities are measured.

The amount of needs-based funding allocated to an urban municipality is based on the share of its weighted population relative to the total weighted population of urban municipalities eligible for needs-based funding. The factor for weighting each municipality's population is determined by comparing that municipality's equalized assessment per capita to the provincial average multiplied by 80 per cent.

For example, if average provincial equalized assessment per capita is \$150,000, then the 80 per cent threshold is \$120,000 ($0.8 \times \$150,000$), meaning any municipality with a population less than 10,000 and equalized assessment per capita below \$120,000 receives needs-based funding based on its weighted population.

If, for example, a municipality has a population of 3,000 and its equalized assessment is \$96,000 per person, then:

- The municipality's population weighting factor is 0.2 ($1 - \$96,000 / (\$150,000 \times 0.8)$).
- The 0.2 weighting factor is then applied to municipality's population of 3,000, and its weighted population is set at 600.
- This calculation is then repeated for all urban municipalities eligible for needs-based funding so that total weighed population can be determined.
- To calculate an urban municipality's needs-based funding, its weighted population is measured as a proportion of the total weighted population. This ratio is then applied to the urban share of the total needs-based funding pool.
- If total weighted population is 20,000, then the above municipality would be allocated 3 per cent ($600/20,000$) of available funding. In 2024, this would be \$183,600 ($0.03 \times \$10,200,000 \times 0.6$).

Needs-based Funding Calculation for Rural Municipalities

For a rural municipality to be eligible for needs-based funding, its population must be less than 10,000 and its equalized assessment per kilometre of locally managed road must be below 80 per cent of the provincial average. For this purpose, provincial average equalized assessment per kilometre of road is based on rural municipalities with fewer than 10,000 people (i.e., municipal districts and counties with populations over 10,000 are not included in the calculation of provincial average). Similar to urban municipalities, this ensures that shifts in equalized assessment that may be experienced by larger rural municipalities do not impact the average against which the smaller municipalities are measured.

The amount of needs-based funding allocated to a rural municipality is based on the share of its weighted road length relative to total weighted road length of rural municipalities eligible for needs-based funding. The factor for weighting each municipality's road length is determined by comparing that municipality's equalized assessment per kilometre of road to the provincial average multiplied by 80 per cent.

For example, if average provincial equalized assessment per kilometre of road is \$1,000,000, then the 80 per cent threshold is \$800,000 ($0.8 \times \$1,000,000$), meaning any municipality with a population less than 10,000 and equalized assessment per kilometre of road below \$800,000 receives needs-based funding based on their weighted road length.

If, for example, a municipality's road length is 1,000 kilometres and its equalized assessment is \$560,000 per kilometre of road, then:

- The municipality's road length weighting factor is 0.3 ($1 - \$560,000 / (\$1,000,000 \times 0.8)$).
- The 0.3 weighting factor is then applied to the municipality's road length of 1,000, and its weighted road length is set at 300.

- This calculation is then repeated for all rural municipalities eligible for needs-based funding so that total weighed road length can be determined.
- To calculate a rural municipality's needs-based funding, its weighted road length is measured as a proportion of the total weighted road length. This ratio is then applied to the rural share of the total needs-based funding pool.
- If total weighted road length is 25,000 kilometres, then the above municipality would be allocated 1.2 per cent (300/25,000) of available funding. In 2024, this would be \$48,960 ($0.012 \times \$10,200,000 \times 0.4$).

Funding based on Growth Pressures, Capital Stock, and Capital Maintenance

After the base amount and needs-based funding are calculated, the remaining funding is allocated based on population, book value of tangible capital assets, kilometres of local roads, and cumulative amortization of tangible capital assets (measured as a five year average). These factors were selected as broad measures that reflect local infrastructure requirements.

The population factor is a commonly accepted measure used to quantify growth pressures and overall infrastructure needs to support residents; book value of tangible capital assets and length of local roads serve as a measure of what infrastructure the municipality is responsible for, and amortization of tangible capital assets serves as a proxy for how old the infrastructure is and related maintenance needs. Data on these factors is publicly available and regularly updated (see Data Sources for more information).

The amount of funding each local government receives based on these factors depends on the local government's share of each factor relative to the provincial total. For example, if a local government makes up 3 per cent of total population, it will be allocated 3 per cent of funding available under the population-based component.

Funding Model Data

In general, the calculations for Calgary and Edmonton, and other local governments are based on data from three years prior, with the exception of average amortization, which is based on a five-year period beginning eight years prior to the allocation year.

Data for Calgary and Edmonton

2024 calculations are based on 2021 population estimates, 2021 education tax requisitions, and 2021 length of local roads.

2025 calculations are based on 2022 population estimates, 2022 education tax requisitions, and 2022 length of local roads.

Data Sources

The data is publicly available and can be accessed through the following links:

- Population estimates: [Municipal \(Census Subdivision\) Population Estimates : 2016 - 2022 \(updated January 11, 2023\)](#)
- Education tax requisition: [2021 Education property tax requisition comparison report](#) and [2022 Education property tax requisition comparison report](#)
- Length of local roads: [Municipal Financial and Statistical Data](#) (2021 and 2022 Financial Year, General Statistics Schedule, Length of all Open Roads Maintained (km))

Data for Other Local Governments

2024 calculations are based on the 2019 Municipal Affairs Population List (MAPL), 2021 book value of tangible capital assets (excluding electricity and gas distribution systems, machinery and equipment, and land), average annual cumulative amortization (excluding electricity and gas distribution systems, machinery and equipment, and land) for the 2017-2021 period, and 2021 length of local roads. In addition, 2021 equalized assessment data is used in the calculation of needs-based funding.

2025 calculations are based on the 2019 MAPL, 2022 book value of tangible capital assets (excluding electricity and gas distribution systems, machinery and equipment, and land), average annual cumulative amortization (excluding electricity and gas distribution systems, machinery and equipment, and land) for the 2018-2022 period, and 2022 length of local roads. In addition, 2022 equalized assessment data is used in the calculation of needs-based funding.

Using the 2019 MAPL

The 2019 MAPL is the most current data available that meets the needs of the LGFF funding model for other local governments and is used to calculate 2024 and 2025 funding. With the new [Municipal Census Regulation](#) introduced in 2023, Municipal Affairs expects the 2023 MAPL to be used in the 2026 LGFF funding model for other local governments.

Municipalities with Outstanding Financial Information Returns

Municipalities are required to submit annual Financial Information Returns (FIR) along with audited financial statements by May 1 of the following year. For example, the deadline for submission of 2022 FIRs was on May 1, 2023.

In rare cases where a FIR is outstanding, the most current data available is used. For example, if the 2020 FIR is the most current return available for a given municipality, that municipality's 2024 and 2025 allocation calculation is based on its 2020 tangible capital assets, average cumulative amortization for the 2016-2020 period, and 2020 local road length. Municipalities are strongly encouraged to submit their financial information on time to ensure up to date information is used.

Data Sources

The data is publicly available and can be accessed through the following links.

- Population counts: [2019 Alberta Municipal Affairs Population List](#)
- Book value of tangible capital assets: [Municipal Financial and Statistical Data](#) (2021 and 2022 Financial Year, Schedule G: Change In Tangible Capital Assets – Balance at End of Year, Total Capital Property Cost (3260) less Electricity Systems (3207), Gas Distribution Systems (3208), Machinery and Equipment (3230), and Land (3240))
- 5 year average accumulated amortization: [Municipal Financial and Statistical Data](#) (2017 to 2022 Financial Year, Schedule G: Change In Tangible Capital Assets – Balance at End of Year, Total Accumulated Amortization (3330) less Electricity Systems (3277), Gas Distribution Systems (3278), Machinery and Equipment (3300), and Land (3310))
- Length of local roads: [Municipal Financial and Statistical Data](#) (2021 and 2022 Financial Year, General Statistics Schedule, Length of all Open Roads Maintained (km))
- Total Equalized Assessment: [Provincial 2021 Equalized Assessment Report](#) and [Provincial 2022 Equalized Assessment Report](#)

Funding Beyond 2025

LGFF funding for cities of Calgary and Edmonton and LGFF funding for other local governments at an aggregate level must be communicated by September 30 two years in advance. It is anticipated that when this information is released by September 30, individual allocations will be announced several weeks later. For example, information on 2026 LGFF allocation amounts to individual local governments is expected to be released in fall 2024. The future amount of funding each local government will be allocated will depend on the overall LGFF funding available and how each local government's formula factors change relative to other local governments.



Greg Rathjen

Council Report December 2023

- Dec 10 Attended Seniors Lunch at the Old Hall
 - Great turn out Great food Local entertainment Thanks to all who put this together.

- Dec 12 LREMP Meeting with Julian
 - Regular council meeting
 - Preliminary 2024 Budget

- Dec 19 Met with MP Blaine Calkins ... Christmas and discussed Arena.

- Dec 20 Small Town Christmas Presentation at the Bentley School
 - Presentation of Letter and Bentley History Books to Principal
 - Lane Moore at his Farewell honoring Presentation

- Dec 20 Mayor / Reeves meeting in Innisfail
 - Alberta Municipal President Tyler Gandam
 - Representatives from Red Deer Women's Shelter shared the
 - Incredible need and how many must be away.
 - Each Municipality brought hamper food of cash donation. The winner
 - of a draw it to take it to their food bank. There were bags of food and
 - about \$350 . The winner Village of Delborne gave it to the Woman's.
 - Shelter and we increased it to almost \$1000.

- Dec 25 7:30 AM. Was at the Scene of the Credit Union Break in and talked with
 - our Branch Manager, Police, and a Servus Credit Union Rep.

- Dec 25 Had a great Christmas with family.



Brenda Valiquette

REPORT FOR December 2023

- Dec 12 LREMP meeting and update regarding emergency preparedness

- Dec 12 Regular Council Meeting
 - 2024 Preliminary Budget Approval



Pam Hansen

REPORT FOR December 2023

- Dec 12- LREMP meeting and update regarding emergency preparedness
- Dec 12- Regular Council Meeting
 - 2024 Preliminary Budget Approval



Lenore Eastman

REPORT FOR December 2023

- Dec 12 LREMP meeting and update regarding emergency preparedness

- Dec 12 Regular Council Meeting
 - Preliminary Budget Approval



Dale Grimsdale

REPORT FOR December 2023

- Dec 12 - LREMP meeting and update regarding emergency preparedness
- Dec 12 - Regular Council Meeting
 - 2024 Preliminary Budget Approval