



AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
TO BE HELD MONDAY DECEMBER 13 AT 7:00 PM
IN THE WALKER ROOM 1016- 4TH AVENUE BEAVERLODGE, AB

1.0	<u>CALL TO ORDER:</u>	
2.0	<u>ADOPTION OF AGENDA:</u>	
3.0	<u>ADOPTION OF MINUTES:</u> 3.1 November 22, 2021 - Regular Council Meeting Minutes	PP 3-5
4.0	<u>DELEGATIONS:</u> 4.1 George Dominey – Water Meter 4.2 Glenda Farnden – STARS Donation Request	
5.0	<u>OLD BUSINESS:</u> 5.1 Review Bylaw 967 – Code of Conduct for Council Members 5.2 Review Bylaw 1001 – Procedure of Council Meetings and Conduct of Council	PP 6-13 PP 14-21
6.0	<u>NEW BUSINESS:</u> 6.1 George Dominey – Water Meter 6.2 STARS Donation 6.3 David Lord – Requesting Letter of Support 6.4 Quality Management Plan 6.5 Interim Budget Request 6.6 2021 Tax Recovery Update 6.7 Adding Amounts Owing to Tax Roll 6.8 Council Renumeration Policy 100 6.9 Signing Authority Policy C-9 6.10 Year-to-Date Financials 6.11 Naming of Town Streets	PP 22 PP 23-60 PP 61,62 PP 63 PP 64 PP 65-67 PP 68-74 PP 75-86



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7.0	<u>CORRESPONDENCE:</u> 7.1 Royal Alberta Museum Thank You 7.2 Opioid Exhibit Committee Invitation	PP 87 PP 88
8.0	<u>COMMITTEE AND STAFF REPORTS:</u> 8.1 Action List 8.2 Council & Staff Reports	PP 89 PP 90-97
9.0	<u>Closed Session:</u> 9.1	
10.0	<u>ADJOURNMENT:</u>	



REGULAR COUNCIL MEETING MINUTES
HELD MONDAY NOVEMBER 22, 2021 AT 7:00 PM
COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA

COUNCIL	Mayor Gary Rycroft	Councillor Cyndi Corbett
	Deputy Mayor Gena Jones	Councillor Judy Kokotilo-Bekkerus
	Councillor Cal Mosher	Councillor Cody Moulds
	Councillor Hugh Graw	
STAFF	Jeff Johnston, CAO	Nichole Young, Legislative Services
	Tina Letendre, Deputy CAO	

1.0 CALL TO ORDER Mayor Gary Rycroft called the meeting to order. **7: 00 PM**

2.0 ADOPTION OF AGENDA

#314-2021-11-22 Deputy Mayor Gena Jones

CARRIED: That Council adopts the agenda with the following additions to New Business:

- 6.3 – Bylaw 1010 Traffic Bylaw – Councillor Moulds
- 6.4 – Newspaper Article – Councillor Moulds
- 6.5 – Trackless Information – Jeff Johnston

3.0 ADOPTION OF MINUTES

3.1 November 8, 2021 Regular Council Meeting Minutes

#315-2021-11-22 Councillor Cyndi Corbett

CARRIED: That Council accepts the minutes of the November 8, 2021 Regular Council Meeting.

4.0 DELEGATIONS

4.1 **PUBLIC HEARING** for Municipal Development Plan #1009

#316-2021-11-22 Councillor Judy Kokotilo-Bekkerus **7:03 PM**

CARRIED: That Council moves out of the Regular Council Meeting and into the scheduled Public Hearing.

#317-2021-11-22 Councillor Cyndi Corbett **7:33 PM**

CARRIED: That Council closes the Public Hearing and moves back into the Regular Council Meeting.

There were no comments or objections received.

4.2 Jodi Bloomer – Canadian Fiber Optics - **RESCHEDULED**

5.0 OLD BUSINESS

5.1 Municipal Development Plan Bylaw #1009

#318-2021-11-22 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts the proposed amendment regarding annexation as presented and its incorporation into the Municipal Development Plan Bylaw 1009.

#319-2021-11-22 Councillor Cyndi Corbett

CARRIED: That Council gives a 2nd reading of the Municipal Development Plan Bylaw 1009 as amended.

#320-2021-11-22 Deputy Mayor Gena Jones

CARRIED: That Council gives the 3rd reading and passes the Municipal Development Plan Bylaw 1009 as amended.

6.0 NEW BUSINESS

6.1 Bylaw # 967 – Code of Conduct for Members of Council - Review

#321-2021-11-22 Councillor Cal Mosher

CARRIED: That Council tables the review of Bylaw 967 – Code of Conduct for Members of Council, to be brought back at the December 13, 2021 Council meeting.

6.2 Christmas Craze 2021

#322-2021-11-22 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts this update for information.

6.3 Traffic Bylaw #1010

#323-2021-11-22 Councillor Cal Mosher

CARRIED: That Council directs Administration to bring Bylaw #1010 Traffic Bylaw back for a review in the Fall of 2022.

6.4 Newspaper Ad Space

Councillor Cody Moulds expressed interest in providing prospective from a Councillors point of view to be placed in our bi-weekly newspaper ad space.

6.5 Trackless Equipment Request

#324-2021-11-22 Councillor Hugh Graw

CARRIED: That Council approves the purchase of this trackless equipment and attachments with the requested funds to come from reserves.

7.0 CORRESPONDENCE:

7.1 Municipal Elected Officials Course – Alberta Emergency Management Association, Dec 14, 2021.

#325-2021-11-22 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts this information as presented.

7.2 Post-Election 2021 Orientation & Training for Councils – Dec 16 & 17

#326-2021-11-22 Deputy Mayor Gena Jones

CARRIED: That Council accepts this for information.

7.3 Community Economic Development Committee Minutes – Oct 5, 2021

#327-2021-11-22 Councillor Cyndi Corbett

CARRIED: That Council accepts the information as presented.

8.0 **COMMITTEE AND STAFF REPORTS**

8.1 Action List

#328-2021-11-22 Councillor Hugh Graw

CARRIED: That Council approves the removal of Item 5 – Canadian Fiber Optics as completed.

#329-2021-11-22 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council directs Administration to add an item to the Action List to explore a Joint Agreement with Peace Wapiti School Board.

#330-2021-11-22 Deputy Mayor Gena Jones

CARRIED: That Council accepts the Action List for information.

8.2 Staff Reports

#331-2021-11-22 Councillor Cyndi Corbett

CARRIED: That Council accepts these Staff reports for information as presented.

9.0 **CLOSED SESSION:**

nil

10.0 **ADJOURNMENT**

Mayor Gary Rycroft adjourned the meeting.

9:21 PM

Mayor, Gary Rycroft

CAO, Jeff Johnston

TOWN OF BEAVERLODGE

BYLAW #967

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Beaverlodge;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

1. Short Title

- 1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

- 2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "CAO" means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "MGA" means the Municipal Government Act of the province of Alberta;
- (f) "Member" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;

- (g) "Municipality" means the municipal corporation of the Town of Beaverlodge.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

- 4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee or volunteer of the Municipality with the intent of interfering in the employee's or volunteers duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.3. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

(b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for six months after leaving office.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
 - (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14. Remuneration and Expenses

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol, official Council business or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$250.00.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the

Municipality when the Member ceases to hold office.

- 15.4. Food, lodging, transportation and other reasonable expenses provided by provincial, regional, local municipality or professional organizations or associations where the member is speaking or attending in an official capacity are allowable.

16. Election Campaigns

- 16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

17. Informal Complaint Process

- 17.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint Process

- 18.1. Any person or Any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) An anonymous report or complaint shall not be considered valid;
 - (c) All complaints shall be addressed to the Investigator;
 - (d) Council will appoint an independent third party investigator;
 - (e) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (f) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - (g) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary

manner. In that event, the complainant and Council, shall be notified of the Investigator's decision;

- (h) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal or other professional advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (i) The Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (j) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (k) The results of the investigation and Council's decision shall be publicly communicated, subject to any legal restriction under FOIP;
- (l) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Councillors expense. This does not preclude Council from considering reimbursement for costs related to investigation assistance under this policy.

19. Compliance and Enforcement

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act

corresponding to a reduction in duties, excluding allowances for attendance at council meetings;

- (i) Restricting the privileges of attending conferences and workshops at the Towns expense;
- (j) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

20. Review

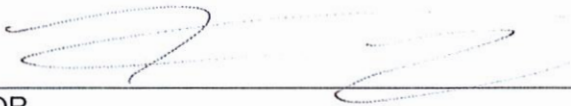
- 20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this 26th day of February 2018.

READ a Second time this 28th day of May 2018.

READ a Third time this 28th day of May 2018.

SIGNED AND PASSED this 28th day of May 2018.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

If any portion of this bylaw is declared Invalid by a court of competent jurisdiction, then the Invalid portion must be severed and the remainder of the bylaw is deemed valid.

**TOWN OF BEAVERLODGE
BY-LAW #1001**

**A BY-LAW TO PROVIDE FOR THE PROCEDURE OF COUNCIL MEETINGS AND CONDUCT OF
COUNCIL FOR THE TOWN OF BEAVERLODGE ALBERTA**

WHEREAS Council for the Town of Beaverlodge deems it necessary and advisable to establish a Procedural Bylaw;

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

1. DEFINITIONS:

For the purpose of this bylaw, the following terms mean:

- a. "Act" or "MGA" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.
- b. "Council" is the Members of Council of the Town of Beaverlodge elected pursuant to the provisions of the Local Authorities Elections Act;
- c. "Council as a Whole" is a committee consisting of all Members of Council. A meeting of "Council as a Whole" may be held in Closed Session or in public session depending on the issue discussed;
- d. "Closed Session" is a Council or committee session which is held in private and may include any person or persons invited to attend by Council;
- e. "Point of Order" means the raising of a question by a member to call attention to any departure from the Procedure Bylaw;
- f. "Public Hearing" is a pre-advertised meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, or any other matter at the direction of Council and is separate from the Regular Meeting of Council.
- g. "Question of Privilege" means or refers to all matters affecting the rights and privileges of the Council collectively or the position and conduct of members in the representative character as elected representatives, and may include such matters as requesting to be excused due to illness or personal emergency or to immediately answer to a charge of misconduct made by another member;
- h. "Recess" is a short break in the meeting to allow Members of Council to attend to personal issues or get refreshments. A recess would not normally extend beyond 15 minutes.
- i. "Town" is the Town of Beaverlodge;

2. MEETINGS OF COUNCIL:

- a. The dates, times and place of the Regular Meetings of Council shall be established by resolution at the annual Organizational Meeting, or at a Regular Meeting of Council following the Organizational Meeting as may be appropriate.
- b. Where a Regular Meeting of Council falls on a statutory holiday, the meeting shall be held the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
- c. Notice of Regular Meetings need not be given. However, the dates for Regular Meetings of Council shall be posted on the Town website.
- d. Special Meetings of Council shall be held in accordance with Section 194 of the Municipal Government Act.

- i. Notice of Special Meetings shall be advertised. Minimum notice requirements shall be provided by a poster located at the Town Office. Where possible notice shall be provided in the local paper and on the Town website.
- e. The Mayor shall preside over Regular and Special meetings of Council as the Chairperson. In the absence of the Mayor, the Deputy Mayor shall preside as Chairperson.
- f. The Chairperson shall call the meeting to order as soon after the hour fixed for the meeting as a Quorum of Councillors is formed.
 - i. If the Mayor and Deputy Mayor are not in attendance within 15 minutes after the hour fixed for the meeting, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be appointed by the Councillors present. The appointed Chairperson shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
 - ii. If Quorum is not formed within 15 minutes after the time fixed for the meeting, the meeting may, at the discretion of the Chairperson, stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
 - iii. The Chief Administrative Officer shall record the names of the Councillors present at the expiration of the 15-minute time limit and such record shall be appended to the next Agenda.
 - iv. The only action to be taken in the absence of Quorum is to fix the time to which to adjourn (if more than 15 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.
 - v. In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall be adjourned.
- g. Regular Meetings of Council shall adjourn no later than three (3) hours after scheduled start time unless Council passes a motion by unanimous consent to extend the meeting. Such a motion must be passed prior to completion of the three (3) hour meeting time frame.
 - i. When a Meeting has been adjourned due to time, any items from that agenda that have not been discussed shall be deemed to be postponed to the next Regular Meeting or to a Special Meeting called by the Mayor to discuss those items.
- h. Council may meet in "Closed Session" if a matter to be discussed is within one of the exceptions to disclosure in Division 2 Part 1 of the Freedom of Information and Protection of Privacy Act.
- i. The only resolution that can be passed in a "Closed Session" meeting of Council is a resolution to revert to a public meeting.

3. CONDUCT OF MEETINGS:

- a. The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Councillor from any ruling of the Chair.
 - i. Councillors shall not use offensive or un-parliamentary language in the meeting or against Council, any Councillor or any other person; disobey

the rules of the meeting or decisions of the Chair; leave their seat or make noise or disturbances during debate and discussion or while a vote is being taken and the result is being declared; interrupt a Councillor during discussion except on a Point of Order.

- ii. The Councillor may resume his/her seat at the Council Table following an apology and/or withdrawal of objectionable statements.
- iii. When the Chair has asked a Councillor to leave the meeting and the Councillor refuses, the Chair may declare the meeting adjourned.
- b. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure that all Councillors at a meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
- c. Members of Council and delegate to Council shall address the Chair and shall not speak until recognized by the Chair.
- d. The Chair shall ensure that each Councillor is allowed equal opportunity to speak on each subject.
 - i. The Chair may limit discussion on any subject if, in the opinion of the Chair, all Councillors have had sufficient opportunity to speak to the subject.
- e. If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor to preside.
- f. If a question relating to the procedures of Council is not answered by this Bylaw, the answer to the question is to be determined in accordance with "Robert's Rules of Order Newly Revised".

4. **MOTIONS OF COUNCIL:**

- a. Resolutions of Council do not require a seconder.
- b. When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairperson shall grant permission. However, if any objection is made it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once the motion is withdrawn, the effect is the same as if it had never been made.
- c. A Councillor may require the motion under discussion to be read at any time during the debate, except when another Councillor is speaking.
- d. The mover of a motion must be present when the vote on the motion is taken. Council members participating via teleconference are deemed to be present at the meeting.
- e. The following resolutions are not debatable by Council:
 - i. Recess;
 - ii. Question of Privilege;
 - iii. Point of Order;
 - iv. Limit Debate on the Matter before Council;
 - v. Division of a Question;
 - vi. Table a Matter;
- f. When a matter is under debate, no motion shall be received other than a motion to:
 - i. Fix the time for adjournment;

- ii. Amend;
 - 1. Only one Motion to Amend at a time shall be presented to the main motion. All amendments must relate to the matter being discussed in the main motion and shall not substantially alter the motion as to change the basic intent or meaning of the main motion. The Chairperson shall rule on disputes arising from amendments.
 - 2. The amendment shall be voted on and, if the amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
 - 3. Nothing in this Section shall prevent other proposed amendments from being read for the information of the Members of Council.
- iii. Call the Question (that the vote must now be taken);
- iv. Postpone to a certain time or date;
 - 1. A motion to Postpone to a Certain Time or Date is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. A motion to Postpone to a Certain Time or Date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- v. Refer;
 - 1. A motion to Refer shall require directions as to the Person or Group to which it is being referred and is debatable. A Motion to Refer is generally used to send a pending question to a committee, department or selected person so that the question may be carefully investigated and put into better condition for Council to consider.
- vi. Table;
 - 1. A motion to Table may be made when a Councillor wishes Council to decline to take a position on the main question. The motion, when passed, may be resurrected by a Motion to Raise from the Table.
- vii. Withdraw.
- g. A Motion to Lay on the Table enables Council to lay the pending Question aside temporarily when something else of immediate urgency has arisen. The motion is not debatable or amendable and, when passed, the Question may only be resurrected by a Motion to Take from the Table. If the Question is not taken from the Table prior to the close of the next regular Council meeting, the Question dies.
- h. A Motion to Postpone enables Council set the pending Question aside, with or without referring it to a committee or staff member for additional information. A Motion to Postpone may set the Question aside to be considered at a specific time and place or indefinitely.
- i. A Motion to Reconsider may be made after a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the meeting adjourned.

- i. Any Councillor who voted with the prevailing side may make a Motion to reconsider and shall state the reason for making a Motion to Reconsider.
- ii. Debate on a Motion to Reconsider must be confined to reasons for or against reconsideration.
- iii. If a Motion to Reconsider is carried the Question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
- iv. Reconsideration of the Question shall be open to debate, voted upon, and shall require the votes of a majority of Councillors present to carry it, unless otherwise required by this Bylaw.

5. AGENDA:

- a. The Chief Administrative Officer (CAO) shall prepare a statement of the order of business to be known as the "Agenda". The Agenda shall include all business to be brought before the Council at the meeting.
- b. All documents' notices of delegation intended to be submitted to the Council shall be received by the CAO no later than 1 p.m. the Monday prior to the regular meeting.
 - i. Where the Monday prior to the meeting falls on a Statutory Holiday, the documents shall be received on the next business day.
- c. The CAO shall prepare a paper copy of the Agenda with all supporting documents attached for each member of Council no later than 4:30 p.m. the Thursday prior to the regular meeting. The CAO shall also submit to each member of Council the Agenda package in an electronic format no later than 4:30 p.m. the Thursday prior to the regular meeting.
- d. Press packages shall be available prior to the meeting start time. The press package shall include all information being presented to Council with the exception of any item marked "draft", "Working Copy Only", or "Confidential".
- e. Where the deadlines of Items 6b and 6c are not met, the Agenda and supporting documents shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
- f. The business of Council intended to be dealt with at a regular meeting shall be stated in the agenda in the following order:
 - i. Call to Order
 - ii. Adoption of Agenda
 - iii. Adoption of Minutes
 - iv. Public Hearings
 - v. Delegations
 - vi. Old Business
 - vii. New Business
 - viii. Correspondence
 - ix. Committee and Staff Reports
 - x. Closed Session
 - xi. Adjournment

- g. The business of Council intended to be dealt with at a special meeting shall be stated in the agenda in the following order:
 - i. Call to order
 - ii. Adoption of Agenda
 - iii. Public Hearings
 - iv. Delegations
 - v. Old Business
 - vi. New Business
 - vii. Correspondence
 - viii. Closed Session
 - ix. Adjournment
- h. The order of business established in Sections 6f and 6g shall apply unless altered by the Chairperson without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- i. The form and substance of the Agenda may be determined by a separate policy approved by a resolution of Council and reviewed and revised from time to time. The policy shall be supplemental to this Bylaw. If policy or procedure statements are in contradiction to this Bylaw, the Bylaw shall take precedence. Changes to the policy may be made by resolution of Council and do not require amendments to the Bylaw.
- j. A Councillor may make a motion introducing any new matter only if:
 - i. Notice is given at a previous regular council meeting; or
 - ii. A legible copy of the content of the notice is made available to the CAO in accordance with Section 5(b) of this Bylaw; or
 - iii. Council passes a Special Resolution dispensing with notice.
- k. A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

6. VOTING:


- a. All Members of Council present, including the Mayor, shall vote on every matter, unless:
 - i. The Councillor is required to abstain from voting under this or any other bylaw or enactment; or
 - ii. The Councillor is permitted to abstain from voting under this or any other bylaw or enactment.
- b. Councillors who have a reasonable belief that they have a pecuniary interest, as defined in the MGA) in any matter before Council, any committee of Council, or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion or voting on any question relating to the matter and shall remove

themselves from Council chambers until the matter concluded. The minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.

- c. A Councillor present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Councillor excused from voting pursuant to this section.
- d. Votes shall be made by raising of hands as the Chairperson calls for those in favour or against.
- e. Every vote taken at a Meeting shall be recorded in the following manner:
 - i. By noting the number of votes in favour or against, including any absences or abstentions, or
 - ii. By noting that the motion was passed unanimously where all Councillors are present and there are no absences or abstentions.
- f. Councillors participating via teleconferencing shall be considered to be in their designated Council seat and when the motion is put forth shall be recognized as for the motion by stating clearly "in favour" or "against" the motion.
- g. At any time before Council takes a vote, a Member of Council may request that the vote be recorded. When a request for a Recorded Vote is made, the Recording Secretary shall record in the minutes the names of each Member of Council present and whether they voted for or against the matter.
- h. When there are an equal number of votes for and against a resolution or Bylaw, the resolution or Bylaw is defeated.

7. This Bylaw hereby repeals Bylaw 914 and 914-1.

Read a first time this 10 day of May, 2021.

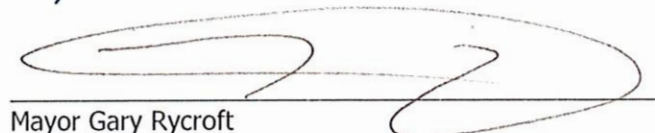


Mayor Gary Rycroft

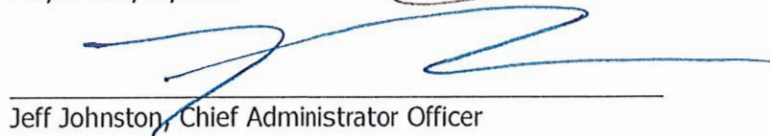


Jeff Johnston, Chief Administrator Officer

Read a second time this 10 day of May, 2021.

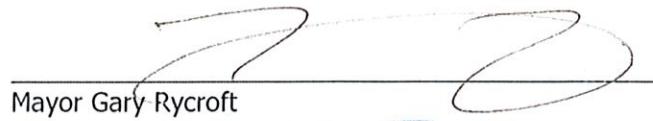


Mayor Gary Rycroft



Jeff Johnston, Chief Administrator Officer

Read a third time and passed this 10 day of May, 2021.



Mayor Gary Rycroft



Jeff Johnston, Chief Administrator Officer

**If any portion of this bylaw is declared Invalid by a court of competent jurisdiction,
then the Invalid portion must be severed and the remainder of the bylaw is deemed
valid.**

Dave Lord is asking Council for a Letter of Support for a \$25,000 grant from the New Horizon's 2021 Grant fund.

They are hoping to install a stair lift with the money to promote inclusivity and increased socialization opportunities for their Seniors Center.

This stair lift will also help promote healthy ageing as it will offer more opportunity for seniors to stay active with a variety of activities that the Lossing Center provides.

Date: December 13, 2021

From: Tina Letendre

Department: Administration

RE: Quality Management Plan (QMP)

The Safety Code Council of Alberta requires the town to update its Quality Management Plan to their new format, the plan has not been updated since 2014.

The Quality Management Plan (QMP) is the terms and conditions of accreditation, as per the Safety Code Act of Alberta. The QMP describes the scope, operational requirements, and service delivery standards that will be met in the administration of an organization's accreditation.

The town is responsible for the administration of the accreditation and the delivery of safety codes services in compliance with this QMP. The municipality must ensure its employees, contractors and contracted accredited agency follow this QMP.

The town contracts the County of Grande Prairie to carry out all inspections regarding Building, Electrical, Plumbing and Gas permits.

The following is the updated Quality Management Plan, which needs to be approved by Council.

Town of Beaverlodge

Quality Management Plan

QMP Version: June 2020 v1.5

Town of Beaverlodge

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Thomas
Administrator of Accreditation

December 13, 2021

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Town of Beaverlodge**, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- ☐ All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.
- Or
- ☐ Only those parts of the National Building Code – 2019 Alberta Edition:
 - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m² or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.
- And
- All parts of the:
 - National Energy Code of Canada for Buildings 2017.

1.2 Electrical

- ☐ All parts of the:
 - CSA C22.1-18 Canadian Electrical Code (24th Edition).
- ☐ All parts of the:
 - Alberta Electrical Utility Code, 5th Edition, 2016.

1.3 Fire

- ☐ All parts of the:
 - National Fire Code – 2019 Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or
- ☐ All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- ☐ Fire Prevention Programs (optional).
- ☐ Public education.

1.4 Gas

- ☐ All parts of the:
 - CAN/CSA-B149.1-15 Natural Gas and Propane Installation Code,
 - CAN/CSA-B149.2-15 Propane Storage and Handling Code, and
 - CAN/CSA-B108-18 Natural Gas Fuelling Stations Installation Code.
- Excluding the:
 - CAN/CSA-B149.5-15 Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles,
 - CSA-B109-17 Natural Gas for Vehicles Installation Code; and
 - CAN/CSAB149.3-15 Code for the Field Approval of Fuel-Related Components on Appliances and Equipment.

1.5 Plumbing

- ☐ All parts of the:
 - National Plumbing Code of Canada 2015, and
 - Alberta Private Sewage Systems Standard of Practice 2015

2.0 Quality Management Plan Administration

Town of Beaverlodge

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

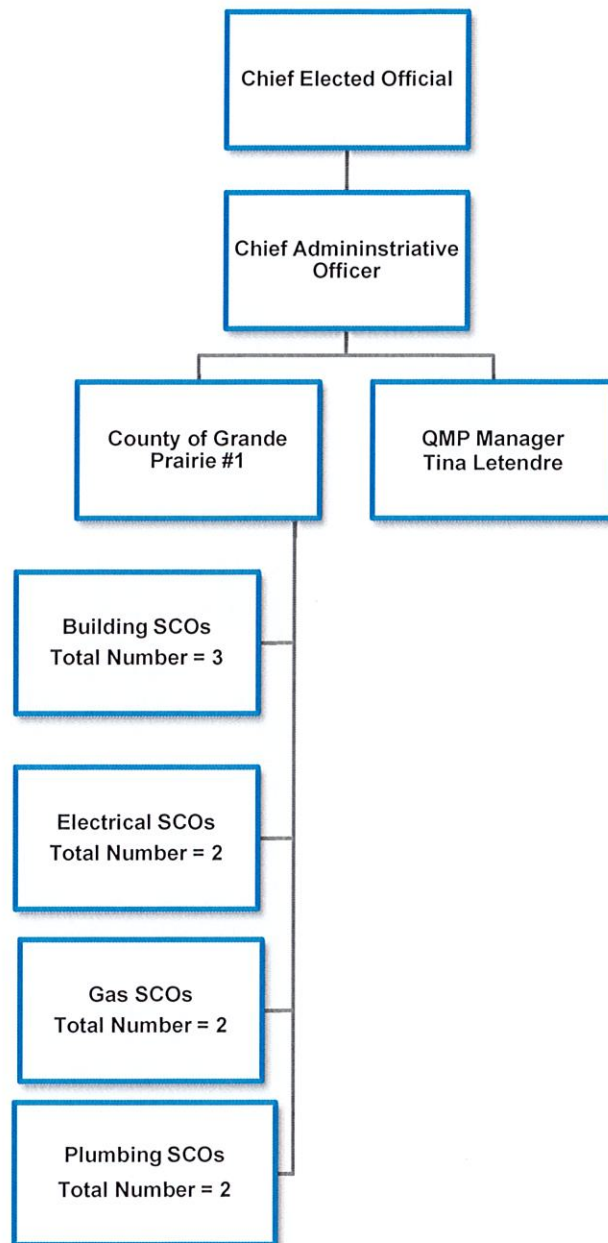
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

2.13 Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

<hr/> Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	<hr/> Date
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<hr/> Name	<hr/> Job Title
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<hr/> Phone Number	<hr/> Email Address
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2.14 QMP Manager Information

<hr/> Tina Letendre QMP Manager Name	<hr/> Deputy Chief Administrative Officer Job Title
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<hr/> Box 30, Beaverlodge, AB T0H 0C0 Mailing Address	<hr/> 780-354-2201 Phone Number
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<hr/> tletendre@beaverlodge.ca Email Address
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2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

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- undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations, or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

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- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file.**

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

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When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> at any stage OR within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelope including insulation and vapour barrier prior to drywall AND final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelope including insulation and vapour barrier prior to drywall AND final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> complete foundation prior to backfill AND building envelope and HVAC rough-in OR framing, structure, and building envelop prior to insulation and vapour barrier AND final inspection, including HVAC completion within two (2) years of permit issuance

Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

* **NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

* **NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

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- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

4.2.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> rough-in inspection prior to cover-up OR mid-term AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	<ul style="list-style-type: none"> rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	<ul style="list-style-type: none"> completed rough-in inspection prior to cover-up AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	<ul style="list-style-type: none"> final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> rough-in inspection prior to cover-up OR final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> mid- term inspection AND final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban versus rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

a. Example Inspection Frequency Table:

Project	Occupancy	Risk rating	Inspection frequency
Compliance inspections	A1	R4	Once every 12 months
	A2	R4	Once every 12 months
	B2	R4	Once every 12 months
	B3	R3	Once every 24 months
	C. 5-12 family	R3	Once every 24 months
	C. 25 family or more	R4	Once every 12 months
	D	R2	Request or complaint
	D High rise	R4	Once every 12 months
	F1	R4	Once every 12 months
	F3	R2	Request or complaint
Storage Tank Systems		R4	Once every 12 months

4.4 Gas

4.4.1 Gas Permits

The Municipality will issue Gas Permits.

4.4.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

4.4.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> rough-in AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> rough-in AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance

Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.4.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.5 Plumbing

4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.5.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

4.5.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR

		<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering within 180 days of permit issuance AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ one (1) site inspection prior to covering.

4.5.4 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

4.5.5 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.5.6 Miscellaneous Plumbing Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

Town of Beaverlodge

1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Date: December 13, 2021

From: Tina Letendre

Department: Administration

Reference: Interim Budget – 2022

The fiscal year of all municipalities in Alberta is the calendar year i.e. starts January 1st and ends December 31st. Generally, the Town's annual budget is not passed until spring, since important information such as assessment numbers are not received prior to January 1st.

Municipalities need to adopt an operating budget to continue day to day operations; therefore, under section 242 (2) "A council may adopt an interim operating budget for part of a calendar year".

Staff is recommending passing an Interim Operation Budget based on 50% of the 2021 Approved Operating Budget as detailed in Appendix I. The 2022 Operating Budget is expected to be approved by Council early in 2022.

Motion: That Council approve the 2022 Interim Operating budget based on 50% of the Approved 2021 Operating Budget as detailed in Appendix I.

Appendix I – 2022 Interim Operating Budget

EXPENSES	2021 Approved Operating Budget	2022 Interim Operating Budget
COUNCIL	\$ 167,398.00	\$ 83,699.00
ADMINISTRATION	\$ 1,022,493.34	\$ 511,246.67
FIRE DEPARTMENT	\$ 217,574.19	\$ 108,787.10
EMERGENCY MANAGEMENT	\$ 17,000.00	\$ 8,500.00
BYLAW	\$ 127,257.67	\$ 63,628.84
PUBLIC WORKS	\$ 597,423.80	\$ 298,711.90
ROADS	\$ 497,505.92	\$ 248,752.96
GROUNDS & OPEN SPACES	\$ 138,089.77	\$ 69,044.89
WATER	\$ 808,524.90	\$ 404,262.45
SEWER	\$ 252,394.58	\$ 126,197.29
GARBAGE	\$ 208,500.00	\$ 104,250.00
FCSS	\$ 236,250.71	\$ 118,125.36
TAX REQUISITIONS	\$ 830,718.92	\$ 415,359.46
PLANNING & DEVELOPMENT	\$ 176,906.25	\$ 88,453.13
RECREATION/PARKS & FACILITIES	\$ 1,490,138.95	\$ 745,069.48
LIBRARY	\$ 227,304.50	\$ 113,652.25
CAMPGROUND	\$ 44,698.74	\$ 22,349.37
TOTAL OPERATING EXPENSES	\$ 7,060,180.24	\$ 3,530,090.12



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201
Fax: 780.354.2207

Date: December 13, 2021

From: Tina Letendre

Department: Administration

RE: Tax Recovery Update

On May 5, 2021 the Town sent letters to ten (10) property owners regarding their outstanding taxes informing them that the property would be put up for auction June 25, 2021. At that time, the total outstanding taxes from the ten (10) properties was \$181,289.78.

To date, the Town has collected \$141,538.40 of the \$181,289.78. Seven (7) of ten (10) property owners have paid their outstanding taxes in full while two (2) property owners have entered into a tax repayment agreement and are making monthly payments. The last property has been transferred to the Town based on 12,685.56 in taxes owing and the result of the tax auction.

The MGA allows for tax agreements if the repayment term is less than three years. The value of the tax agreements is \$48,660.39 of the \$181,289.78 and the Town has collected \$12,994.00 in payments as of December 1, 2021.

Additionally, the Town has also sent sixteen (16) letters to residents of the trailer park regarding their outstanding taxes. To date, the Town has collected \$7,970.10 out of \$39,227.37. The value of the tax agreements is \$10,345.92 of the \$39,227.37 and the Town has collected \$2,100.00 in payments as of December 1, 2021.

Administration has adopted a more robust process to ensure outstanding taxes are collected in a timely matter. It is expected that annual tax auctions will be warranted to aid in these collections.

Date: December 13, 2021

From: Tina Letendre

Department: Administration

RE: Adding Amounts Owing to Tax Roll

As per the *Municipal Government Act* Section 553(1) A council may add the following amounts to the tax roll of a parcel of land (f) cost associated with tax recovery proceedings related to the parcel.

Administration is asking that \$4,354.77 be added to Tax Roll #20087000 for costs incurred due to the recovery of taxes. The costs incurred are for land title documents, advertisements, and lawyers fees.



Policy 100
Council Remuneration Policy

Prepared By: Administration

Council Approval Date:

Effective Date: January 1, 2022

Council Resolution No.:

References: Council Remuneration Committee – April 23, 2018

POLICY STATEMENT

Beaverlodge will provide remuneration and benefits to the Mayor and Councillors that reflects the demands of Council and Council's value to the community.

PURPOSE:

The Town of Beaverlodge will reimburse expenses that reflect costs incurred to a member of The Town of Council.

SCOPE

This policy applies to all members of Town of Beaverlodge Council.

Council Honorarium

1. Compensation to members of Council shall be comprised of a monthly honorarium with additional compensation for attendance at approved events. The current and proposed fees are:

	2022	2023	2024	2025
Meeting Under 4 hrs	\$130.00	\$130.00	\$130.00	\$130.00
Meeting Over 4 hrs	\$260.00	\$260.00	\$260.00	\$260.00

	2022	2023	2024	2025
Mayor	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
Deputy Mayor	\$742.50	\$742.50	\$742.50	\$742.50
Councillor	\$495.00	\$495.00	\$495.00	\$495.00

2. Honorariums are to cover all Council meetings, Public Hearings that are part of Regular Council meetings and preparation time for all meetings including those for which a per diem is being claimed.
3. Meetings also include the traveling time to and from the event location.
4. Honorarium may be claimed for attending a meeting, official function, course,

- conference or seminar, where the attendance has been approved by Council.
5. Members of Council should not claim a per diem if they choose to attend an Authority, Board, Commission, Committee and Task Force meeting on their own where that Authority, Board, Commission, Committee or Task Force was assigned to another member of Council.

Review of Council Honorarium

6. The above rates shall be indexed annually by the Cost of Living Allowance provided to municipal staff.
7. Council shall recommend to the next Council an Ad Hoc Citizens Committee on Council Compensation review this policy.

Authority to Travel

8. Travel is authorized for members of Council for a meeting or official function related to the appointment of that member of Council to a committee or regional body as determined at the annual Organizational Meeting of Council.
9. Travel is authorized for members of Council approved by policy or by resolution to attend a course, conference, or seminar on behalf of the Town of Beaverlodge.
10. Other travel for members of Council shall be approved by resolution of Council.

Claim for Expenses

11. Lodging may be claimed at the amount shown on receipts submitted.
12. Telephone calls may be claimed based on receipts submitted for the following:
 - (a) one call per day to the home of the travelling person, and
 - (b) calls made regarding Town of Beaverlodge business.
13. While traveling on Town business, meals may be claimed at the amount shown on receipts submitted and where no receipt is submitted, a maximum amount for meals may be claimed at the rate approved under the Town's Travel & Expense Schedule.

Meals that are previously paid for by the Town in the registration fees for meetings and conferences or included as part of the venue, are not an allowable expense that can be claimed except in special circumstances such as the meal time conflicting with travel schedules or the attendee has another meeting at the same time as the conference meal.

14. Gratuities on meals may be claimed to a maximum of 15 percent of the bill.
15. Travel by commercial carrier such as airlines, rail, taxi or bus may be claimed at the most economical costs of travel.
16. Travel by personal vehicle may be claimed at the current rate per kilometer as approved under the Town's Travel & Expense Schedule, while travelling on Town business.
17. Miscellaneous charges such as parking, secretarial services, photocopying, internet etc. may be claimed based on submitted receipts.
18. Registration fees may be claimed at the amount shown on receipts submitted.
19. Liquor is not an allowable expense that can be claimed, except where protocol dictates.

20. The Town will provide a light meal when Council meetings start before 6 p.m. and end later in the evening.

Submission and Approval of Claims

21. Procedures and forms for the submission and processing of claims shall be provided by the Chief Administrative Officer or designate.
22. All claims shall be audited for compliance with this policy by administrative staff prior to payment.

Education and Training:

23. All members of Council shall attend training and orientation session(s) immediately following their election to Council, in order to qualify for appointments to Authorities, Boards, Commissions, Committees and Task Forces.
24. All training and development approved by Council.

Policy Title: Signing Authority Policy	Policy #: C-9								
Authority Approval: Mayor & Council	Resolution #:								
Department: Administration	Effective Date:								
Distribution: <table border="0"> <tr> <td><input type="checkbox"/> Master</td> <td><input type="checkbox"/> Fire Department</td> </tr> <tr> <td><input type="checkbox"/> Administration</td> <td><input type="checkbox"/> Library</td> </tr> <tr> <td><input type="checkbox"/> Council</td> <td><input type="checkbox"/> Public Works</td> </tr> <tr> <td><input type="checkbox"/> FCSS</td> <td><input type="checkbox"/> Recreation & Parks</td> </tr> </table>		<input type="checkbox"/> Master	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Administration	<input type="checkbox"/> Library	<input type="checkbox"/> Council	<input type="checkbox"/> Public Works	<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation & Parks
<input type="checkbox"/> Master	<input type="checkbox"/> Fire Department								
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<input type="checkbox"/> Council	<input type="checkbox"/> Public Works								
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation & Parks								

1.0 Policy Purpose

- 1.1 The purpose of this policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.
- 1.2 Section 209 of the Municipal Government Act (MGA) provides some flexibility for the Chief Administrative Officer (CAO) to delegate his/her authority to sign cheques, agreements, other negotiable instruments, and other municipal documents as outlined in this policy, to a Town of Beaverlodge employee. A delegate may not sub-delegate their duties.
- 1.3 Unless otherwise noted in this policy, signing authorities may be further delegated to Town of Beaverlodge employees at the discretion of the authority holder, either on a perpetual basis or when acting positions are held. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.
- 1.4 Section 213 of the MGA stipulates the manner in which municipal documents must be signed or authorized. In general, municipal documents must be signed by the Chief Elected Official (Mayor) and/or the CAO.

2.0 Definitions

- 2.1 **"Chief Administrative Officer (CAO)"** means the Chief Administrative Officer of the Town of Beaverlodge appointed by Council, or any person designated by the CAO for the purposes of administering this policy.
- 2.2 **"Council"** means the duly elected officers of the Town of Beaverlodge and the Mayor.
- 2.3 **"Mayor"** means the Chief Elected Official of the Town of Beaverlodge as voted for by the electors or anyone acting in the capacity of Mayor.
- 2.4 **"Town of Beaverlodge"** means the municipality of the Town of Beaverlodge in the Province of Alberta.

3.0 Policy Statements

3.1 Corporate Seal

The presence of the Town of Beaverlodge corporate seal on any document verifies the signatories are authorized to sign on behalf of the corporation. The corporate seal must be applied by the CAO, Deputy CAO, or the Legislative Services Coordinator to any document signed on behalf of the corporation unless otherwise noted in this policy. This authority may be further delegated for specific tasks (i.e., tax certificates, Business Licenses, Land Titles documentation). The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.2 Bylaws

Section 213(3) of the MGA requires bylaws be signed by The Chief Elected Official and a designated Officer. The mayor's signing authority may be delegated to anyone acting in this capacity. The CAO's signing authority may be delegated at the discretion of the CAO. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.3 Policies

Signing authority for Council and administrative policies is delegated as follows, in order to ensure an authentic, authorized copy of all policies is preserved.

3.3.1 Council Policies shall be signed by the Chief Elected Official and the CAO. The mayor's signing authority may be delegated to anyone acting in this capacity. The CAO's signing authority may be delegated at the discretion of the CAO. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.3.2 Administrative Policies shall be signed by the CAO. The CAO's signing authority may be delegated at the discretion of the CAO. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.4 Minutes

Sections 213(1) and (2) of the MGA require that minutes of Council meetings and of Council Committee meetings be signed by the person presiding at the meeting and a designated officer. The first signature may not be delegated unless it is impossible for the chair of the meeting to sign the document, in which case it may be delegated only to a Councillor or committee member present at the meeting.

The second signature shall be delegated to the CAO. The CAO's signing authority may be delegated at the discretion of the CAO. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

During a General Election the last formal minutes of an outgoing Council shall be presented during the first meeting of the newly elected Council. The Chair or delegate are authorized to sign off the minutes.

3.5 Negotiable Instruments

Section 213(4) of the MGA requires that agreements, cheques and other negotiable instruments be signed by the mayor, or by another person authorized by Council to sign them, together with a Designated Officer, or by a Designated Officer acting alone if so authorized by Council.

3.5.1 Cheques

The Chief Administrative Officer Bylaw authorizes the CAO to sign cheques made or executed on behalf of the Town of Beaverlodge. As per Section 213(4) of the MGA, Council further authorizes the Mayor, the Deputy CAO and 2 other members of Council as signing authority. Town of Beaverlodge cheques must be signed by one administrative delegate and one member of Council delegate. In the case of an emergency the CAO and Deputy CAO may sign together as needed for all budget approved operational and capital expenditures. The CAO's signing authority may only be delegated to another authorized signatory. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.5.2 Contracts and Agreements

The Chief Administrative Officer Bylaw authorizes the CAO to sign and execute all agreements or contracts made or executed on behalf of the Town of Beaverlodge. Municipal agreements may include those which go beyond the fiscal year, are either operating or capital, are within the limits of Council approved annual budget and have prior Council approval to proceed. The delegation of this authority is illustrated in the following table, with each position listed having the authority to sign all contracts and agreements appearing across from or below the position title. The Legislative Services Coordinator will maintain a permanent record of all such delegations. Signatures are denoted in highest ranking order; however, best practice outlines the position of lowest rank must sign off on the document first.

The following delegation of authority does not preclude the mayor from providing a second signature on any contract or agreement providing the Mayor has not signed for the 1st signature:

	1st Signature Required	2nd Signature Required	Corporate Seal Required
Federal-Provincial Agreements	Mayor	CAO	Yes
All contracts and agreements within approved operating or capital budget	CAO, Deputy CAO or Mayor (as requested)	Department Managers (as authorized) or CAO (unless 1st signature)	Yes
All contracts, agreements and negotiable instruments related to sales, purchases, donations, transfers, mortgage or other encumbrances of real property.	Mayor	CAO	Yes
Grant Funding Applications	CAO or Deputy CAO	Department Managers (as authorized)	Yes
Grant Funding Agreements			
Leases			
Memorandum of Agreement/			
Memorandum of Understanding			
Partnership Agreements			
Purchase/Provision of Products or Services			

The Following specialized contracts and agreements must be signed by the position indicated, or delegated to a Town of Beaverlodge employee at the discretion of the authority holder with no further sub-delegation permitted:

	1st Signature Required	2nd Signature Required	Corporate Seal Required	Location of Original
Development Agreements	Mayor	CAO or Deputy CAO	Yes	Central Records
Any documents for registration with Land Titles, unless otherwise noted	CAO or Deputy CAO	No	Yes	Land Titles
Rights of Way/Access Agreements	CAO or Deputy CAO	No	Yes	Land Titles/Land Owner/Property File
Encroachment Agreement	CAO or Deputy CAO	No	Yes	Land Titles/Land Owner/Property File
Grants of Easement	CAO or Deputy CAO	No	Yes	Property File
Discharges of Tax Recovery Notification	CAO or Deputy CAO	No	Yes	Property File
Subdivision and Condominium Plans	CAO or Deputy CAO	No	No	Land Titles
Construction/Service Contracts and Agreements	CAO, Deputy CAO or Department Manager	No	Yes	Central Records
Registration of Deferred Reserve Caveats	CAO or Deputy CAO	No	Yes	Land Titles
Discharge of Deferred Reserve Caveats	CAO or Deputy CAO	No	Yes	Land Titles
Environmental Reserve Easements	CAO or Deputy CAO	No	Yes	Land Titles
Statutory Declarations Pertaining to Ownership of Land	CAO or Deputy CAO	No	No	Property File
Tax Certificates	CAO, Deputy CAO or delegate	No	No	Property Owner/Property File
Compliance Reports	CAO, Deputy CAO or delegate	No	No	Property Owner/Property File

3.6 Commissioners of Oaths

Council

Under the Commissioners for Oath Act, members of a municipal council in Alberta are by virtue of the membership a commissioner empowered to administer oaths and take and receive affidavits, declarations and affirmations in or outside Alberta, for use in Alberta.

Municipal Employees

The Town of Beaverlodge shall ensure appropriate municipal employees are appointed as Commissioners for Oaths for Alberta, and as such are authorized to administer oaths and take and receive affidavits, declarations, and affirmations within the Province of Alberta for Town of Beaverlodge related business only.

4.0 Review

For the purposes of ensuring that this Policy is revised for ongoing relevancy and necessity, a review will occur prior to December 31, 2022. The policy shall be brought forth and passed in its present or amended form or rescinded. This policy shall remain in effect if the review date passes prior to Council review.

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act
Commissioners for Oath Act
Chief Administrative Officer Bylaw

2.0 Persons Affected

Mayor and Council
Chief Administrative Officer, Deputy Chief Administrative Officer and/or delegate
Department Managers and/or delegate

3.0 Review/Revision History

Reviewed/Amended	Date: November 22, 2021
Mayor	CAO



TOWN OF BEAVERLODGE
Administrative Variance Report
For the Period Ending November 30, 2021

Page 1 of 13
2021-Dec-9
4:07:39PM

General Ledger	Description	2021 Budget	2021 YTD Budget	2021 YTD Actual	2021 YTD \$ Variance	2021 Budget Remaining %
TOWN REVENUE						
1-00-110-0001	Current Taxes - Residential	(2,024,593.99)	(2,024,593.99)	(2,018,580.27)	(6,013.72)	0.29
1-00-110-0002	Current Taxes - Non-Residential	(1,036,896.90)	(1,036,896.90)	(1,029,513.15)	(7,383.75)	0.71
1-00-110-1001	ASFF Residential	(501,921.39)	(501,921.39)	(494,350.41)	(7,570.98)	1.50
1-00-110-1002	ASFF Non-Residential	(226,867.00)	(226,867.00)	(220,456.09)	(6,410.91)	2.82
1-00-110-2001	SS Residential	(73,936.27)	(73,936.27)	(74,886.46)	950.19	(1.28)
1-00-110-2002	SS Non-Residential	(14,920.27)	(14,920.27)	(14,839.00)	(81.27)	0.54
1-00-110-3000	Grande Sprit Foundation Requisition	(13,074.00)	(13,074.00)	(12,809.63)	(264.37)	2.02
1-00-110-4000	DIP Requisition	(81,934.37)	(81,934.37)	(99,103.88)	17,169.51	(20.95)
1-00-230-0001	Grants-In-Lieu - Federal	(9,644.00)	(9,644.00)	0.00	(9,644.00)	100.00
1-00-230-0002	Grants-In-Lieu - Provincial	(8,858.00)	(8,858.00)	0.00	(8,858.00)	100.00
1-00-510-0000	Penalties on Taxes	(60,000.00)	(55,000.00)	(69,701.75)	14,701.75	(16.16)
1-00-540-0001	ATCO Franchise - Power	(153,312.14)	(140,536.11)	(147,148.87)	6,612.76	4.02
1-00-540-0002	ATCO Franchise - Gas	(77,801.51)	(71,318.06)	(73,072.90)	1,754.84	6.07
1-00-550-0001	Interest - General Accounts	(2,739.72)	(2,511.41)	(2,313.00)	(198.41)	15.57
1-00-550-0002	Interest - Reserves	(3,000.00)	(2,750.00)	(9,822.58)	7,072.58	(227.41)
1-00-550-0003	Interest - Operating	(2,000.00)	(1,833.37)	(427.92)	(1,405.45)	78.60
1-00-550-0004	Interest - Health Complex	(900.00)	(825.00)	(753.77)	(71.23)	16.24
1-00-550-0005	Interest - Grants	(6,000.00)	(5,500.00)	(11,372.06)	5,872.06	(89.53)
1-00-550-0006	Interest-Salaries	(1,000.00)	(916.63)	(1,129.56)	212.93	(12.95)
1-00-592-0000	Commissions, Rebates & Dividends	(74.42)	(68.20)	(128.71)	60.51	(72.95)
1-00-597-0000	Sale of Land - Tax Recovery	(60,000.00)	(55,000.00)	(1,826.50)	(53,173.50)	96.95
1-12-410-0000	Fees & Charges - Administration	(9,000.00)	(8,250.00)	(6,501.20)	(1,748.80)	27.76
1-12-411-0000	Tax Certificates	(4,165.00)	(3,817.88)	(4,795.00)	977.12	(15.12)
1-12-413-0000	Miscellaneous	(2,000.00)	(1,833.37)	(15,061.39)	13,228.02	(653.06)
1-12-413-0002	Sale of Merchandise	(714.61)	(655.05)	(932.52)	277.47	(30.49)
1-12-510-0000	General Penalties - Administration	(238.12)	(218.24)	(187.05)	(31.19)	21.44
1-12-510-0001	Team Supplies	(441.10)	(404.36)	0.00	(404.36)	100.00
1-12-510-0002	Administrative Fee	0.00	0.00	(96.57)	96.57	0.00
1-12-521-0000	Business Licenses	(10,850.00)	(9,945.87)	(12,980.00)	3,034.13	(19.63)
1-12-563-0000	Land Lease & Signs Rental	(2,191.61)	(2,008.93)	(2,501.13)	492.20	(14.12)
1-12-563-0001	Rental of Office Space	(2,285.00)	(2,094.62)	(3,047.64)	953.02	(33.37)
1-12-590-0000	Other Revenue - Leases	(61,557.00)	(56,427.25)	(33,422.62)	(23,004.63)	45.70
1-12-840-0000	Provincial MSI Operating Grant	(28,988.00)	(28,988.00)	(28,988.00)	0.00	0.00
1-12-999-0000	Cash Over/Short	0.00	0.00	10.06	(10.06)	0.00
1-20-520-0001	Building Permits - Safety Codes	(10,000.00)	(9,166.63)	(7,365.50)	(1,801.13)	26.34
1-20-520-0002	Gas Permit	(1,357.00)	(1,243.88)	(580.00)	(663.88)	57.25



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1-20-520-0003	Electrical Permits - Safety Codes	(3,000.00)	(2,750.00)	(3,200.00)	450.00	(6.66)
1-20-520-0004	Plumbing Permits - Safety Codes	(1,000.00)	(916.63)	(858.00)	(58.63)	14.20
1-20-520-0006	Safety Code Council Fees	(1,000.00)	(916.63)	(499.70)	(416.93)	50.03
1-23-350-0001	County Contract - General Operating	(106,891.74)	(80,168.82)	(80,168.82)	0.00	24.99
1-23-350-0003	County Contract - Fuel & Equip R & M	(2,107.44)	(1,931.82)	(1,801.15)	(130.67)	14.53
1-23-410-0000	Fees & Charges - Fire Dept	(2,000.00)	(1,833.37)	11,125.00	(12,958.37)	656.25
1-23-590-0000	Fire Dept Miscellaneous Revenue	(8,000.00)	(5,500.00)	0.00	(5,500.00)	100.00
1-23-590-0002	Other Fund Raising Rev - Fire Dept	(350.00)	(320.87)	0.00	(320.87)	100.00
1-26-520-0000	Animal Licensing	(3,250.00)	(2,979.13)	(3,044.05)	64.92	6.33
1-26-530-0001	Fines - Traffic & Bylaw Enforcement	(22,053.90)	(20,216.02)	(19,524.96)	(691.06)	11.46
1-26-530-0002	Fines - Animal Control - Bylaw Enf	(2,890.00)	(2,649.13)	(200.00)	(2,449.13)	93.07
1-26-530-0003	Fines - Municipal Tag	(450.00)	(412.50)	0.00	(412.50)	100.00
1-26-530-0004	Bylaw - Unsightly Cleanup	0.00	0.00	(1,096.94)	1,096.94	0.00
1-32-560-0000	Equipment Rental - Roads	0.00	0.00	(600.00)	600.00	0.00
1-32-590-0000	Other Revenues - Roads - General	0.00	0.00	(70,157.66)	70,157.66	0.00
1-32-840-0001	Conditional Grants -Provincial	(8,400.00)	(7,700.00)	(14,175.00)	6,475.00	(68.75)
1-32-840-0002	Conditional Grant - CPRA Green Jobs	0.00	0.00	(2,634.54)	2,634.54	0.00
1-41-120-0000	Local Improvement Charges - Water	(2,146.29)	(1,967.46)	(2,146.29)	178.83	0.00
1-41-410-0001	Sale of Water	(679,545.08)	(622,916.25)	(692,295.52)	69,379.27	(1.87)
1-41-410-0002	Bulk Water Sales	(130,000.00)	(119,166.63)	(145,796.09)	26,629.46	(12.15)
1-41-410-0003	Water Meter Sales	(7,500.00)	(6,875.00)	(2,272.94)	(4,602.06)	69.69
1-41-510-0000	Penalties	(14,000.00)	(12,833.37)	(17,683.81)	4,850.44	(26.31)
1-41-590-0000	Connection Fees	(4,000.00)	(3,666.63)	(650.46)	(3,016.15)	83.73
1-42-120-0000	Local Improvement Charges - Sewer	(2,603.90)	(2,386.89)	(2,603.90)	217.01	0.00
1-42-410-0000	Sewer Services Fees	(442,858.38)	(405,953.46)	(462,386.62)	56,433.16	(4.40)
1-42-590-0002	Treated Effluent	0.00	0.00	(11,195.36)	11,195.36	0.00
1-43-410-0000	Garbage Collection Fees	(245,861.23)	(225,372.84)	(246,122.50)	20,749.66	(0.10)
1-43-410-0001	Recycle Collection Fees	(474.60)	(435.05)	(366.30)	(68.75)	22.81
1-43-590-0000	Other Fees - Garbage/Recycling	(1,057.07)	(968.99)	(675.75)	(293.24)	36.07
1-51-410-0001	Miscellaneous Revenue - FCSS	(7,500.00)	(6,875.00)	(16,750.88)	9,875.88	(123.34)
1-51-410-0002	Fees & Charges - FCSS - Handi-bus	(228.57)	(209.55)	(461.93)	252.38	(102.09)
1-51-410-0003	County Grant - Handi Bus	(4,000.00)	(4,000.00)	(4,000.00)	0.00	0.00
1-51-410-0004	Home Support	(5,625.00)	(5,156.25)	(5,281.50)	125.25	6.10
1-51-410-0005	FCSS Urban Grant - County of GP	(30,400.00)	(30,400.00)	(30,400.00)	0.00	0.00
1-51-560-0002	Rental - NRC - FCSS	(1,424.46)	(1,305.70)	(1,313.29)	7.59	7.80
1-51-840-0000	Conditional Grants - Provincial - FCSS	(60,800.00)	(55,733.37)	(50,660.00)	(5,073.37)	16.67
1-61-410-0000	Special Events Sponsorship Fundraising	(500.00)	(458.37)	0.00	(458.37)	100.00
1-61-413-0000	Do Not Use - Merchandise Sales	0.00	0.00	(44.76)	44.76	0.00
1-61-520-0000	Development Permit Revenue	(7,200.00)	(6,600.00)	(3,900.00)	(2,700.00)	45.83
1-61-590-0001	Subdivision & Other Fees - Plan/Dev/Ec D	(1,300.00)	(1,191.63)	(1,300.00)	108.37	0.00
1-72-400-0002	Community Centre Rentals	(1,562.59)	(1,432.42)	(4,525.73)	3,093.31	(189.63)



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1-72-400-0003	Rentals MPR/POOL	(21,018.19)	(19,266.72)	(27,210.44)	7,943.72	(29.46)
1-72-400-0004	Rentals St. Mary's	(2,662.26)	(2,440.35)	0.00	(2,440.35)	100.00
1-72-410-0001	Recreation Fees - Arena	(74,440.01)	(68,236.63)	(36,754.32)	(31,482.31)	50.62
1-72-410-0002	Recreation Fees - Campsite	(51,202.57)	(51,202.57)	(44,763.20)	(6,439.37)	12.57
1-72-410-0003	Recreation Fees - Fee Waiver	(5,500.00)	(5,041.63)	(6,119.05)	1,077.42	(11.25)
1-72-410-0005	Recreation Fees - Swimming Pool	(108,176.11)	(96,156.56)	(102,644.85)	6,488.29	5.11
1-72-415-0000	Recreation Fees-Curling/Ice Plant Power	(8,550.00)	(7,837.50)	(7,142.90)	(694.60)	16.45
1-72-590-0000	Recreation Donations	(2,500.00)	0.00	(2,500.00)	2,500.00	0.00
1-72-830-0006	Conditional Grant - Federal - Recreation	0.00	0.00	(10,312.50)	10,312.50	0.00
1-72-850-0001	Conditional Grant - County - Arena	(128,125.00)	(128,125.00)	(128,125.00)	0.00	0.00
1-72-850-0005	Conditional Grant - County - Pool	(358,780.00)	(358,780.00)	(358,750.00)	(30.00)	0.00
1-72-850-0006	Conditional Grant-County-Green Space	(24,600.00)	(24,600.00)	(24,600.00)	0.00	0.00
1-74-590-0001	Other Revenue - Chargebacks to Board	(93,600.00)	(92,700.00)	(67,592.73)	(25,107.27)	27.78
1-83-510-0005	Merchandise Revenue - Recreation	(928.43)	(851.07)	(3,638.90)	2,787.83	(291.94)
* TOTAL REVENUE		(7,183,324.24)	(6,953,396.86)	(7,108,508.43)	155,111.57	1.04
** TOTAL TOWN REVENUE		(7,183,324.24)	(6,953,396.86)	(7,108,508.43)	155,111.57	1.04
Council & Legislative Expenses						
2-11-000-0000	Council & Legislative Expense	5,000.00	4,583.37	2,742.18	1,841.19	45.15
2-00-110-4000	DIP Requisition Payment	400.00	400.00	0.00	400.00	100.00
2-11-130-0000	Benefits	4,998.00	4,581.50	3,691.05	890.45	26.14
2-11-148-0000	Training	2,700.00	2,700.00	0.00	2,700.00	100.00
2-11-151-0001	Meeting Fees - Mayor	19,000.00	17,416.63	13,800.00	3,616.63	27.36
2-11-151-0002	Meeting Fees - Council	96,000.00	88,000.00	85,275.00	2,725.00	11.17
2-11-211-0000	Travel, Subs., Memberships - Council	23,000.00	21,083.37	17,856.62	3,226.75	22.36
2-11-211-0003	Public Relations	1,000.00	916.63	340.93	575.70	65.90
2-11-220-0000	Advertising - Council	1,500.00	1,375.00	787.40	587.60	47.50
2-11-274-0000	Insurance - Council	0.00	0.00	525.00	(525.00)	0.00
2-11-510-0000	General Supplies - Council	1,300.00	1,191.63	1,084.00	107.63	16.61
2-11-510-0001	Mayor's Fund	2,500.00	2,291.63	2,083.41	208.22	16.66
2-11-510-0002	Community Economic Development Fund	10,000.00	9,166.63	2,046.39	7,120.24	79.53
* TOTAL Council & Legislative Ex		167,398.00	153,706.39	130,231.98	23,474.41	22.20
Administrative Expenses						
2-12-110-0000	Salaries & Wages - Administration	434,376.33	400,962.74	419,497.37	(18,534.63)	3.42
2-12-130-0000	Benefits	99,035.56	91,417.44	85,494.03	5,923.41	13.67
2-12-148-0000	In-Service Training/Development - Admin	8,000.00	7,333.37	4,678.00	2,655.37	41.52
2-12-211-0000	Travel & Subsistence	5,300.00	4,858.37	4,778.54	79.83	9.83



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2-21-750-0000	Policing Costs	73,358.00	67,244.87	0.00	67,244.87	100.00
*	TOTAL Policing Expenses	73,358.00	67,244.87	0.00	67,244.87	100.00
Fire Department Expenses						
2-23-000-0000	Fire Prevention & Public Education	3,500.00	3,206.37	2,472.74	735.63	29.35
2-23-146-0000	Training & Development	10,000.00	9,166.63	8,228.64	937.99	17.71
2-23-159-0001	Volunteer Force - Fire Chief	6,000.00	6,000.00	0.00	6,000.00	100.00
2-23-159-0002	Volunteer Force - Deputy Chief	3,000.00	3,000.00	0.00	3,000.00	100.00
2-23-159-0003	Volunteer Force - Fire Dept	18,000.00	18,000.00	(535.03)	18,535.03	102.97
2-23-211-0000	Travel, Subs., Registrations	6,000.00	5,500.00	360.00	5,140.00	94.00
2-23-215-0000	Freight & Postage	1,000.00	916.63	92.40	824.23	90.76
2-23-217-0000	Telephone, Communications	23,000.00	21,083.37	19,520.24	1,563.13	15.12
2-23-220-0000	Advertising	250.00	229.13	0.00	229.13	100.00
2-23-220-0001	General Services - Bldg R & M	5,500.00	5,041.63	4,174.51	867.12	24.09
2-23-220-0002	Gen Services - Equip R & M	12,500.00	11,458.37	6,381.91	5,076.46	48.94
2-23-260-0000	Equipment Rental/Lease	1,000.00	916.63	740.41	176.22	25.95
2-23-274-0000	Insurance	4,374.19	4,374.19	7,741.19	(3,367.00)	(76.97)
2-23-510-0000	Stationery & Office Supplies	1,000.00	916.63	96.40	820.23	90.36
2-23-510-0001	General Supplies	1,500.00	1,375.00	1,864.87	(489.87)	(24.32)
2-23-510-0003	Equipment, Uniforms	17,500.00	16,041.63	2,101.24	13,940.39	87.99
2-23-510-0011	Fuel Supplies	5,000.00	4,583.37	3,073.92	1,509.45	38.52
2-23-520-0000	Parts/Supplies - Veh/Equip	5,000.00	4,583.37	11,504.28	(6,920.91)	(130.08)
2-23-540-0000	Utilities	6,500.00	5,958.37	4,880.81	1,077.56	24.91
2-23-540-0001	Water/Sewer	450.00	412.50	323.24	89.26	28.16
2-23-550-0001	Health & Safety Supplies	500.00	458.37	151.56	306.81	69.68
2-23-762-0000	Contributed to Capital Res - Fire Dept	86,000.00	86,000.00	86,000.00	0.00	0.00
*	TOTAL Fire Department Expenses	217,574.19	209,224.19	159,173.33	50,050.86	26.84
Emergency Management Expenses						
2-24-510-0000	General Supplies - Emergency Management	1,000.00	916.63	120.00	796.63	88.00
2-24-750-0000	Contrib to Other Local Gov't - Emerg Mng	11,000.00	10,083.37	10,927.26	(843.89)	0.66
2-24-770-0000	Grants to Organizations - Emerg Mgn	5,000.00	4,583.37	5,000.00	(416.63)	0.00
*	TOTAL Emergency Management Exp	17,000.00	15,583.37	16,047.26	(463.89)	5.60
Bylaw Enforcement Expenses						
2-26-110-0000	Salaries & Wages - Bylaw	85,607.40	79,022.22	79,022.15	0.07	7.69
2-26-130-0000	Benefits	19,352.01	17,863.41	18,284.92	(421.51)	5.51



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2-26-148-0000	Training & Development	1,000.00	916.63	294.95	621.68	70.50
2-26-211-0000	Travel & Subsistence	1,000.00	916.63	0.00	916.63	100.00
2-26-212-0000	Memberships & Subscriptions	3,250.00	2,979.13	2,284.69	694.44	29.70
2-26-215-0000	Freight & Postage	100.00	91.63	59.47	32.16	40.53
2-26-217-0000	Telephone & Communications	2,500.00	2,291.63	1,894.42	397.21	24.22
2-26-251-0001	Contracted Repair - Equipment	4,000.00	3,666.63	2,494.96	1,171.67	37.62
2-26-274-0000	Insurance	448.26	448.26	448.26	0.00	0.00
2-26-510-0000	General Supplies - Bylaw Enf.	5,500.00	5,041.63	4,156.30	885.33	24.43
2-26-510-0004	Clothing Allowance	500.00	458.37	466.00	(7.63)	6.80
2-26-510-0011	Fuel Supplies	4,000.00	3,666.63	4,573.97	(907.34)	(14.34)
* TOTAL Bylaw Enforcement Expens		127,257.67	117,362.80	113,980.09	3,382.71	10.43
PW Administration Expenses						
2-31-110-0000	Salaries & Wages	434,086.62	400,695.36	366,885.22	33,810.14	15.48
2-31-130-0000	Benefits	92,213.93	85,120.56	81,317.42	3,803.14	11.81
2-31-148-0000	In Serv Training/Development	7,500.00	6,875.00	5,440.13	1,434.87	27.46
2-31-211-0000	Travel, Subsistence	5,000.00	4,583.37	1,457.01	3,126.36	70.85
2-31-212-0000	Memberships	2,300.00	2,108.37	1,864.40	243.97	18.93
2-31-215-0000	Freight & Postage	16,250.00	14,895.87	12,459.60	2,436.27	23.32
2-31-217-0000	Telephone, Communications	1,500.00	1,375.00	4,923.84	(3,548.84)	(228.25)
2-31-220-0001	Printing	1,500.00	1,375.00	1,000.81	374.19	33.27
2-31-250-0001	Contracted Building Repairs	5,000.00	4,583.37	812.95	3,770.42	83.74
2-31-250-3000	Contracted Service	7,500.00	6,875.00	6,165.90	709.10	17.78
2-31-274-0000	Insurance	5,873.26	5,873.26	6,041.26	(168.00)	(2.86)
2-31-510-0000	General Supplies	0.00	0.00	117.93	(117.93)	0.00
2-31-510-0001	Supplies - Building Repairs	1,200.00	1,100.00	715.59	384.41	40.36
2-31-530-0000	Computers	1,000.00	916.63	1,140.05	(223.42)	(14.00)
2-31-540-0000	Utilities	10,000.00	9,166.63	3,309.80	5,856.83	66.90
2-31-540-0001	Water/Sewer	1,500.00	1,375.00	1,302.26	72.74	13.18
2-31-550-0000	Health & Safety/PPE	5,000.00	4,583.37	2,062.17	2,521.20	58.75
* TOTAL PW Administration Expens		597,423.81	551,501.79	497,016.34	54,485.45	16.81
Roads/Streets & Lighting Expen						
2-32-217-0000	Telephone & Communication	5,200.00	4,766.63	2,102.74	2,663.89	59.56
2-32-230-0003	ProfessionalServices-Engineering	0.00	0.00	2,032.96	(2,032.96)	0.00
2-32-251-0001	Contracted Repairs - Equipment	35,000.00	32,083.37	15,886.73	16,196.64	54.60
2-32-260-0000	Equipment Rental/Lease	65,000.00	59,563.37	60,813.45	(1,230.08)	6.44
2-32-270-0000	Miscellaneous Expenses	0.00	0.00	71,781.36	(71,781.36)	0.00



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2-32-270-0005	Contracted Services - Other	10,000.00	9,166.63	16,832.26	(7,665.63)	(68.32)
2-32-274-0000	Insurance	1,805.92	1,805.92	1,805.92	0.00	0.00
2-32-350-0000	Contracted w/County	10,000.00	9,166.63	17,011.50	(7,844.87)	(70.11)
2-32-510-0001	General Supplies - Tools & Parts	5,000.00	4,583.37	1,237.04	3,346.33	75.25
2-32-510-0002	General Supplies - Gravel	22,500.00	20,625.00	10,066.44	10,558.56	55.26
2-32-510-0003	General Supplies - Winter Control	35,000.00	32,083.37	13,900.63	18,182.74	60.28
2-32-510-0006	Road Patching Materials	70,000.00	64,166.63	57,131.73	7,034.90	18.38
2-32-510-0007	Sign Replacement/Repair	3,000.00	2,750.00	1,317.01	1,432.99	56.09
2-32-510-0011	Fuel Supplies	25,000.00	22,916.63	27,973.12	(5,056.49)	(11.89)
2-32-520-0001	Parts/Supplies - Equip R & M	25,000.00	22,916.63	9,399.92	13,516.71	62.40
2-32-540-0000	Utilities	150,000.00	137,500.00	102,907.06	34,592.94	31.39
2-32-700-0000	Contribution to Capital Reserve	35,000.00	35,000.00	35,000.00	0.00	0.00
* TOTAL Roads/Streets & Lighting		497,505.92	459,114.18	447,199.87	11,914.31	10.11
Grounds & Open Spaces Expenses						
2-34-110-0000	Salaries & Wages - Grounds/Open Spaces	73,174.09	67,545.34	58,573.88	8,971.46	19.95
2-34-130-0000	Benefits	12,769.75	11,787.47	4,023.46	7,764.01	68.49
2-34-250-0000	Contracted Service	7,500.00	6,875.00	2,348.52	4,526.48	68.68
2-34-274-0000	Insurance	195.93	195.93	195.93	0.00	0.00
2-34-510-0000	General Supplies	7,500.00	6,875.00	8,711.28	(1,836.28)	(16.15)
2-34-510-0001	Trees, Flower & Weed Control Maintenance	29,000.00	26,583.37	57,314.79	(30,731.42)	(97.63)
2-34-510-0002	Portable Toilets	2,500.00	2,291.63	0.00	2,291.63	100.00
2-34-510-0011	Fuel	5,000.00	4,583.37	5,289.01	(705.64)	(5.78)
2-34-540-0001	Water/Sewer	450.00	412.50	363.20	49.30	19.28
* TOTAL Grounds & Open Spaces Ex		138,089.77	127,149.51	136,820.07	(9,670.46)	0.92
Water Supply/Distribution Expe						
2-41-110-0000	Salaries & Wages - Water	114,452.52	105,648.48	135,629.92	(29,981.44)	(18.50)
2-41-130-0000	Benefits	23,980.53	22,135.90	26,170.59	(4,034.69)	(9.13)
2-41-217-0000	Telephone & Communications	17,000.00	15,583.37	15,089.37	494.00	11.23
2-41-217-0001	Alarm Monitoring	3,000.00	2,750.00	259.75	2,490.25	91.34
2-41-230-0002	Professional Services-Engineering	50,000.00	45,833.37	7,640.36	38,193.01	84.71
2-41-230-0003	Professional Services - Lab Testing	45,000.00	41,250.00	30,251.18	10,998.82	32.77
2-41-250-0001	Contracted Repairs - Building	10,000.00	9,166.63	5,868.63	3,298.00	41.31
2-41-250-0002	Contracted Repairs - Lines	100,000.00	91,666.63	33,901.93	57,764.70	66.09
2-41-250-0004	Contracted Repairs - Water Reservoir	5,500.00	5,041.63	898.71	4,142.92	83.65
2-41-250-0005	Maintenance Contract - Billing System	5,000.00	4,583.37	3,183.60	1,399.77	36.32
2-41-250-0006	Contracted Repairs - Equipment	10,000.00	9,166.63	1,527.02	7,639.61	84.72



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2-41-260-0000	Equipment Rental/Lease	250.00	229.13	305.56	(76.43)	(22.22)
2-41-273-0000	County Land Taxes - Lagoon	200.00	183.37	183.40	19.97	18.30
2-41-274-0000	Insurance	13,699.05	13,699.05	13,699.05	0.00	0.00
2-41-510-0001	General Supplies - Tools & Parts	5,000.00	4,583.37	5,574.26	(990.89)	(11.48)
2-41-510-0002	Treatment Supplies	137,500.00	126,041.63	132,991.18	(6,949.55)	3.27
2-41-510-0003	Water Meters	7,500.00	6,875.00	5,327.19	1,547.81	28.97
2-41-510-0004	Repairs & Maintenance	3,500.00	3,208.37	727.31	2,481.06	79.21
2-41-510-0007	Consumable Treatment Supplies	5,000.00	4,583.37	1,663.90	2,919.47	66.72
2-41-510-0008	Testing Supplies & Equipment	2,500.00	2,291.63	2,700.59	(408.96)	(8.02)
2-41-510-0011	Fuel Supplies	0.00	0.00	4,491.14	(4,491.14)	0.00
2-41-530-0001	Small Equipment/Computer Replacement	4,000.00	3,666.63	144.66	3,521.97	96.38
2-41-540-0000	Utilities	125,000.00	114,583.37	88,246.36	26,337.01	29.40
2-41-540-0001	Water/Sewer	20,000.00	18,333.37	17,996.07	337.30	10.01
2-41-831-0000	Debenture Interest	33,954.25	22,636.16	34,786.80	(12,150.64)	(2.45)
2-41-832-0000	Debenture Principal	66,488.55	44,325.70	65,656.00	(21,330.30)	1.25
* TOTAL Water Supply/Distributio		808,524.90	718,066.16	634,894.53	83,171.63	21.47
Sewer Service & Treatment Expe						
2-42-217-0000	Telephone, Communications	2,500.00	2,291.63	868.26	1,423.37	65.26
2-42-230-0003	Sewer Lagoon Samples	4,000.00	3,666.63	0.00	3,666.63	100.00
2-42-250-0000	Contracted Repairs Building	2,500.00	2,291.63	920.65	1,370.98	63.17
2-42-250-0001	Contracted Repairs - Mains & Lines	50,000.00	45,833.37	9,242.30	36,591.07	81.51
2-42-250-0002	Contracted Repairs - Equipment	4,000.00	3,666.63	592.50	3,074.13	85.18
2-42-260-0000	Equipment Rental/Lease	1,500.00	1,375.00	200.00	1,175.00	86.66
2-42-274-0000	Insurance - Sewer	683.49	683.49	683.49	0.00	0.00
2-42-510-0001	General Supplies - Tools & Parts	1,000.00	916.63	165.47	751.16	83.45
2-42-510-0002	Supplies - Treatment	3,000.00	2,750.00	25,573.05	(22,823.05)	(752.43)
2-42-510-0011	Fuel Supplies	0.00	0.00	1,063.26	(1,063.26)	0.00
2-42-540-0000	Utilities	45,000.00	41,250.00	28,723.42	12,526.58	36.17
2-42-540-0001	Water/Sewer	20,000.00	18,333.37	17,604.65	728.72	11.97
2-42-590-0000	Sewer Line Land Lease	2,000.00	1,833.37	0.00	1,833.37	100.00
2-42-831-0000	Debenture Interest	59,255.79	44,441.85	44,301.84	140.01	25.23
2-42-832-0000	Debenture Principal	56,955.30	56,955.30	46,583.46	10,371.84	18.21
* TOTAL Sewer Service & Treatmen		252,394.58	226,288.90	176,522.35	49,766.55	30.06
Garbage/Recycling Expenses						
2-43-270-0001	Contracted Services - Garbage Collection	80,500.00	73,791.63	66,930.00	6,861.63	16.85
2-43-270-0002	Contracted Services - Recycle Collection	78,000.00	71,500.00	64,310.00	7,190.00	17.55



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2-43-350-0000	Landfill - Contracted with other Gov's	50,000.00	50,000.00	46,713.24	3,286.76	6.57
* TOTAL Garbage/Recycling Expens		208,500.00	195,291.63	177,953.24	17,338.39	14.65
FCSS Expenses						
2-51-110-0000	Salaries & Wages - Administration	122,553.50	113,126.30	115,182.59	(2,056.29)	6.01
2-51-110-0001	Salaries & Wages - Home Support	20,441.14	18,868.80	8,997.63	9,871.17	55.98
2-51-130-0000	Benefits - Admin	27,009.02	24,931.41	25,969.36	(1,037.95)	3.84
2-51-130-0001	Benefits - Homes Support	2,400.00	2,215.40	610.83	1,604.57	74.54
2-51-148-0000	In Service Training/Development - Admin	2,000.00	1,833.37	942.86	890.51	52.85
2-51-148-0001	In Service Training/Development - HS	250.00	229.13	33.00	196.13	86.80
2-51-200-0000	Contracted Services - Community Bus	7,500.00	6,875.00	1,296.75	5,578.25	82.71
2-51-211-0000	Travel & Subsistence- Administration	2,000.00	1,833.37	122.54	1,710.83	93.87
2-51-211-0001	Travel & Subsistence - Home Support	250.00	229.13	0.00	229.13	100.00
2-51-211-0002	Public Relations	2,000.00	1,833.37	3,924.34	(2,090.97)	(96.21)
2-51-212-0000	Memberships & Subscriptions	750.00	687.50	249.99	437.51	66.66
2-51-215-0000	Freight & Postage	0.00	0.00	7.20	(7.20)	0.00
2-51-217-0000	Telephone, Communication	2,500.00	2,291.63	1,497.24	794.39	40.11
2-51-230-0000	Professional Services	2,500.00	2,291.63	1,362.56	929.07	45.49
2-51-250-0002	Contracted R & M - Community Bus	3,500.00	3,208.37	2,832.38	375.99	19.07
2-51-274-0000	Insurance	3,097.05	3,097.05	3,097.05	0.00	0.00
2-51-410-0001	FCSS Donation Monies	0.00	0.00	2,531.79	(2,531.79)	0.00
2-51-510-0001	General Supplies	1,000.00	916.63	701.39	215.24	29.86
2-51-510-0002	Supplies - Home Support	500.00	458.37	92.97	365.40	81.40
2-51-510-0003	Office Furniture/Computer	2,000.00	1,833.37	1,301.77	531.60	34.91
2-51-510-0011	Fuel Supplies - Community Bus	2,500.00	2,291.63	395.87	1,895.76	84.16
2-51-762-0000	Community Bus Reserve	30,000.00	30,000.00	30,500.00	(500.00)	(1.66)
2-51-770-0000	Grants - Community Agencies	1,500.00	1,375.00	0.00	1,375.00	100.00
* TOTAL FCSS Expenses		236,250.71	220,426.46	201,650.11	18,776.35	14.65
Requisition Expenses						
2-53-750-0000	Grande Spirit Foundation Requisition	13,074.00	13,074.00	13,074.00	0.00	0.00
2-55-750-0001	ASFF Alberta School Foundation Fund	728,786.39	546,591.27	554,248.49	(7,657.22)	23.94
2-55-750-0002	Grande Prairie RCSSD	88,856.53	0.00	0.00	0.00	100.00
* TOTAL Requisition Expenses		830,718.92	559,665.27	567,322.49	(7,657.22)	31.71
Planning/Develop/Economic Expe						
2-61-211-0000	Travel, Sub., Memberships	5,906.25	5,414.09	5,717.76	(303.67)	3.19



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2-61-220-0000	Advertising	1,500.00	1,375.00	494.23	880.77	67.05
2-61-230-0002	Professional Services	120,000.00	110,000.00	103,724.78	6,275.22	13.56
2-61-510-0000	General Supplies	1,000.00	916.63	0.00	916.63	100.00
2-61-510-0001	Supplies-Events, Fundraising	5,000.00	4,583.37	0.00	4,583.37	100.00
2-61-510-0002	Beaverlodge Fair	10,000.00	9,166.63	0.00	9,166.63	100.00
2-61-770-0000	Grants to Com Orgs - EcDec/Planning	12,000.00	6,000.00	12,000.00	(6,000.00)	0.00
* TOTAL Planning/Develop/Economi		155,406.25	137,455.72	121,936.77	15,518.95	21.54
Recreation Facilities Expenses						
2-72-211-0001	St. Mary School Kitchen	4,000.00	0.00	0.00	0.00	100.00
2-72-831-0000	Debenture Int - Arena & Pool	129,524.53	129,524.53	131,613.68	(2,089.15)	(1.61)
2-72-832-0000	Debenture Principal - Arena & Pool	117,691.85	117,691.85	115,602.70	2,089.15	1.77
* TOTAL Recreation Facilities Ex		251,216.38	247,216.38	247,216.38	0.00	1.59
Library Expenses						
2-74-110-0000	Salary & Wages - Library	168,410.08	155,455.44	126,825.48	28,629.96	24.69
2-74-130-0000	Benefits	37,235.03	34,370.77	24,727.16	9,643.61	33.59
2-74-250-0001	Cont Services - Library Bldg	2,500.00	2,291.63	190.00	2,101.63	92.40
2-74-274-0000	Insurance - Library	2,159.39	2,159.39	2,159.39	0.00	0.00
2-74-510-0000	General Supplies - Library	500.00	458.37	0.00	458.37	100.00
2-74-540-0001	Water/Sewer	500.00	458.37	469.76	(11.39)	6.04
2-74-770-0000	Membership to Peace Library System	16,000.00	16,000.00	15,702.06	297.94	1.86
* TOTAL Library Expenses		227,304.50	211,193.97	170,073.85	41,120.12	25.18
Campsite Expenses						
2-81-110-0000	Salary & Wages - Campsite	27,014.40	27,014.40	0.00	27,014.40	100.00
2-81-130-0000	Benefits	3,241.73	3,241.73	0.00	3,241.73	100.00
2-81-211-0000	Travel, Sub., Memberships	500.00	458.37	395.00	63.37	21.00
2-81-215-0000	Freight & Postage	50.00	45.87	0.00	45.87	100.00
2-81-217-0000	Telephone & Communications	1,000.00	916.63	1,194.38	(277.75)	(19.43)
2-81-250-2000	Contracted Serv Campsite Attendant	0.00	0.00	14,000.00	(14,000.00)	0.00
2-81-250-2001	Cont Services - Campsite	3,500.00	3,208.37	7,279.12	(4,070.75)	(107.97)
2-81-274-0000	Insurance	392.61	392.61	392.61	0.00	0.00
2-81-510-0000	General Supplies	1,750.00	1,604.13	2,324.56	(720.43)	(32.83)
2-81-540-0000	Utilities	7,000.00	6,416.63	6,503.34	(86.71)	7.09
2-81-540-0001	Water/Sewer	250.00	229.13	86.58	142.55	65.36



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* TOTAL Campsite Expenses		44,698.74	43,527.87	32,175.59	11,352.28	28.02
 Arena Expenses						
2-82-110-0000	Salaries & Wages - Arena	110,478.01	101,979.71	93,139.12	8,840.59	15.69
2-82-130-0000	Benefits	20,721.69	19,127.74	22,227.41	(3,099.67)	(7.26)
2-82-148-0000	In Serv Training/Development	2,250.00	2,062.50	0.00	2,062.50	100.00
2-82-211-0000	Travel, Subsistence	750.00	687.50	0.00	687.50	100.00
2-82-217-0000	Telephone & Communications	2,000.00	1,833.37	2,637.10	(803.73)	(31.85)
2-82-230-0000	Professional Services	1,500.00	1,375.00	1,470.00	(95.00)	2.00
2-82-250-1000	Cont Services - Bldg	20,000.00	18,333.37	21,423.96	(3,090.59)	(7.11)
2-82-250-1001	Cont Services - Equipment	20,000.00	18,333.37	29,716.91	(11,383.54)	(48.58)
2-82-274-0000	Insurance	8,464.08	8,464.08	8,464.08	0.00	0.00
2-82-510-0000	General Supplies	7,500.00	6,875.00	5,896.96	978.04	21.37
2-82-540-0000	Utilities	82,500.00	75,625.00	70,558.36	5,066.64	14.47
2-82-540-0001	Water/Sewer	2,500.00	2,291.63	749.48	1,542.15	70.02
2-82-540-0002	Propane	3,000.00	2,750.00	28.57	2,721.43	99.04
2-82-550-0001	Health & Safety	1,000.00	916.63	686.19	230.44	31.38
2-82-762-0000	Arena Reserve	17,500.00	17,500.00	17,500.00	0.00	0.00
* TOTAL Arena Expenses		300,163.78	278,154.90	274,498.14	3,656.76	8.55
 Recreation Centre Expenses						
2-83-110-0000	Salary & Wages - Swimming Pool	390,873.69	360,806.49	273,435.59	87,370.90	30.04
2-83-130-0000	Benefits	67,620.99	62,419.36	48,995.16	13,424.20	27.54
2-83-148-0000	In Serv Training/Development	7,500.00	6,875.00	921.39	5,953.61	87.71
2-83-211-0000	Travel, Subsistence	3,000.00	2,750.00	2,419.38	330.62	19.35
2-83-211-0003	Public Relations	1,000.00	916.63	0.00	916.63	100.00
2-83-212-0000	Memberships	3,500.00	3,208.37	3,226.42	(18.05)	7.81
2-83-215-0000	Freight & Postage	4,500.00	4,125.00	1,425.40	2,699.60	68.32
2-83-217-0000	Telephone & Communications	9,000.00	8,250.00	8,649.42	(399.42)	3.89
2-83-220-0000	Advertising	1,000.00	916.63	0.00	916.63	100.00
2-83-220-0001	Printing	1,000.00	916.63	64.00	852.63	93.60
2-83-230-0000	Professional Services	15,000.00	13,750.00	0.00	13,750.00	100.00
2-83-230-0001	AHS - Water Testing	1,800.00	1,650.00	750.00	900.00	58.33
2-83-250-0000	Cont Services - Bldg	40,000.00	36,666.63	62,049.56	(25,382.93)	(55.12)
2-83-250-0001	Cont Service - Repairs & Maintenance	10,000.00	9,166.63	13,521.57	(4,354.94)	(35.21)
2-83-250-0002	Contracted Services - Electric	5,000.00	4,583.37	5,681.66	(1,098.29)	(13.63)
2-83-250-0003	Contracted Services - Cleaning	5,000.00	4,583.37	1,669.97	2,913.40	66.60
2-83-250-0004	Contracted Services - Elevator	3,000.00	2,750.00	2,473.24	276.76	17.55



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2-83-250-0005	Contracted Services - Activenet	10,000.00	9,166.63	3,045.89	6,120.74	69.54
2-83-250-0007	Contracted Services - Other	2,000.00	1,833.37	466.54	1,366.83	76.67
2-83-260-0000	Equipment/Rental Lease	3,500.00	3,208.37	3,085.92	122.45	11.83
2-83-274-0000	Insurance	15,264.11	15,264.11	15,264.11	0.00	0.00
2-83-510-0000	General Supplies	4,000.00	3,666.63	1,659.78	2,006.85	58.50
2-83-510-0001	Chemicals	32,500.00	29,791.63	18,514.13	11,277.50	43.03
2-83-510-0002	Stationery Supplies	2,500.00	2,291.63	995.04	1,296.59	60.19
2-83-510-0004	Clothing Allowance	1,000.00	916.63	975.43	(58.80)	2.45
2-83-510-0005	Merchandise Sales - Pool	5,000.00	4,583.37	2,086.44	2,496.93	58.27
2-83-510-0006	Programming Supplies	7,000.00	6,416.63	4,489.83	1,926.80	35.85
2-83-520-0000	Equipment, Repairs & Maintenance	15,000.00	13,750.00	9,496.70	4,253.30	36.68
2-83-540-0000	Utilities	160,000.00	146,666.63	120,703.84	25,962.79	24.56
2-83-540-0001	Water/Sewer	67,500.00	61,875.00	56,249.00	5,626.00	16.66
2-83-550-0001	Health & Safety	1,000.00	916.63	550.57	366.06	44.94
* TOTAL Recreation Centre Exps		895,058.79	824,681.37	662,865.98	161,815.39	25.94
Fitness Centre Expenses						
2-84-217-0000	Telephone, Communications - Fitness	1,500.00	1,375.00	727.64	647.36	51.49
2-84-250-0000	Cont Service - Fitness Centre - Bldg	2,000.00	1,833.37	525.00	1,308.37	73.75
2-84-250-0001	Cont Service - Fitness Centre - Equip	3,500.00	3,208.37	1,378.54	1,829.83	60.61
2-84-251-0001	Contracted Services - Fitness Instructor	6,500.00	5,958.37	90.00	5,868.37	98.61
2-84-510-0000	General Supplies - Fitness	1,000.00	916.63	0.00	916.63	100.00
2-84-520-0000	Equipment	6,000.00	5,500.00	5,176.51	323.49	13.72
* TOTAL Fitness Centre Expenses		20,500.00	18,791.74	7,897.69	10,894.05	61.47
Recreation/Fitness Facility Ex						
2-85-250-0000	Contracted Services - Bldg	5,000.00	4,583.37	10,931.61	(6,348.24)	(118.63)
2-85-250-0001	Contracted Services - Equipment	2,500.00	2,291.63	733.63	1,558.00	70.65
2-85-250-0004	Elevator	2,200.00	2,016.63	1,974.56	42.07	10.24
2-85-510-0000	General Supplies	1,000.00	916.63	578.85	337.78	42.11
2-85-540-0000	Utilities	10,000.00	9,166.63	8,644.09	522.54	13.55
2-85-770-0000	Grants/Waiver of Fees C/C Organizations	2,500.00	2,291.63	0.00	2,291.63	100.00
* TOTAL Recreation/Fitness Facil		23,200.00	21,266.52	22,862.74	(1,596.22)	1.45
** TOTAL TOWN EXPENSES		7,060,180.25	6,287,751.31	5,643,063.06	644,688.25	20.07
*** SURPLUS/DEFICIT		(123,143.99)	(665,645.55)	(1,465,445.37)	799,799.82	(1,090.03)

November 19, 2021

Town of Beaverlodge
c/o Jeff Johnston, CAO
Box 30
Beaverlodge, Alberta
T0H 0C0

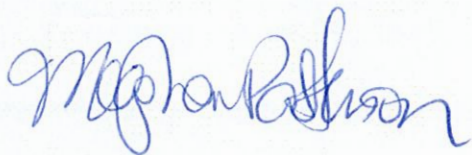
Dear Mr. Johnston:

On behalf of the Royal Alberta Museum, I would like to thank you for your generous donation of artifacts that have been accessioned into the Museum's Military & Government History collection. The reference number for your donation is H21.38, and our records will reflect your organization as the originating donor.

This acquisition is very much appreciated; it will assist us in preserving and interpreting important aspects of Alberta's history. Donations such as this also help to ensure that our work at the museum fosters wonder, inquiry, and new understandings about Alberta and its place in the world.

If you have any questions, please contact Petra Reichwein, Assistant Collections Manager, at (780) 991-5821 or petra.reichwein@gov.ab.ca.

Yours truly,



Meaghan Patterson
Executive Director



ROYAL ALBERTA
MUSEUM

December 1, 2021

Mayor and Council
Town of Beaverlodge

As you are aware Opioids continue to have a devastating impact on our people and our communities. To bring more awareness and information, Family and Community Support Services in the County of Grande Prairie, the Towns of Beaverlodge and Wembley, Beaverlodge Victim Services, Horse Lake First Nations and other partners are bringing an interactive opioid exhibit to the Beaverlodge Community Centre on March 2 – 5, 2022.

Somebodies Someone – the opioid crisis in our community will be launching with an opening ceremony on March 2nd at 2:00 pm and we invite Mayor Rycroft to bring greetings and all council members to attend and tour the exhibit. If you would like to see what the exhibit entailed please follow this link: [Opioids Don't Discriminate An Interactive Journey](#)

Our goal is to share information about opioids and to personalize this crisis by bringing real stories about friends, family and neighbors whose lives have been impacted.

We hope you will be able to attend.

On behalf of the planning committee,

Sincerely,

The Opioid Exhibit Committee

Council Action Items

Item Number	Subject	Requested On	People Responsible	Item Notes	Status	Target Date of Completion
1	10A St & Highway 43 (Subway Intersection)	22-Jun-20	CAO/Admin	Intersection has been surveyed - 2022 capital plan	In progress	1/1/2022
2	Set Meeting for PWSD land	14-Sep-20	Admin	Contact PWSB and the Chair of the Parents Advisory Council to set up a meeting with council to discuss the future use of the land located on 7th Ave between 10th & 11th Street. Letter regarding Council's preference to wait until in-person meetings are allowed was sent Jan 28, 2021.	On Hold	Winter 2022
3	Recreation Centre Rate Review	27-Sep-21	CAO/Admin	Review all the Recreation Centre Rates	On Hold	1/1/2022
4	Grande Prairie & District Catholic School Board	26-Oct-20	Admin	Met with Superintendent and Principal. Requested a meeting between the Board and Council.	In progress	Winter 2022
5	PWSB Joint Agreement	22-Nov-21	CAO	Explore a Joint Agreement with Peace Wapiti School Board	In Progress	Spring 2022
6	GMHL WEST	9-Aug-21	CAO	Pursue an agreement with GMHL and bring back to Council - currently reviewing sample Ice Use Agreement	In progress	Winter 2021/2022

Current as of: **Monday, December 13, 2021**

1.2



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Council Activity Report

Period: December, 2021

Council Name: Cody Moulds		
Date	Committee/Meeting Title	Comments/Purpose
Nov 8	Town Council	Regular Meeting
Nov 12	Community Futures	Introduction to all new members
Nov 15	Economic Development	Christmas Craze planning
Nov 16 – 19	AUMA	Attended the AUMA in Edmonton
Nov 22	Town Council	Regular Meeting
Nov 29	Economic Development	Christmas Craze update / New board member options



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Council Activity Report

Period: November, 2021

Council Name: Judy Kokotilo-Bekkerus		
Date	Committee/Meeting Title	Comments/Purpose
Nov 04_2021	South Peace Physician Attraction and Retention	Quarterly Scheduled Meeting-County Office
Nov 08_2021	Grande Spirit Foundation	GSF/City Property Mapping - Teams meeting
Nov 08_2021	Town Council	Regular Council Meeting
Nov 09_2021	Grande Spirit Foundation	Virtual Conference - An Indigenous Perspective on Diversity, Inclusion and Belonging
Nov 10_2021	Grande Spirit Foundation	Meeting MP Warkentin's Office
Nov 11_2021	Other	Remembrance Day Ceremony
Nov 13_2021	Grande Spirit Foundation	NonEvent Live Stream
Nov 16-19_2021	Other	AUMA Conference in Edmonton
Nov 22_2021	Town Council	Regular Council Meeting
Nov 23_2021	Grande Spirit Foundation	ASCHA Virtual Nominating Committee Meeting
Nov 25_2021	Grande Spirit Foundation	Holiday Luncheon Board Representation



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Council Activity Report

Period: November 2021

Council Name: Cyndi Corbett		
Nov 8	Town Council	Regular Council Meeting
Nov 9	WASP	Introduction, Hybrid meeting in January in Beaverlodge
Nov 15	Community Economic Development Committee	Introduction of new member
Nov 17-19	AUMA	Series of conferences designed to help us do our job better
Nov 22	Town Council	Public hearing regarding land use bylaw, passed bylaw #1009

Department: Fire Department

Date: November 2021

From: Stan Metcalfe, Fire Chief.

In the Month of November, the Beaverlodge Fire Department responded to 24 calls for service.

Town of Beaverlodge	12
County Of GP	12
Vegetation fire	1
Monitored Alarm	2
Medical Co-Response	12
Motor Vehicle Accident	5
Vehicle Fire	1
Animal Rescue	2
Unsafe Burning in Firepit	1

November was another very busy month for the Fire Department, with increased call volume.

Notable increase in medical co-response calls in November.

There has also been multiple motor vehicle collisions, primarily on Highway 43.

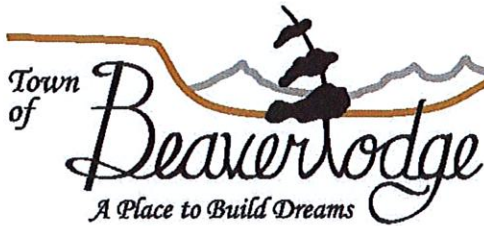
Monthly Report to Council

Date: Dec 7th 2021

From: Nick Kebalo

Department: PW

Project/Event	Highlights/Concerns
Ditch work	Small areas of the industrial will continue to be completed as time allows, until snow levels reach the point where the cost benefit is zero.
Snow clearing / sanding	Sanding has started throughout town as weather conditions dictate.
Budget preparation	PW has started work on 2022 budget, and a 5 year capital plan for the town.
Outdoor Rink	The rink has been flooded multiple times and we are on track to open Dec 17 th or earlier.
Lagoon release	Annual release is complete, no issues occurred during release.
2022 road work	Planning has commenced for 2022 paving, boreholes have been taken on 4 th and BASE engineering has started to prepare the tender package for January 2022 issue.



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Monthly Report to Council
Date: Period ending NOVEMBER 2021

From: Tina Letendre

Department: Administration

Project/Event	Highlights/Concerns
Financial Administration	<ul style="list-style-type: none">• Monthly Variance reports for managers• Payroll• Submitted application to Gas Tax for Valve & Hydrant Management as per Capital Budget
Other Initiatives	<ul style="list-style-type: none">• Wrote Signing Authority Policy as per ATB recommendations• Processed CIC Rebates• Processed Urban Weed Control Grant to County
Development	<ul style="list-style-type: none">• Wrote up new amended Quality Management Plan (QMP) as per Safety Code Audit• Met with Rob Renschler to ensure compliance with Safety Code and QMP• Monthly Statistic's Canada Building & Demolition report• No new Development Permits for November

Monthly Report to Council

From: Trudy Hodges

Date: December 2021

Department: FCSS

Project/Event	Highlights/Concerns
Administrative Tasks	<ul style="list-style-type: none"> ○ Newspaper/Newsletter ○ Posters ○ Busy with food bank hampers
Meetings	<ul style="list-style-type: none"> ○ Restorative Justice on hold until the New Year
Programs	<ul style="list-style-type: none"> ○ 70 Christmas Hampers will be given out or delivered on December 20th. ○ Opioid Presentation/Display is set for early March 2022 ○ 6 families = 20 kids and 3 adults were provided with winter gear through the Coats for Kids program ○ 46 families accessed Food Bank in November ○ Filed 2 income taxes for 2020
Staffing	<ul style="list-style-type: none"> ○ No changes ○
Training & Development	<ul style="list-style-type: none"> ○ Trudy and Reanna attended the FCSS Conference virtually ○
Other	<ul style="list-style-type: none"> ○ 2 newcomer packages given out ○ Community Bus is back up and running after the Amisk Court outbreak status was lifted December 3 ○ Working on bus layouts and pricing for new Community Bus ○ Monetary and food donations for the food bank continue to come in daily ○ 4 income support/AISH applications were filled out with clients and then sent for approval ○ Busy with walk-ins for info and referral for funding resources ○

Beaverlodge Report to Council

From: Rae Cook, Parks and Recreation Manager

Date: December 2021

Department: Recreation

Facility	Highlights
Recreation Center	<ul style="list-style-type: none"> 20% off all membership purchases are now in effect for the entire month of December. <p>Aquatics:</p> <ul style="list-style-type: none"> Beaverlodge Christmas Craze WIBIT weekend was a success, even with limiting capacity Lifeguards have been hired. Admin is working out dates for an upcoming Water Safety Instructor Course in house to train them to teach swimming lessons. Aquatics Supervisor position is not yet filled, but have a few candidates <p>Fitness Center:</p> <ul style="list-style-type: none"> Partnered with a local GPRC practicum student who will be working through her practicum hours here in the fitness center. Two new treadmills were purchased to replace the broken ones.
Community Kitchen/Gym	<ul style="list-style-type: none"> No update at this time
Community Center/Multipurpose Room	<ul style="list-style-type: none"> The Farmers Market Christmas Craze in the Community Center and Multi-purpose Room was a success, with a lot of traffic throughout the building.
Arena	<ul style="list-style-type: none"> We have hired Security for the last two Tournaments to ensure all AHS regulations are being followed. The Concession is happy with the changes and access to the East Bleachers during games for more seating. GPRRC Ice Managers meeting was held. Discussions were had about documenting and submitting the Black-ice/ Ice allocations, all managers shared what their arenas were offering in terms of REP or running with restrictions for both the arena and concession.
GPRRC	<ul style="list-style-type: none"> Upcoming Elected officials meeting December 14th 11:00am-2:00pm
Other	<ul style="list-style-type: none"> Snow Shoes that were purchased in 2020 for the community to rent are still on back order.