



AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING  
TO BE HELD MONDAY JANUARY 10, 2022 AT 7:00 PM  
IN COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE, AB

1.0	<b><u>CALL TO ORDER:</u></b>	
2.0	<b><u>ADOPTION OF AGENDA:</u></b>	
3.0	<b><u>ADOPTION OF MINUTES:</u></b> 3.1 December 13, 2021 - Regular Council Meeting Minutes	PP 2-5
4.0	<b><u>DELEGATIONS:</u></b> 4.1 George Dominey – Water Meter – <i>tentative</i>	
5.0	<b><u>OLD BUSINESS:</u></b> 5.1 Revised Bylaw 967-1 – Code of Conduct for Council Members	PP 6-13
6.0	<b><u>NEW BUSINESS:</u></b> 6.1 George Dominey – Water Meter  6.2 Engagement Invitation for Alberta Provincial Police Service Transition Study – Honourable Kaycee Madu  6.3 Crosslink Multiplex Addition – Grande Prairie Regional Recreation Committee – Councillor Cody Moulds  6.4 Committee of the Whole – Councillor Cody Moulds  6.5 Walking Trails – Councillor Cody Moulds  6.6 Land Use Bylaw Amendment #1011 – Rezoning – 1 <sup>st</sup> Reading & set Jan 24, 2022 as Public Hearing	PP 14-19  PP 20-33  PP 34
7.0	<b><u>CORRESPONDENCE:</u></b> 7.1 Firehall Building Committee Minutes – December 1, 2021  7.2 Firehall Building Committee Minutes – December 9, 2021  7.3 Peace Library System 2022 Budget	PP 35  PP 36  PP 37-53
8.0	<b><u>COMMITTEE AND STAFF REPORTS:</u></b> 8.1 Action List  8.2 Council Reports	PP 54  PP 55-57
9.0	<b><u>Closed Session:</u></b> 9.1	
10.0	<b><u>ADJOURNMENT:</u></b>	



**REGULAR COUNCIL MEETING MINUTES**  
**HELD MONDAY DECEMBER 13, 2021 AT 7:00 PM**  
**COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA**

<b>COUNCIL</b>	Mayor Gary Rycroft	Councillor Cyndi Corbett
	Deputy Mayor Gena Jones	Councillor Judy Kokotilo-Bekkerus
	Councillor Cal Mosher	Councillor Cody Moulds
	Councillor Hugh Graw	
<b>STAFF</b>	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**

**#332-2021-12-13**     Councillor Judy Kokotilo-Bekkerus

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

- 6.12 – Firehall Building Committee Minutes Dec.1, 2021
- 6.13 - Water Treatment Plant Upgrade Update

**3.0     ADOPTION OF MINUTES**

3.1 November 22, 2021 Regular Council Meeting Minutes

**#333-2021-12-13**     Councillor Cyndi Corbett

**CARRIED:** That Council accepts the minutes of the November 22, 2021 Regular Council Meeting with the following change:

- 6.3 Traffic Bylaw #1010 Resolution # **323-2021-11-22** should read *“That Council directs Administration to bring Bylaw #1010 Traffic Bylaw back for a review in September of 2022.”*

**4.0     DELEGATIONS**

4.1 George Dominey – Water Meter – unable to attend

4.2 Glenda Farnden – STARS Donation Update

**#334-2021-12-13**     Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council accepts this presentation for information.

**5.0     OLD BUSINESS**

5.1 Review Bylaw #967 – Code of Conduct for Council Members

**#335-2021-12-13**     Deputy Mayor Gena Jones

**CARRIED:** That Council directs Administration to make the discussed changes to Section 12.1.b and add the term “illegal” as well as to rewrite Section 20.1 with the intent that the review is done annually. Administration is to bring back to Council at the January 10 Regular Council meeting for completion of the review.

5.2 Review Bylaw # 1001 – Procedure of Council Meetings and Conduct of Council

**#336-2021-12-13** Councillor Cyndi Corbett

**CARRIED:** That Council has completed their review and accepts this bylaw as presented.

**6.0** **NEW BUSINESS**

6.1 George Dominey – Water Meter – unable to attend

6.2 STARS Donation

**#337-2021-12-13** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council directs Administration to bring this request forward to the 2022 Budget Meetings.

6.3 David Lord – Requesting Letter of Support

**#338-2021-12-13** Deputy Mayor Gena Jones

**CARRIED:** That Council directs Administration to write a Letter of Support, as requested, which Mayor Rycroft will sign.

6.4 Quality Management Plan

**#339-2021-12-13** Councillor Cal Mosher

**CARRIED:** That Council approves the Quality Management Plan as presented and requests Administration to mark it for annual review.

6.5 Interim Budget Request

**#340-2021-12-13** Councillor Hugh Graw

**CARRIED:** That Council approves the 2022 Interim Operating Budget based on 50% of the Approved 2021 Operating Budget.

6.6 2021 Tax Recovery Update

**#341-2021-12-13** Councillor Hugh Graw

**CARRIED:** That Council accepts this for information as presented.

6.7 Adding Amounts Owing to Tax Roll

**#342-2021-12-13** Deputy Mayor Gena Jones

**CARRIED:** That Council approves Administration to add \$4,354.77 to Tax Roll #20087000 for costs incurred due to the recovery of taxes.

6.8 Council Renumeration Policy 100

**#343-2021-12-13** Councillor Cyndi Corbett

**CARRIED:** That Council approves Policy 100 – Council Renumeration Policy, as presented.



6.9 Signing Authority Policy C-9

**#344-2021-12-13** Councillor Cyndi Corbett

**CARRIED:** That Council approves Policy C-9 – Signing Authority Policy as presented.

6.10 Year-to-Date Financials

**#345-2021-12-13** Deputy Mayor Gena Jones

**CARRIED:** That Council accepts the Year-to-Date financial information as presented.

6.11 Naming of Town Streets

**#346-2021-12-13** Deputy Mayor Gena Jones

**CARRIED:** That Council approves the honorary naming of 4<sup>th</sup> Avenue from 11<sup>th</sup> Street to 5<sup>th</sup> Avenue, as "**Geoff Walker Way**", in recognition for representing Canada at the 2022 Beijing Winter Olympic Games.

6.12 Firehall Building Committee Minutes – Dec 1, 2021

**#347-2021-12-13** Councillor Hugh Graw

**CARRIED:** That Council accepts for information, the minutes from the December 1, 2021 Firehall Building Committee meeting as presented.

6.13 Water Treatment Plant Upgrade Update

**#348-2021-12-13** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council accepts for information, the update on the Water Treatment Plant Upgrade as presented.

**7.0** **CORRESPONDENCE:**

7.1 Royal Alberta Museum Thank You

**#349-2021-12-13** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council accepts this information as presented.

7.2 Opioid Exhibit Committee Invitation

**#350-2021-12-13** Deputy Mayor Gena Jones

**CARRIED:** That Council accepts this information as presented.

**8.0** **COMMITTEE AND STAFF REPORTS**

8.1 Action List

**#351-2021-12-13** Councillor Cyndi Corbett

**CARRIED:** That Council accepts the action list as presented.

8.2 Council & Staff Reports

**#352-2021-12-13** Councillor Cyndi Corbett

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

**9.0** **CLOSED SESSION:**

*nil*



10.0 ADJOURNMENT

Mayor Gary Rycroft adjourned the meeting.

8:21 PM

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Mayor, Gary Rycroft

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CAO, Jeff Johnston

## TOWN OF BEAVERLODGE

### REVISED BYLAW #967-1

#### 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 illegal, 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,~~ annual review, 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 \_\_\_\_\_ day of \_\_\_\_\_ 2022.

READ a Second time this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

READ a Third time this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

SIGNED AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
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.





ALBERTA  
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister*  
*MLA, Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.


In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing [jsg.appstranstionstudy@gov.ab.ca](mailto:jsg.appstranstionstudy@gov.ab.ca).

Yours very truly,



Kaycee Madu, QC  
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs



# Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study  
Secretariat

## Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

## Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

### Engagement Registration

Dates (2022)	Time	Location <sup>1</sup>	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297</a>

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<sup>1</sup> Addresses will be provided when available.



January 10	2:00pm to 4:30pm	Fort Saskatchewan	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077</a>
January 11	8:30am to 11:00am	St. Albert	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797</a>
January 11	2:00pm to 4:30pm	Stony Plain	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767</a>
January 12	9:00am to 11:30am	Westlock	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257</a>
January 12	2:00pm to 4:30pm	Athabasca	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407</a>
January 13	8:30am to 11:00am	Ft. McMurray	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107</a>
January 24	8:30am to 11:00am	Okotoks	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847</a>
January 25	8:30am to 11:00am	Claresholm	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757</a>
January 25	2:00pm to 4:30pm	Pincher Creek	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747</a>
January 26	2:00pm to 4:30pm	Lethbridge	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827</a>
January 27	8:30am to 11:00am	Medicine Hat	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807</a>
January 27	2:00pm to 4:30pm	Brooks	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797</a>
January 28	8:30am to 11:00am	Strathmore	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467</a>
February 7	8:30am to 11:00am	Red Deer	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987</a>
February 7	2:00pm to 4:30pm	Red Deer	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617</a>

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February 8	8:30am to 11:00am	Rocky Mountain House	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877</a>
February 9	8:30am to 11:00am	Stettler	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497</a>
February 9	2:00pm to 4:30pm	Hanna	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947</a>
February 10	8:30am to 11:00am	Airdrie	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347</a>
February 10	2:00pm to 4:30pm	Olds	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257</a>
February 28	8:30am to 11:00am	Leduc	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157</a>
February 28	2:00pm to 4:30pm	Ponoka	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557</a>
March 1	8:30am to 11:00am	Camrose	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877</a>
March 1	2:00pm to 4:30pm	Wainwright	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567</a>
March 2	8:30am to 11:00am	Vermillion	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737</a>
March 3	8:30am to 11:00am	Bonnyville	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957</a>
March 4	2:00pm to 4:30pm	Smoky Lake	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347</a>
March 7	8:30am to 11:00am	Slave Lake	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357</a>
March 8	2:00pm to 4:30pm	Peace River	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837</a>
March 9	2:00pm to 4:30pm	High Level	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707</a>

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March 14	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127</a>
March 15	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347</a>
March 16	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227</a>
March 17	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097</a>
March 18	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007</a>
March 28	8:30am to 11:00am	Whitecourt	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677</a>
March 28	2:00pm to 4:30pm	Valleyview	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057</a>
March 29	2:00pm to 4:30pm	Grande Prairie	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767</a>
March 30	8:30am to 11:00am	Grande Prairie	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497</a>
March 31	8:30am to 11:00am	Edson	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777</a>
March 31	2:00pm to 4:30pm	Drayton Valley	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487</a>
April 1	2:00pm to 4:30pm	Edmonton	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317</a>

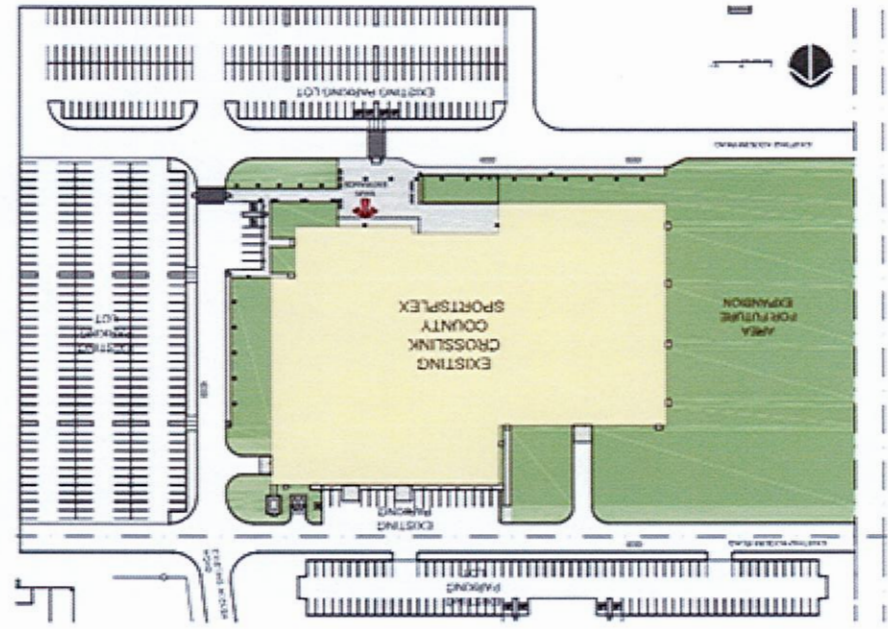
Last Updated: November 5, 2021



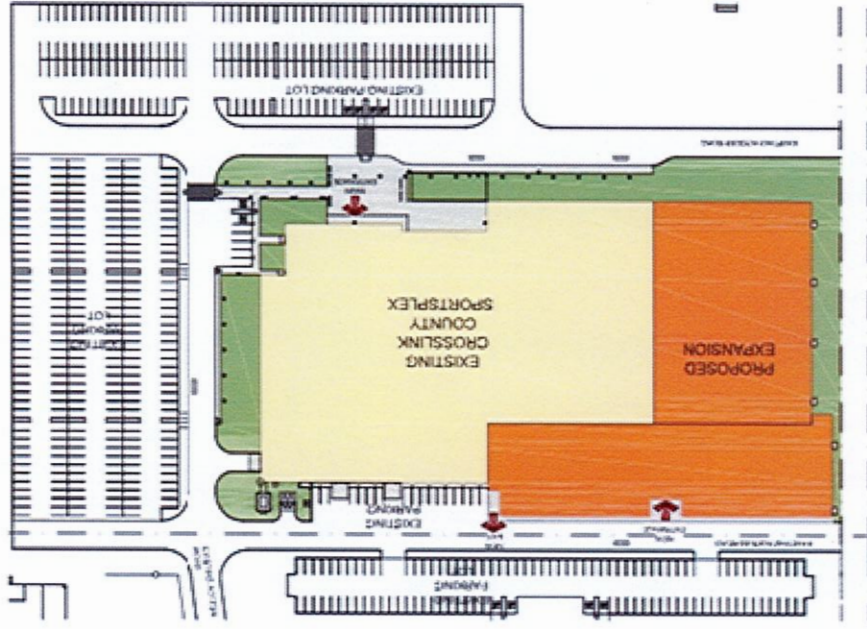


SITE PLANS

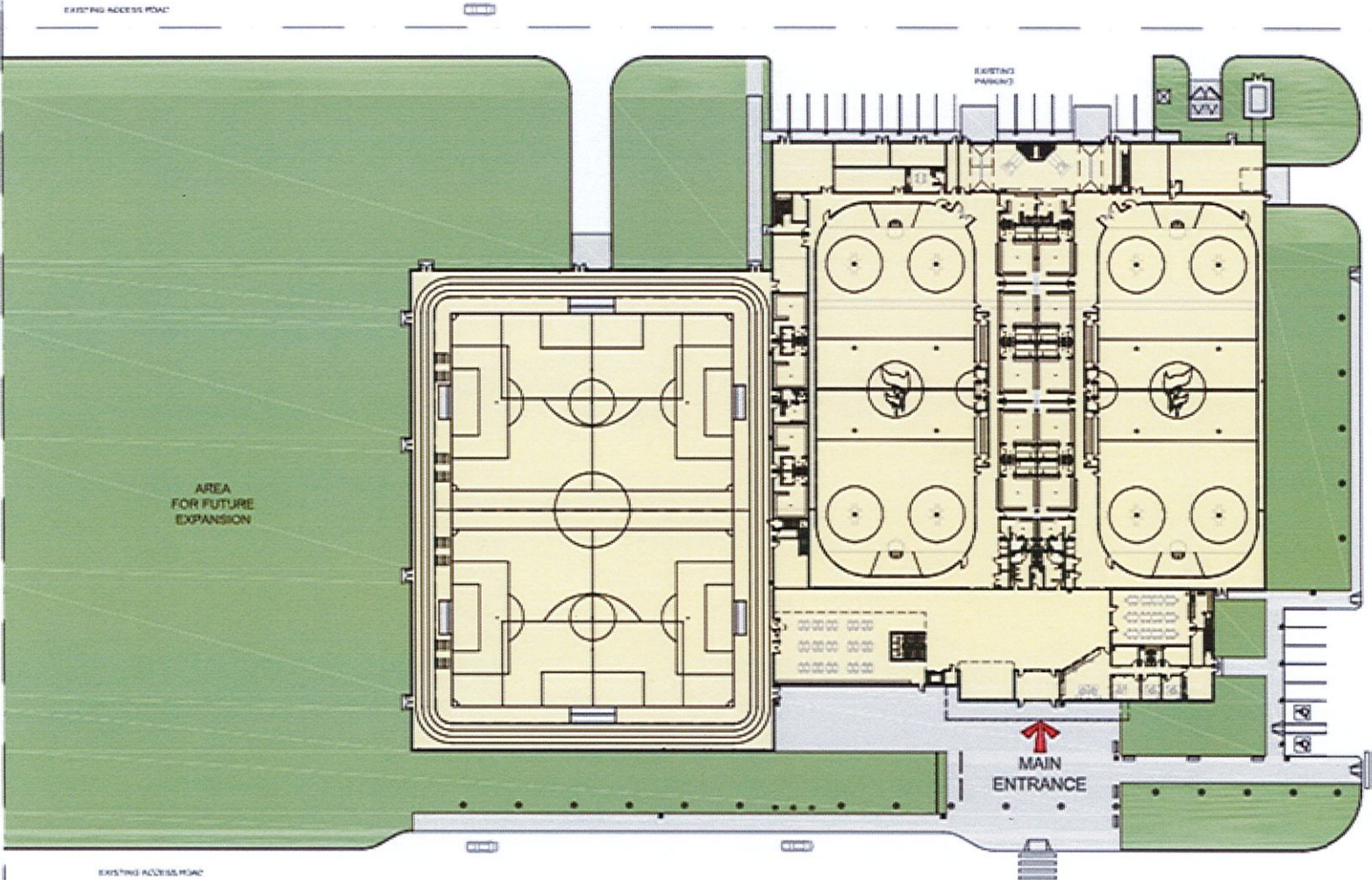
EXISTING SITE PLAN



PROPOSED SITE PLAN

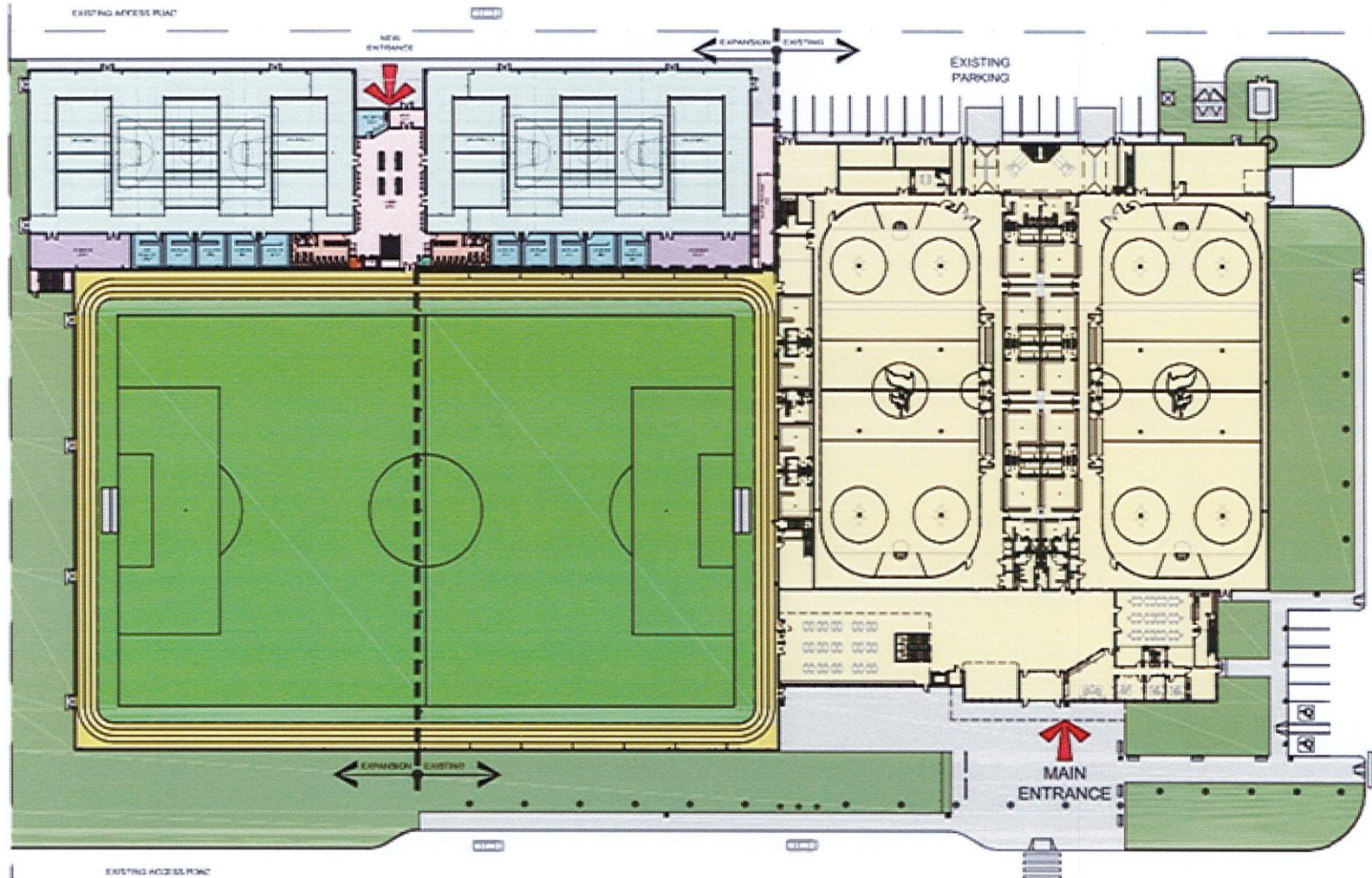


# EXISTING FLOOR PLAN





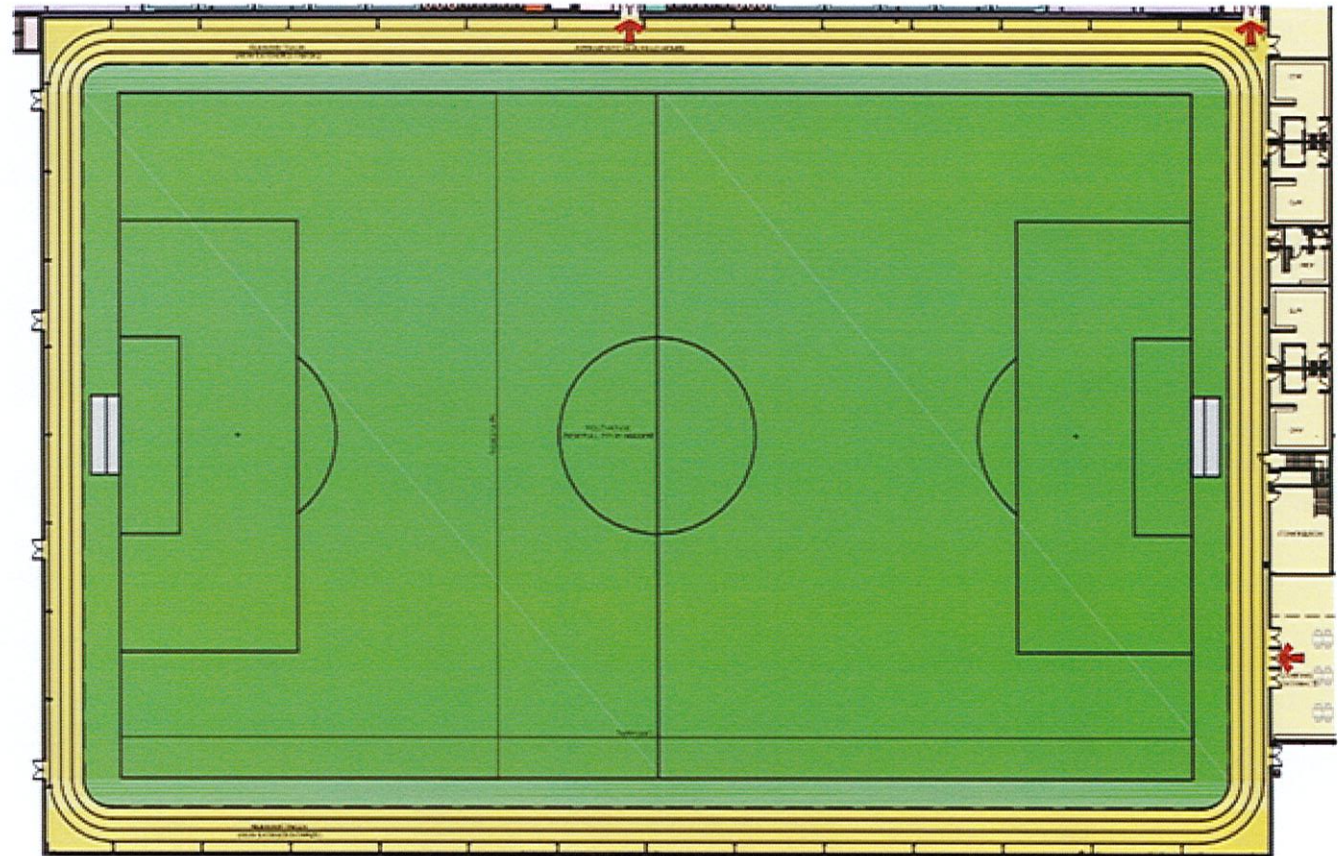
# PROPOSED FLOOR PLAN





## DESIGN FEATURES - SOCCER FIELD HOUSE EXPANSION

- New 4,400m<sup>2</sup> addition to existing pre-engineered Soccer Field House (SFH) to create "full pitch" 105m x 68m FIFA playing surface.
- Introduction of new doors for exiting, and new doors to connect fieldhouse to adjacent Volleyball Field House.
- Modifications to existing field turf and field turf lines.
- Introduction of new vision windows from second level Viewing Area in adjacent Volleyball Fieldhouse addition.
- Extension of new indoor field turf, and three lane running track.
- Introduction of new rated corridor at northeast corner to meet building code existing requirements.





## DESIGN FEATURES - VOLLEYBALL FIELD HOUSE ADDITION

- New 3,935 m<sup>2</sup> (on main level) Pre-Engineered Volleyball Fieldhouse (VFH) attached to expanded SFH. The VFH will feature:
  - a central Lobby with entrance vestibule from existing north side Crosslink driveway and parking lot. Lobby to have:
  - a new vestibule and Reception area entrance.
  - a locker bank with 100 lockers for athlete's use.
  - Seating areas with views to adjacent east and west activity spaces.
  - a stair and elevator to the Second Level.
  - Male & Female Washroom and shower facilities.
  - Space for vending machines.
  - Doors with connections to the adjacent Soccer Fieldhouse.
- Two (2) 1,755m<sup>2</sup>, Volleyball Fieldhouse activity spaces located east and west of the new Lobby. **In each activity space there will be:**
  - minimum 10.7m (35'-0") high to underside of any obstruction to accommodate sanctioned Men's volleyball tournaments.
  - two divider curtains suspended from the ceiling to separate the space into three different (activity) "sub-zones".
  - game lines to serve three (3) volleyball courts running north-to-south c/w proper clearances to obstructions (and sideline clearance) to accommodate sanctioned Senior Men's volleyball tournaments.
  - game lines to accommodate one (1) "championship" volleyball court, running east-to-west, and centered in the activity space.
  - game lines to serve three pickleball courts, superimposed over the volleyball courts noted above.
  - game lines to serve nine (9) badminton courts, one (1) basketball court, and one (1) tennis court.
  - Four (4) "dry" Change Room spaces equipped with benches only.
  - One (1) "dry" Referee Change Room space equipped with benches only.
  - One (1) 92m<sup>2</sup> (1,000 sq. ft.) sports equipment Storage Room.
- 990m<sup>2</sup> Second Level with:
  - Spectator viewing into Volleyball Activity and Soccer Fieldhouse spaces.
  - Mechanical Room
  - Washroom cluster
  - Meeting room, office, and Custodial space.
  - Stair and elevator to Main Level.
  - Two rated stairwells to meet building code (exit-ing) requirements.

### GAMELINE SUMMARY

Volleyball - 7 Courts  
Pickleball - 7 Courts  
Badminton - 18 Courts  
Basketball - 2 Courts  
Tennis - 2 Courts

### SPATIAL SUMMARY

Soccer Field House expansion:	4,400 m <sup>2</sup>
Volleyball Field House Addition:	3,935 m <sup>2</sup>
Upper Level Viewing Area:	990 m <sup>2</sup>
Total:	9,325 m <sup>2</sup>



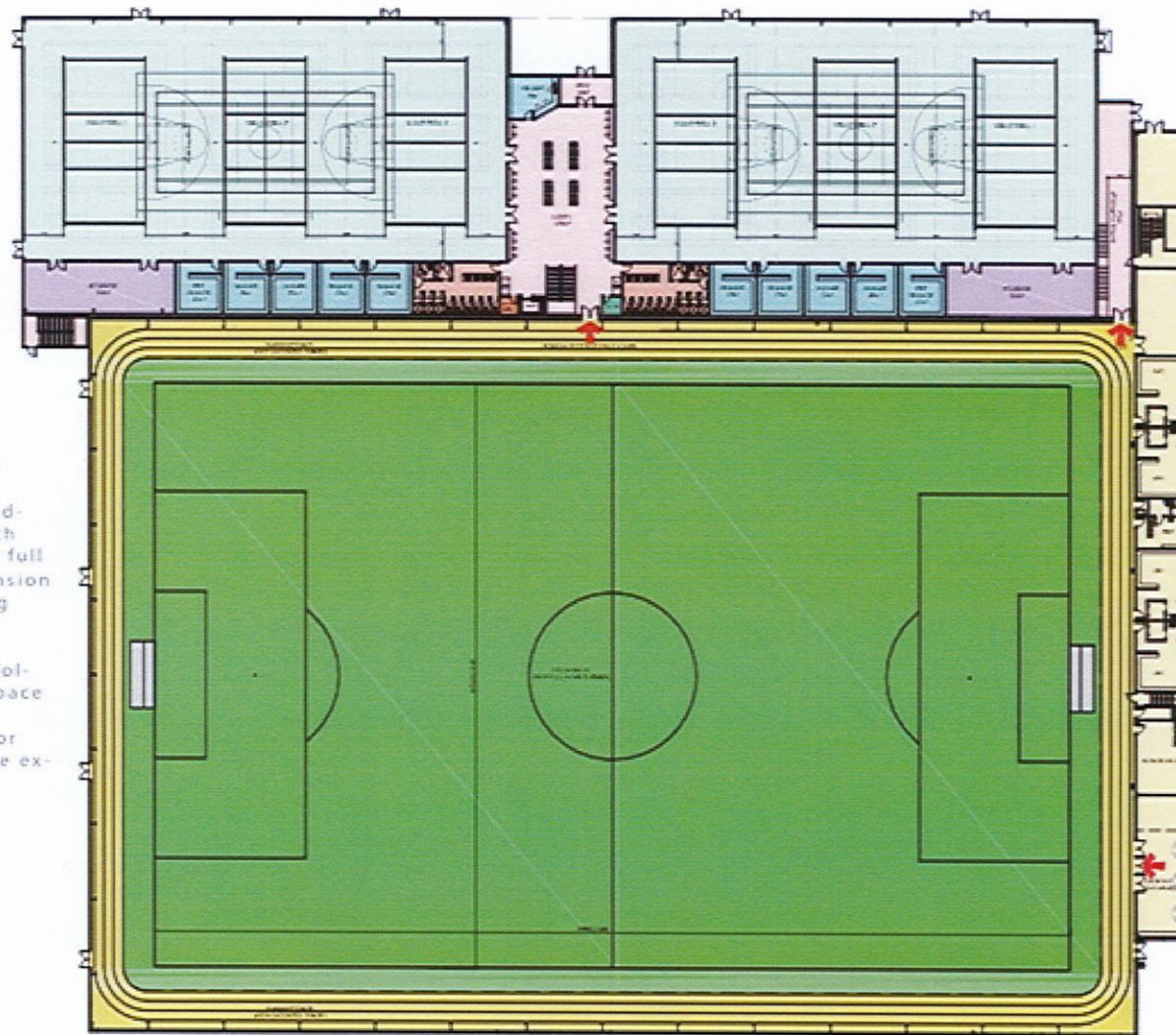
# SOCCKER / VOLLEYBALL FIELD HOUSE ADDITION - MAIN FLOOR PLAN

## SOCCKER FIELDHOUSE

Expanded soccer field-house shown in peach tone. Dimension for full pitch FIFA plus extension of three lane running track at perimeter.

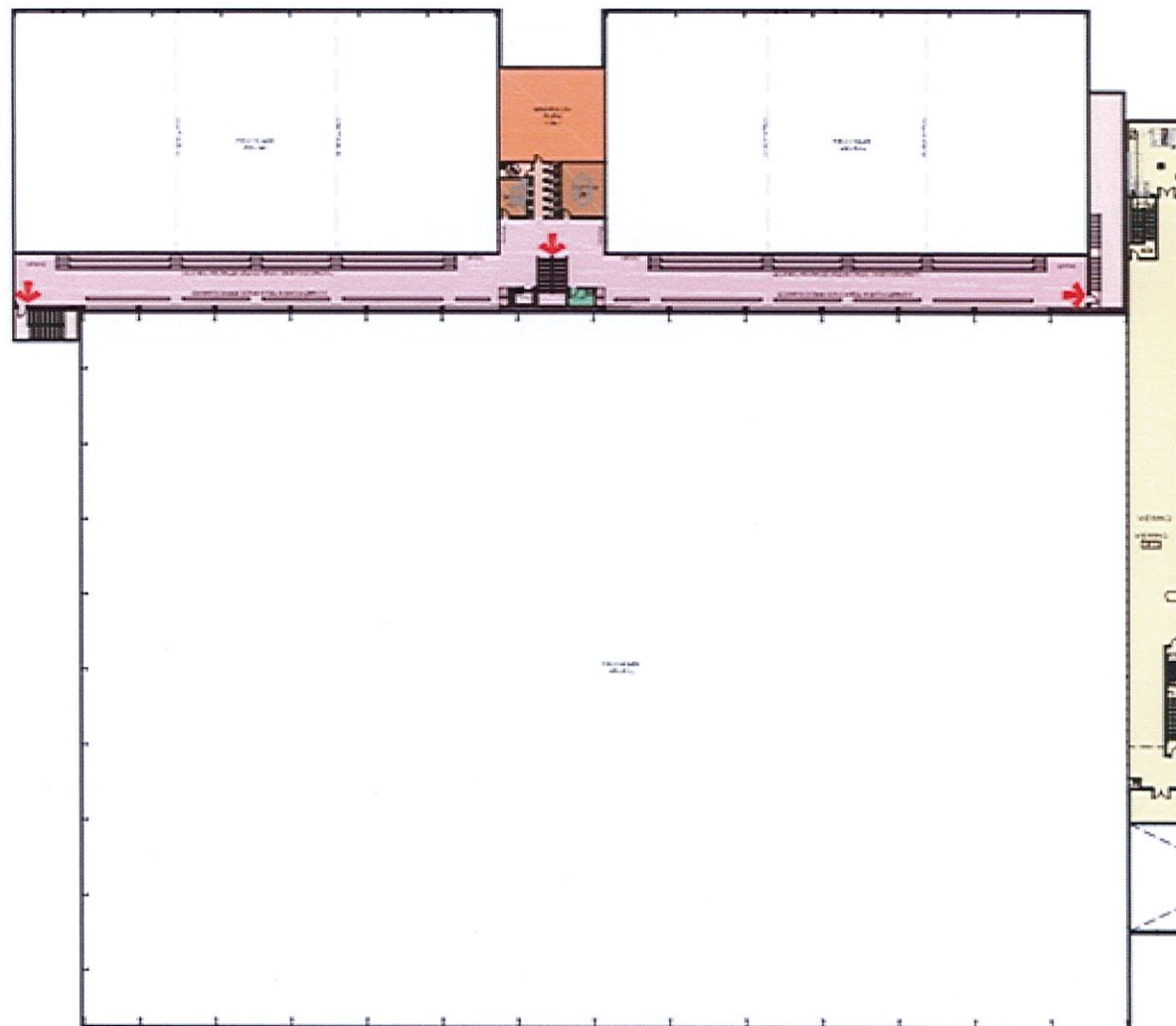
Connection to new Volleyball Fieldhouse space

New NE rated corridor for Soccer Fieldhouse exiting purposes.





# SOCCER / VOLLEYBALL FIELD HOUSE ADDITION - SECOND FLOOR PLAN



### TYPICAL GYM SPACE - MAIN LEVEL

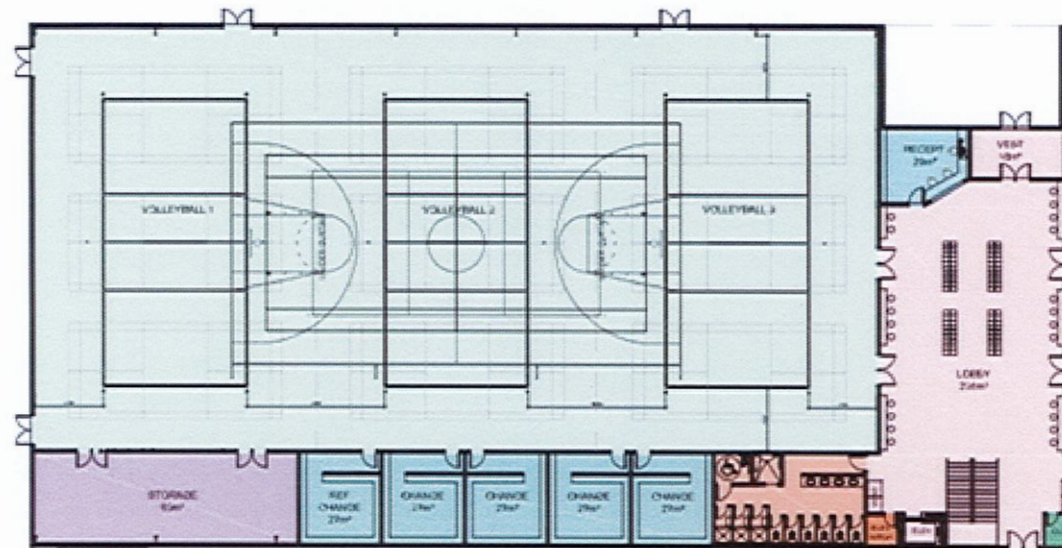
Three championship volleyball courts with side court and end court dimensions as required to meet sanctioned tournament standards.

Four "dry" Change Rooms and One "dry" referee room. Ref Room sized same as other change rooms to serve as 5th Change Room if required.

93m<sup>2</sup> (1,000 ft<sup>2</sup>) Storage Room)

Gym divider curtains placed between each Volleyball court.

Seven Volleyball & Pickleball, 9-badminton, one tennis, one basketball.



### LOBBY - CORE - MAIN LEVEL

Entrance alcove with Control / Reception desk

Bar counters with viewing into Gymnasium space.

100 double tier lockers placed as islands in Lobby. Supervised from Reception area.

Male & Female Washrooms- accessible from Lobby- c/w 7 water closets & 4 showers

Vending Machines

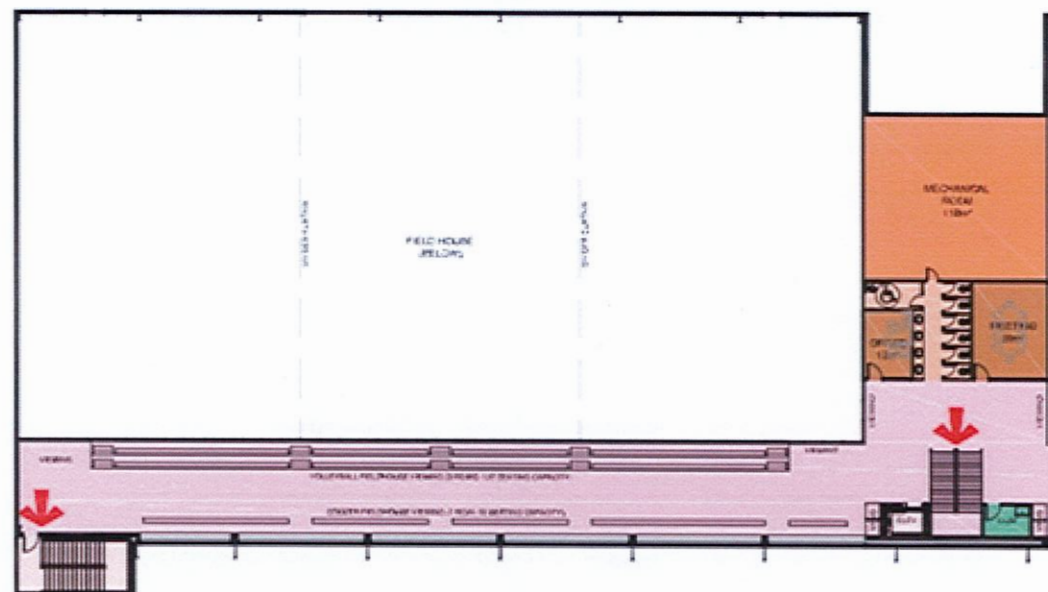
Stair and elevator to upper viewing area

Custodial Room

### TYPICAL GYM SPACE - UPPER LEVEL

Upper level viewing area with two rows of benches looking into Volleyball FH (120 seating capacity)

Upper level viewing area with one bench-row looking into soccer FH (70 seating capacity).



### CORE - UPPER LEVEL

Upper level water closets in dedicated rooms. Total quantity 21 water closets to meet code for 400 person occupancy.

Mechanical centered for efficient distribution of systems..

Meeting Room

Office

Stair and elevator to lower level Lobby / Core.

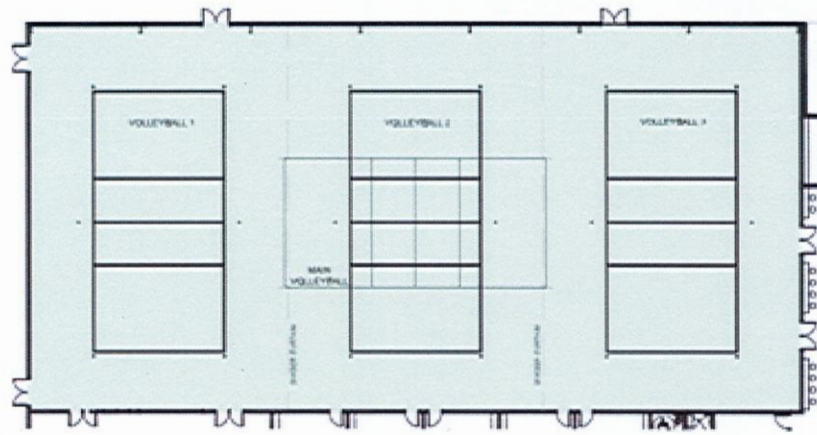
Vending Machines

Custodial Room

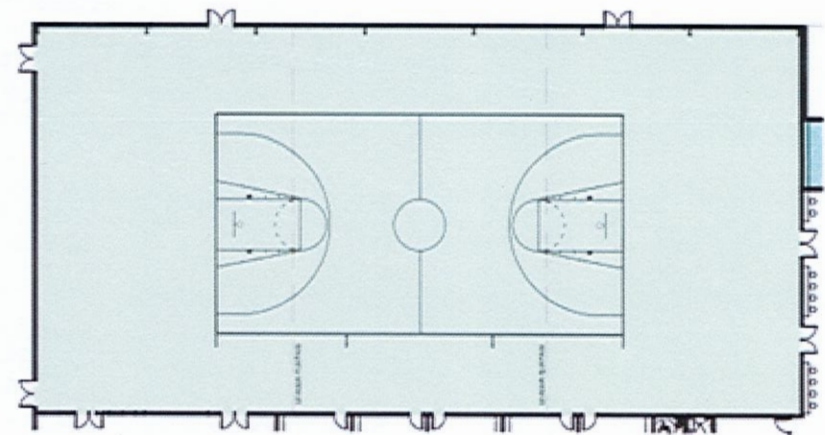




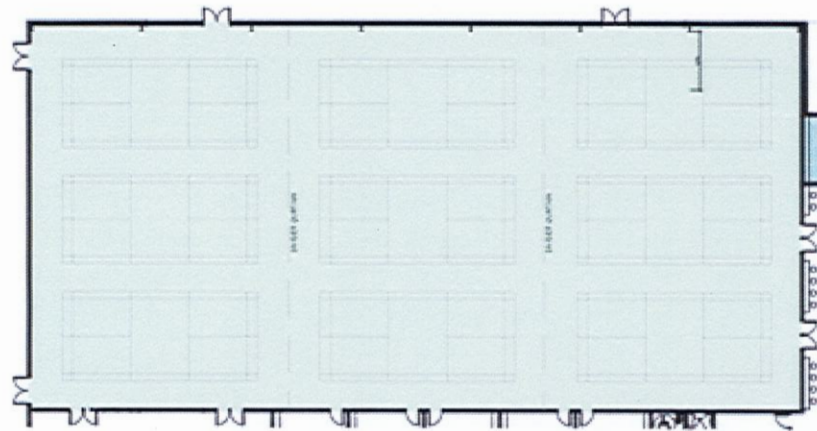
## VOLLEYBALL FIELD HOUSE ADDITION - GAME LINES



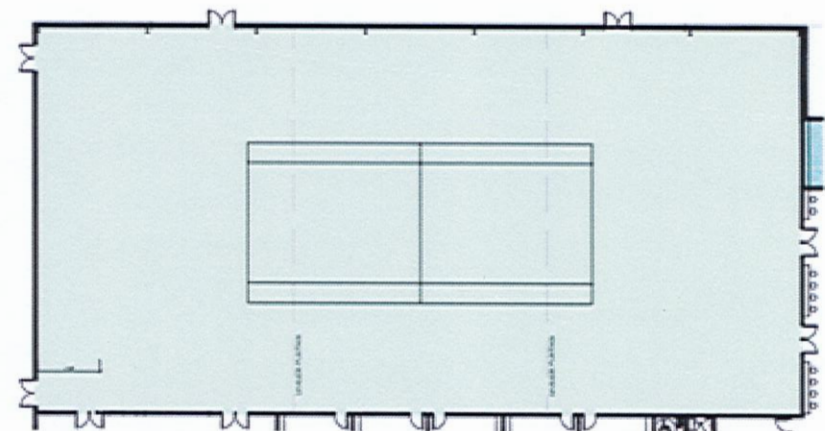
VOLLEYBALL & PICKLEBALL GAME LINES



BASKETBALL GAME LINES



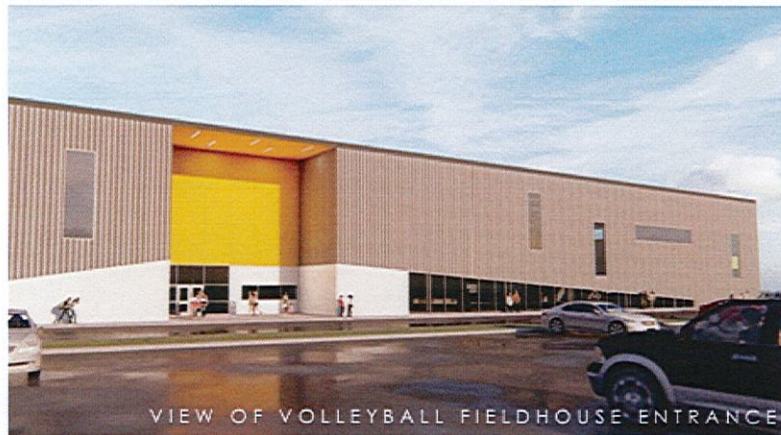
BADMINTON GAME LINES



TENNIS GAME LINES



## CONCEPTUAL RENDERINGS - VOLLEYBALL FIELD HOUSE





## CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE





## CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE VIEWING AREA





## CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE LOBBY





## CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE LOBBY



### COSTS

Class 'D' Unit rates as provided by Cuthbert Smith Group. Costs include, site work, services, and Contractor's mark-up & overhead.

Washroom Blocks	\$5,100/m2
Fieldhouse	\$2,700/m2
Interior spaces (Recept/ Meeting Rooms / Offices / Change Rooms / Custodial spaces.	\$3,200/m2

### COSTS - SOCCER EXPANSION

SPACE	AREA M2	RATE \$/M2	COST
Fieldhouse	4,400	\$2,700	\$11,880,000

### COSTS - FIELDHOUSE ADDITION

SPACE	AREA M2	RATE \$/M2	COST
Fieldhouse	3,500	\$2,700	\$9,450,000
Washroom	135	\$5,100	\$700,000
Interior	1,290	\$3,200	4,130,000
TOTAL	4,925		14,280,000



**BYLAW #1011**  
**TOWN OF BEAVERLODGE**

A BYLAW TO AMEND LAND USE BY-LAW #1004 OF THE TOWN OF BEAVERLODGE, IN THE PROVINCE OF ALBERTA.

WHEREAS, Council of the Town of Beaverlodge, in the Province of Alberta had adopted the Land Use By-Law; and

WHEREAS, the Council has the authority under the provisions of the Municipal Government Act, Chapter M-26 and amendments thereto, to amend the Land Use By-Law;

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

1) THAT the Land Use ByLaw #1004 is hereby amended as follows:

That the following plans be rezoned from Residential Low Density (R2) to Residential High Density (R3):

- Plan 1190HW Block 2 Lot 7
- Plan 2592ET Block 10 Lot 4
- Plan 2592ET Block 10 Lot 3

2) THIS bylaw comes into effect upon the date of it finally being passed.

Read a FIRST time this 10<sup>th</sup> Day of January 2022.

Read a SECOND time this \_\_\_\_ Day of \_\_\_\_\_ 2022.

Read a THIRD and FINAL time this \_\_\_\_ Day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Firehall Building Committee Meeting Minutes

Wednesday, December 1 at 5:15 PM

Council Chambers 400-10 ST, Beaverlodge, Alberta

**Members:** Hugh Graw, Chairman  
Peter Harris  
Krista Lucas  
Cal Mosher  
Bob Marshall

**Staff:** Stan Metcalfe, Fire Chief  
Nichole Young, Recording Secretary  
Jeff Johnston, CAO

**1.0 CALL TO ORDER** Chairman Hugh Graw called the meeting to order. **5:15 PM**

**2.0 ADOPTION OF AGENDA**

#003-2021-12-01 Member Bob Marshall

**CARRIED:** That Agenda is adopted as presented.

**3.0 ADOPTION OF MINUTES**

#004-2021-12-01 Member Peter Harris

**CARRIED:** That the minutes of the September 14, 2021 meeting are accepted as presented.

**4.0 NEW BUSINESS**

4.1 Beirsto & Associates

#005-2021-12-01 Member Peter Harris

**CARRIED:** That the project be awarded to Beirsto & Associates Engineering & Survey (BASE) for engineering and design as per the proposal, less the geotechnical and survey amount of \$50,150.00.

#006-2021-12-01 Member Peter Harris

**CARRIED:** That the Committee will go with the La Glace design with modifications from this committee.

**5.0 ROUNDTABLE** – general discussion about a design meeting.

**6.0 NEXT MEETING DATE** - Jeff will coordinate and send out potential dates.

**7.0 ADJOURNMENT**

Chairman Hugh Graw adjourned the meeting

6:30PM

Hugh Graw, Chairman

Jeff Johnston, CAO



Firehall Building Committee Meeting Minutes

Thursday, December 9, 2021 @ 5:30 PM

Council Chambers 400-10 ST, Beaverlodge, Alberta

**Members:** Hugh Graw, Chairman  
Peter Harris  
Krista Lucas  
Cal Mosher  
Bob Marshall

**Staff:** Stan Metcalfe, Fire Chief  
Nichole Young, Recording Secretary  
Jeff Johnston, CAO - absent

**1.0 CALL TO ORDER** Chairman Hugh Graw called the meeting to order. **5:33 PM**

**2.0 ADOPTION OF AGENDA**

#007-2021-12-09 Member Bob Marshall

**CARRIED:** That Agenda is adopted as presented.

**3.0 ADOPTION OF MINUTES**

#008-2021-12-09 Member Peter Harris

**CARRIED:** That the minutes of the September 14, 2021 meeting are accepted subject to verification that the amount stated in motion #005-2021-12-01 is \$50,150 not \$62,950.

**4.0 NEW BUSINESS**

4.1 Design Kickoff with Beirsto & Associates

- Stan went through the layout of the proposed building with BASE. Discussion on the changes and ideas were discussed generally. BASE will make changes to the model and send them out Dec 17. Next meeting on Dec 21 will be to discuss the updated version and further adjustments.

**5.0 ROUNDTABLE** – general discussion about the proposed changes.

**6.0 NEXT MEETING DATE** – Dec 21 @5:30 PM.

**7.0 ADJOURNMENT**

Chairman Hugh Graw adjourned the meeting

**7:17 PM**

Hugh Graw, Chairman

Jeff Johnston, CAO

1 December 2021

Gary Rycroft, Mayor  
Town of Beaverlodge  
P.O. Box 30  
BEAVERLODGE AB T0H 0C0

Dear Mayor Rycroft:

**Re: Peace Library System 2022 Budget**

As required by Peace Library System's Master Agreement with your municipality, a copy of the 2022 Operating Budget is enclosed along with the budget projections for 2023-2024. The 2022 Budget was approved by the System's Board of Directors on 30 November 2021. Please note that the municipal local appropriation for 2022 remains unchanged at \$6.37 per capita.

The Peace Library System's new 2022-2024 Plan of Service is available on the System's website at [www.peacelibrarysystem.ab.ca](http://www.peacelibrarysystem.ab.ca) and hard copies will be sent under different cover. The Peace Library Board uses the Plan of Service goals as the basis for its 2022 budget by focusing on priority service areas identified by member libraries. Peace Library System will support the region's public libraries through training and professional development, advocacy, marketing, IT and program support, and resource access.

2022 Operating Budget

The 2022 budget allows Peace Library System to continue to provide basic services such as ordering and cataloguing, automated circulation, IT support, interlibrary loan services and support from professional librarians. However, some special services are continuing and new services have been added to support member libraries and provincial initiatives. Following are some budget highlights:

- Special provincial funding will assist PLS and its member libraries in continuing to expand library services to Indigenous communities cross the region. This is part of a province-wide initiatives to take public library services to Indigenous people where they live.
- Access to a wide range of digital resources – newspapers, magazines, audio books, genealogy information and children's books online – will continue.
- Extra funds have been allocated to e-book and other databases to maintain access and make room to purchase new ones.



- When libraries are able to do group programming again, the “programs in a box” have been expanded to include more current video and table top games, as well as various maker projects such as a button maker.
- Storytime kits continue to be updated and refurbished to include Indigenous content, and French story time kits continue to be developed.
- Technology training will help library staff assist patrons with digital resources, devices and downloading.
- Onboarding training and documentation for Polaris will be updated and streamlined for easier integration for new staff.
- Relevant rural-focused training will be provided through conference training and webinars for the library managers.
- Participate in an operational review of services and activities for relevancy, currency and necessity, with an eye to creating efficiencies where possible and improving service delivery.

#### Present and Future Financial Planning

At the end of 2021, PLS will be able to add about \$83,000 to its capital reserves to meet future building, technology and vehicle needs, \$47,000 planned and \$41,000 from savings realised from COVID restrictions on activities. Based on current membership and current provincial support, a full range of regional library services within balanced budgets will continue through 2023.

#### Successful Municipal Partnership

Thank you for your continuing support of the Peace Library System. This partnership of 37 municipalities and one Métis Settlement, along with provincial library partnerships, means that residents receive a broad range of library services. It also means that libraries in the region are well-connected regionally and provincially, and able to share resources and expertise with hundreds of other public libraries. We are truly stronger when we work together.

Please contact me if you have any questions about the 2022 Operating Budget or Peace Library System services.

Sincerely,



Louisa Robison, CEO  
Peace Library System

Enclosure

**OPERATING BUDGET - SUMMARY**

	2021	2022	2023	2024
<b>Revenue</b>				
Local Appropriation, Libraries w/ Boards	\$1,487,353.35	\$1,602,228.96	\$1,602,228.96	\$1,602,228.96
Local Appropriation, Libraries w/out Boards	\$119,033.07	\$122,678.34	\$122,678.34	\$122,678.34
Operating grant, Libraries w/out Boards	\$66,333.60	\$67,482.45	\$67,482.45	\$67,482.45
Operating Grant, PLS	\$808,978.10	\$803,488.50	\$803,488.50	\$803,488.50
School Packages	\$126,528.25	\$58,969.50	\$58,969.50	\$58,969.50
Additional Allotment Funds	\$50,500.00	\$50,500.00	\$50,500.00	\$50,500.00
Grants	\$427,945.00	\$247,500.00	\$247,500.00	\$247,500.00
Other	\$58,500.00	\$58,500.00	\$58,500.00	\$58,500.00
Interest	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
<b>Total</b>	<b>\$3,160,171.37</b>	<b>\$3,026,347.75</b>	<b>\$3,026,347.75</b>	<b>\$3,026,347.75</b>
<b>Planned reserve contribution</b>	<b>\$64,392.12</b>	<b>\$35,000.00</b>		
<b>Disbursements</b>				
Materials Services				
Allotment Funds Transferred	\$477,403.50	\$459,542.25	\$459,542.25	\$459,542.25
Additional Allotment Funds Transferred	\$50,500.00	\$50,500.00	\$50,500.00	\$50,500.00
Other Materials Purchased	\$8,800.00	\$9,000.00	\$9,000.00	\$9,000.00
Purchases Less Sales	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Delivery of Materials	\$9,500.00	\$8,300.00	\$9,500.00	\$9,500.00
<b>subtotal</b>	<b>\$548,703.50</b>	<b>\$529,842.25</b>	<b>\$531,042.25</b>	<b>\$531,042.25</b>
Technical Services				
Materials and Supplies	\$24,500.00	\$25,500.00	\$25,000.00	\$25,000.00
Personnel	\$552,645.00	\$604,105.19	\$587,595.87	\$597,756.36
Staff travel	\$2,000.00	\$4,900.00	\$2,000.00	\$2,000.00
Delivery Service	\$86,738.00	\$88,932.50	\$90,051.15	\$91,192.17
<b>subtotal</b>	<b>\$665,883.00</b>	<b>\$723,437.69</b>	<b>\$704,647.02</b>	<b>\$715,948.54</b>



**OPERATING BUDGET - SUMMARY**

	2021	2022	2023	2024
IT Services				
Library Automation Software	\$121,200.00	\$122,300.00	\$123,300.00	\$124,400.00
Network Development and Support	\$38,350.00	\$51,000.00	\$47,000.00	\$47,000.00
Local Area Network	\$42,000.00	\$34,000.00	\$39,000.00	\$39,000.00
Internet Service	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00
Website/Hosting for Libraries	\$30,000.00	\$30,700.00	\$30,700.00	\$30,700.00
Viodeoconference	\$0.00	\$0.00	\$0.00	\$0.00
Personnel	\$140,195.00	\$141,168.00	\$143,666.35	\$146,214.67
Staff Travel	\$6,500.00	\$6,300.00	\$7,000.00	\$7,000.00
<b>subtotal</b>	<b>\$387,745.00</b>	<b>\$394,968.00</b>	<b>\$400,166.35</b>	<b>\$403,814.67</b>
Information Services				
Resource Sharing	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Eresources/Books	\$120,000.00	\$124,000.00	\$124,000.00	\$124,000.00
Printing	\$800.00	\$800.00	\$800.00	\$1,000.00
Reimburse ILL Mail Costs	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00
PLS ILL Mail Costs	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
<b>subtotal</b>	<b>\$130,000.00</b>	<b>\$134,000.00</b>	<b>\$134,000.00</b>	<b>\$134,200.00</b>
Consulting Services				
Programming Events	\$28,350.00	\$29,375.00	\$30,700.00	\$32,050.00
Training for Libraries	\$6,500.00	\$12,000.00	\$12,000.00	\$12,000.00
Meetings	\$9,800.00	\$9,800.00	\$9,800.00	\$9,800.00
Funds Disbursed	\$68,179.50	\$68,181.50	\$68,182.50	\$68,183.50
Personnel	\$350,600.00	\$349,677.00	\$355,789.80	\$362,024.86
Consultant Travel	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
Professional Resources	\$900.00	\$900.00	\$900.00	\$900.00
Special Project Expenses	\$11,000.00	\$18,000.00	\$11,000.00	\$11,000.00
Marketing	\$15,000.00	\$7,500.00	\$7,500.00	\$7,500.00
<b>subtotal</b>	<b>\$497,329.50</b>	<b>\$502,433.50</b>	<b>\$502,872.30</b>	<b>\$510,458.36</b>

# OPERATING BUDGET - SUMMARY

	2021	2022	2023	2024
<u>General Operating Services</u>				
Financial Services	\$22,935.00	\$23,890.00	\$24,390.00	\$24,990.00
Office Services	\$12,000.00	\$12,500.00	\$12,500.00	\$12,500.00
Communications	\$32,000.00	\$35,500.00	\$35,500.00	\$35,500.00
Transportation	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00
General	\$30,300.00	\$28,800.00	\$28,800.00	\$28,800.00
Personnel	\$88,980.00	\$88,391.00	\$89,951.38	\$91,542.97
Building Costs	\$84,100.00	\$94,300.00	\$95,400.00	\$96,500.00
<b>subtotal</b>	<b>\$298,315.00</b>	<b>\$311,381.00</b>	<b>\$314,541.38</b>	<b>\$317,832.97</b>
<u>Administration</u>				
Staff Travel	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Admin Support Material	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Personnel	\$220,000.00	\$218,311.00	\$222,154.08	\$226,074.02
System Completion	\$500.00	\$500.00	\$500.00	\$500.00
Board Expenses	\$37,500.00	\$45,500.00	\$45,500.00	\$45,500.00
Indigenous Grant Expenditures	\$306,445.00	\$116,445.00	\$116,445.00	\$116,445.00
<b>subtotal</b>	<b>\$574,445.00</b>	<b>\$390,756.00</b>	<b>\$394,599.08</b>	<b>\$398,519.02</b>
<b>Total</b>	<b>\$3,102,421.00</b>	<b>\$2,986,818.44</b>	<b>\$2,981,868.38</b>	<b>\$3,011,815.80</b>
Surplus (deficit)	-\$6,641.75	\$4,529.31	\$44,479.37	\$14,531.95



**OPERATING BUDGET - REVENUE**

Source	2021	2022	2023	2024	Notes
<b>1 Municipalities w/ Library Boards (local appropriation)</b>	\$1,038,864.10	\$1,119,100.71	\$1,119,100.71	\$1,119,100.71	2020 population figures, \$6.37/capita, 175,683 pop.
Library Boards Allotment	\$448,489.25	\$483,128.25	\$483,128.25	\$483,128.25	\$2.75/capita, 175,683 pop.
<b>subtotal</b>	<b>\$1,487,353.35</b>	<b>\$1,602,228.96</b>	<b>\$1,602,228.96</b>	<b>\$1,602,228.96</b>	
<b>2 Municipalities w/out Library Boards</b>					\$6.37/capita approp x pop., \$2.75/capita allotment x pop.
Clear Hills County Local Appropriation	\$19,256.51	\$20,447.70	\$20,447.70	\$20,447.70	
Clear Hills County Allotment	\$8,313.25	\$8,827.50	\$8,827.50	\$8,827.50	
Clear Hills County Library Board Services	\$2,311.00	\$2,453.72	\$2,453.72	\$2,453.72	12% of appropriation
County of Northern Lights Local Appropriation	\$23,288.72	\$24,180.52	\$24,180.52	\$24,180.52	
County of Northern Lights Allotment	\$10,054.00	\$10,439.00	\$10,439.00	\$10,439.00	
County of Northern Lights Library Board Services	\$2,795.00	\$2,901.66	\$2,901.66	\$2,901.66	12% of appropriation
MD of Smoky River Local Appropriation	\$12,886.50	\$12,931.10	\$12,931.10	\$12,931.10	
MD of Smoky River Allotment	\$5,563.25	\$5,582.50	\$5,582.50	\$5,582.50	
MD of Smoky River Library Board Services	\$773.00	\$775.87	\$775.87	\$775.87	6% of appropriation
MD of Spirit River Local Appropriation	\$4,459.00	\$4,669.21	\$4,669.21	\$4,669.21	
MD of Spirit River Allotment	\$1,925.00	\$2,015.75	\$2,015.75	\$2,015.75	
MD of Spirit River Library Board Services	\$268.00	\$280.15	\$280.15	\$280.15	6% of appropriation
Northern Sunrise County Local Appropriation	\$12,045.67	\$12,434.24	\$12,434.24	\$12,434.24	
Northern Sunrise County Allotment	\$5,200.25	\$5,368.00	\$5,368.00	\$5,368.00	
Northern Sunrise County Library Board Services	\$1,445.00	\$1,492.11	\$1,492.11	\$1,492.11	12% of appropriation
Paddle Prairie local Appropriation	\$3,675.49	\$3,675.49	\$3,675.49	\$3,675.49	
Paddle Prairie Allotment	\$1,586.75	\$1,586.75	\$1,586.75	\$1,586.75	
Paddle Prairie Library Board Services	\$441.00	\$441.06	\$441.06	\$441.06	12% of appropriation
Village of Girouxville Local Appropriation	\$1,840.93	\$1,458.73	\$1,458.73	\$1,458.73	
Village of Girouxville Allotment	\$794.75	\$629.75	\$629.75	\$629.75	
Village of Girouxville Library Board Services	\$110.00	\$87.52	\$87.52	\$87.52	6% of appropriation
<b>subtotal</b>	<b>\$119,033.07</b>	<b>\$122,678.34</b>	<b>\$122,678.34</b>	<b>\$122,678.34</b>	

**OPERATING BUDGET - REVENUE**

Source	2021	2022	2023	2024	Notes
<b>2.1 Provincial Library Services Grants</b>					
Clear Hills County	\$15,700.95	\$16,777.65	\$16,777.65	\$16,777.65	2016 population figures, \$5.55/capita (in/out)
County of Northern Lights	\$19,730.25	\$20,290.80	\$20,290.80	\$20,290.80	
MD of Smoky River	\$11,799.30	\$11,227.65	\$11,227.65	\$11,227.65	
MD of Spirit River	\$3,957.15	\$3,885.00	\$3,885.00	\$3,885.00	
Northern Sunrise County	\$10,728.15	\$10,495.05	\$10,495.05	\$10,495.05	
Paddle Prairie	\$2,941.50	\$3,202.35	\$3,202.35	\$3,202.35	
Village of Girouxville	\$1,476.30	\$1,603.95	\$1,603.95	\$1,603.95	
<b>subtotal</b>	<b>\$66,333.60</b>	<b>\$67,482.45</b>	<b>\$67,482.45</b>	<b>\$67,482.45</b>	
<b>3 Provincial System Operating Grant</b>	\$808,978.10	\$803,488.50	\$803,488.50	\$803,488.50	2016 population figures, \$4.70/capita
<b>4 School Jurisdictions</b>					
Full Service Package	\$4,200.00	\$0.00	\$0.00	\$0.00	\$19/student
Seed Package	\$115,290.00	\$52,275.00	\$52,275.00	\$52,275.00	\$10/student (\$200 min.)
Core Package	\$2,868.25	\$2,524.50	\$2,524.50	\$2,524.50	\$2.75/student (\$750 min.)
Polaris Services	\$3,920.00	\$3,920.00	\$3,920.00	\$3,920.00	\$980/school
Other	\$250.00	\$250.00	\$250.00	\$250.00	Estimate extra allotment
<b>subtotal</b>	<b>\$126,528.25</b>	<b>\$58,969.50</b>	<b>\$58,969.50</b>	<b>\$58,969.50</b>	
<b>5 Additional Allotment Funds</b>					
Public Libraries	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	(in/out)
School Libraries	\$500.00	\$500.00	\$500.00	\$500.00	
<b>subtotal</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	



**OPERATING BUDGET - REVENUE**

Source	2021	2022	2023	2024	Notes
<b>6 Grants</b>					
System Completion	\$500.00	\$500.00	\$500.00	\$500.00	
French Resources Grant	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	French cataloguing
Indigenous Populations Grant	\$405,445.00	\$225,000.00	\$225,000.00	\$225,000.00	
Other	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	amortized CIP vehicle grant
<b>subtotal</b>	<b>\$427,945.00</b>	<b>\$247,500.00</b>	<b>\$247,500.00</b>	<b>\$247,500.00</b>	
<b>7 Other Sources</b>					
Employment Grant/Subsidy	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Rural Libraries Conference	\$18,500.00	\$18,500.00	\$18,500.00	\$18,500.00	
Exhibitor Registrations 2,500					
Delegate Registrations 15,000					
Sponsorships 1000					
Charge for Additional Funds	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
Meeting Room Rental	\$500.00	\$500.00	\$500.00	\$500.00	
Licensing Reimbursement	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
Other	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
<b>subtotal</b>	<b>\$58,500.00</b>	<b>\$58,500.00</b>	<b>\$58,500.00</b>	<b>\$58,500.00</b>	
<b>8 Interest</b>	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
<b>Total Revenue</b>	<b>\$3,160,171.37</b>	<b>\$3,026,347.75</b>	<b>\$3,026,347.75</b>	<b>\$3,026,347.75</b>	

**OPERATING BUDGET - MATERIAL SERVICES**

Disbursement	2021	2022	2023	2024	Notes
<b>1 Allotment Funds Transferred</b>					
Public Libraries with Boards	\$366,945.75	\$395,286.75	\$395,286.75	\$395,286.75	\$2.25/capita, 2019 population count
School Libraries Full Package	\$2,100.00	\$0.00	\$0.00	\$0.00	\$5/student
School Libraries Seed Package	\$81,000.00	\$36,069.75	\$36,069.75	\$36,069.75	\$6.90/student
Municipalities w/out Library Boards					\$2.25/capita, 2019 population count
Clear Hills County	\$6,801.75	\$7,222.50	\$7,222.50	\$7,222.50	
County of Northern Lights	\$8,226.00	\$8,541.00	\$8,541.00	\$8,541.00	
MD of Smoky River	\$4,551.75	\$4,567.50	\$4,567.50	\$4,567.50	
MD of Spirit River	\$1,575.00	\$1,649.25	\$1,649.25	\$1,649.25	
Northern Sunrise County	\$4,254.75	\$4,392.00	\$4,392.00	\$4,392.00	
Paddle Prairie Metis Settlement	\$1,298.25	\$1,298.25	\$1,298.25	\$1,298.25	
Village of Girouxville	\$650.25	\$515.25	\$515.25	\$515.25	
<b>subtotal</b>	<b>\$477,403.50</b>	<b>\$459,542.25</b>	<b>\$459,542.25</b>	<b>\$459,542.25</b>	
<b>2 Additional Allotment Funds Transferred</b>					
Additional Funds Public	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	(in/out)
Additional Funds School	\$500.00	\$500.00	\$500.00	\$500.00	
<b>subtotal</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	<b>\$50,500.00</b>	
<b>3 Other Materials Purchased</b>					
System Resources - Print	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
System Resources - Kits	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	3 program kits and games
Audiobooks CD	\$800.00	\$1,000.00	\$1,000.00	\$1,000.00	one new block/year
<b>subtotal</b>	<b>\$8,800.00</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>	<b>\$9,000.00</b>	
<b>4 Purchases Less Sales</b>	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
<b>5 Delivery of Materials</b>					
Freight	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Packaging Materials	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Shipping Bins	\$2,500.00	\$1,300.00	\$2,500.00	\$2,500.00	Replacement bins
<b>subtotal</b>	<b>\$9,500.00</b>	<b>\$8,300.00</b>	<b>\$9,500.00</b>	<b>\$9,500.00</b>	
<b>Total Materials Services</b>	<b>\$548,703.50</b>	<b>\$529,842.25</b>	<b>\$531,042.25</b>	<b>\$531,042.25</b>	



**OPERATING BUDGET - TECHNICAL SERVICES**

Disbursement	2021	2022	2023	2024	Notes
<b>6 Technical Services</b>					
Materials and Supplies					
Bibliographic Tools	\$10,000.00	\$10,500.00	\$10,500.00	\$10,500.00	
Cataloguing/Processing Supplies	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00	
Vendor Processing Charges	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	
<b>subtotal</b>	<b>\$24,500.00</b>	<b>\$25,500.00</b>	<b>\$25,000.00</b>	<b>\$25,000.00</b>	
Personnel					
Salaries/Wages	\$474,305.00	\$524,534.00	\$508,024.68	\$518,185.17	
Benefits	\$78,340.00	\$79,571.19	\$79,571.19	\$79,571.19	
<b>subtotal</b>	<b>\$552,645.00</b>	<b>\$604,105.19</b>	<b>\$587,595.87</b>	<b>\$597,756.36</b>	
Staff Travel	\$2,000.00	\$4,900.00	\$2,000.00	\$2,000.00	
Delivery Services					
Salaries/Benefits	\$53,738.00	\$55,932.50	\$57,051.15	\$58,192.17	
Travel Expenses	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
Contract Courier Service	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
<b>subtotal</b>	<b>\$86,738.00</b>	<b>\$88,932.50</b>	<b>\$90,051.15</b>	<b>\$91,192.17</b>	
<b>Technical Services Total</b>	<b>\$665,883.00</b>	<b>\$723,437.69</b>	<b>\$704,647.02</b>	<b>\$715,948.54</b>	

OPERATING BUDGET - INFORMATION TECHNOLOGY (IT) SERVICES					
Disbursement	2021	2022	2023	2024	Notes
<b>7 Information Technology IT Services</b>					
Library Automation Software TRAC					
TRAC Consortium Fees	\$119,000.00	\$120,000.00	\$121,000.00	\$122,000.00	
Polaris - Other	\$2,200.00	\$2,300.00	\$2,300.00	\$2,400.00	
<b>subtotal</b>	<b>\$121,200.00</b>	<b>\$122,300.00</b>	<b>\$123,300.00</b>	<b>\$124,400.00</b>	
Network Development and Support					
IT Training	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Network Support - ACSI	\$31,500.00	\$40,000.00	\$40,000.00	\$40,000.00	
Help Desk	\$850.00	\$1,000.00	\$1,000.00	\$1,000.00	
IT Contract Services	\$1,000.00	\$5,000.00	\$1,000.00	\$1,000.00	
<b>subtotal</b>	<b>\$38,350.00</b>	<b>\$51,000.00</b>	<b>\$47,000.00</b>	<b>\$47,000.00</b>	
Local Area Network					
Computer Software Licensing & Maintenance	\$38,000.00	\$30,000.00	\$35,000.00	\$35,000.00	
Computer Supplies	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
<b>subtotal</b>	<b>\$42,000.00</b>	<b>\$34,000.00</b>	<b>\$39,000.00</b>	<b>\$39,000.00</b>	
Internet Service	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	
Website/Web Hosting for Libraries	\$30,000.00	\$30,700.00	\$30,700.00	\$30,700.00	
Videoconference Services					Discontinued service
Personnel					
Salaries	\$120,570.00	\$124,917.50	\$127,415.85	\$129,964.17	
Benefits	\$19,625.00	\$16,250.50	\$16,250.50	\$16,250.50	
<b>subtotal</b>	<b>\$140,195.00</b>	<b>\$141,168.00</b>	<b>\$143,666.35</b>	<b>\$146,214.67</b>	
Staff Travel					
Travel General	\$4,500.00	\$2,500.00	\$5,000.00	\$5,000.00	
Travel Tech Support	\$2,000.00	\$3,800.00	\$2,000.00	\$2,000.00	
<b>subtotal</b>	<b>\$6,500.00</b>	<b>\$6,300.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	
<b>Information Technology IT Services</b>	<b>\$387,745.00</b>	<b>\$394,968.00</b>	<b>\$400,166.35</b>	<b>\$403,814.67</b>	



**OPERATING BUDGET - INFORMATION SERVICES**

Disbursement	2021	2022	2023	2024	Notes
<b>8 Information Services</b>					
Resource Sharing					
ILL Coordination/Management	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Copyright Licensing Fee	\$200.00	\$200.00	\$200.00	\$200.00	
<b>subotal</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	
eResources/eBooks	\$120,000.00	\$124,000.00	\$124,000.00	\$124,000.00	
Printing-Library Support Material	\$800.00	\$800.00	\$800.00	\$1,000.00	replenishing plastic cards
Reimbursement ILL Mailing Costs	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	
PLS ILL Mailing Costs	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
<b>Information Services Total</b>	<b>\$130,000.00</b>	<b>\$134,000.00</b>	<b>\$134,000.00</b>	<b>\$134,200.00</b>	

# OPERATING BUDGET - CONSULTING SERVICES

Disbursement	2021	2022	2023	2024	Notes
<b>9 Consulting Services</b>					
Programming Events					
Author Readings	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
Literary Festival	\$0.00	\$0.00	\$0.00	\$0.00	
Summer Reading Materials PLS	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00	
Rural Libraries Conference	\$5,250.00	\$5,500.00	\$6,000.00	\$6,500.00	
Conference Meals	\$15,500.00	\$16,275.00	\$17,100.00	\$17,950.00	
Excellence in Librarianship	\$900.00	\$900.00	\$900.00	\$900.00	
<b>subtotal</b>	<b>\$28,350.00</b>	<b>\$29,375.00</b>	<b>\$30,700.00</b>	<b>\$32,050.00</b>	
Training for Libraries					
Workshops	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Webinars	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	
Librarian training/workshops/PoS		\$5,000.00	\$5,000.00	\$5,000.00	NEW
Trustee Training	\$500.00	\$500.00	\$500.00	\$500.00	
<b>subtotal</b>	<b>\$6,500.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	
Meetings					
Public Library Annual Meeting	\$5,800.00	\$5,800.00	\$5,800.00	\$5,800.00	
Library Managers' Council Meeting	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	
Clear Hills County Advisory Committee	\$500.00	\$500.00	\$500.00	\$500.00	1/year
County of Northern Lights Advisory Committee	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	2/year
MD of Smoky River Advisory Committee	\$125.00	\$125.00	\$125.00	\$125.00	1/year
MD of Spirit River Advisory Committee	\$300.00	\$300.00	\$300.00	\$300.00	2/year
Northern Sunrise County Advisory Committee	\$350.00	\$350.00	\$350.00	\$350.00	2/year
Paddle Prairie Advisory Committee	\$25.00	\$25.00	\$25.00	\$25.00	1/year
<b>subtotal</b>	<b>\$9,800.00</b>	<b>\$9,800.00</b>	<b>\$9,800.00</b>	<b>\$9,800.00</b>	



**OPERATING BUDGET - CONSULTING SERVICES**

Disbursement	2021	2022	2023	2024	Notes
Funds Disbursed to Libraries					\$5.55/capita, 2016 population count
Clear Hills County	\$15,700.95	\$15,700.95	\$15,700.95	\$15,700.95	
County of Northern Lights	\$19,730.25	\$19,730.25	\$19,730.25	\$19,730.25	
MD of Smoky River	\$11,799.30	\$11,799.30	\$11,799.30	\$11,799.30	
MD of Spirit River	\$3,957.15	\$3,957.15	\$3,957.15	\$3,957.15	
Northern Sunrise County	\$10,728.15	\$10,728.15	\$10,728.15	\$10,728.15	
St. Isidore	\$1,845.90	\$1,847.90	\$1,848.90	\$1,849.90	funding in lieu of library services
Paddle Prairie Metis Settlement	\$2,941.50	\$2,941.50	\$2,941.50	\$2,941.50	
Village of Girouxville	\$1,476.30	\$1,476.30	\$1,476.30	\$1,476.30	
<b>subtotal</b>	<b>\$68,179.50</b>	<b>\$68,181.50</b>	<b>\$68,182.50</b>	<b>\$68,183.50</b>	
Personnel					
Salaries	\$305,700.00	\$305,640.00	\$311,752.80	\$317,987.86	
Benefits	\$44,900.00	\$44,037.00	\$44,037.00	\$44,037.00	
<b>subtotal</b>	<b>\$350,600.00</b>	<b>\$349,677.00</b>	<b>\$355,789.80</b>	<b>\$362,024.86</b>	
Consultant Travel	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	
Professional Resources	\$900.00	\$900.00	\$900.00	\$900.00	
Special project Expenses	\$11,000.00	\$18,000.00	\$11,000.00	\$11,000.00	
Marketing/Advocacy	\$15,000.00	\$7,500.00	\$7,500.00	\$7,500.00	
<b>Consulting Services Totals</b>	<b>\$497,329.50</b>	<b>\$502,433.50</b>	<b>\$502,872.30</b>	<b>\$510,458.36</b>	

**OPERATING BUDGET - GENERAL OPERATING SERVICES**

Disbursement	2021	2022	2023	2024	Notes
<b>10 General operating services</b>					
Financial Services					
Audit Fee	\$20,000.00	\$20,500.00	\$21,000.00	\$21,500.00	
Bank Charges	\$440.00	\$440.00	\$440.00	\$440.00	
Payroll Software	\$600.00	\$1,000.00	\$1,000.00	\$1,000.00	Include EasyStub
Legal Fees	\$350.00	\$350.00	\$350.00	\$350.00	
Contract Services	\$945.00	\$1,000.00	\$1,000.00	\$1,100.00	BankRec software
Supplies and Printing	\$600.00	\$600.00	\$600.00	\$600.00	
<b>subtotal</b>	<b>\$22,935.00</b>	<b>\$23,890.00</b>	<b>\$24,390.00</b>	<b>\$24,990.00</b>	
Office Services					
Courtesy Fund	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
Equipment Maintenance	\$7,000.00	\$7,500.00	\$7,500.00	\$7,500.00	
Office Supplies	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	
<b>subtotal</b>	<b>\$12,000.00</b>	<b>\$12,500.00</b>	<b>\$12,500.00</b>	<b>\$12,500.00</b>	
Communications					
Printing Publications	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00	650 newsletters
Promotions	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Telecommunications	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	
Commercial Courier	\$500.00	\$500.00	\$500.00	\$500.00	
Postage -not ILL	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	6540.30
<b>subtotal</b>	<b>\$32,000.00</b>	<b>\$35,500.00</b>	<b>\$35,500.00</b>	<b>\$35,500.00</b>	
Transportation					
Vehicle Insurance	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
Fuel/Maintenance	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
<b>subtotal</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>	<b>\$28,000.00</b>	



# OPERATING BUDGET - GENERAL OPERATING SERVICES

Disbursement	2021	2022	2023	2024	Notes
General					
Memberships	\$3,500.00	\$2,000.00	\$2,000.00	\$2,000.00	
The Alberta Library (TAL) Membership	\$9,200.00	\$9,200.00	\$9,200.00	\$9,200.00	
Subscriptions	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	DHT ended
Foreign Exchange	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Moving Expenses	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Staff Development	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	1400 Consult Srv
Recruitment	\$700.00	\$700.00	\$700.00	\$700.00	
Worker's Compensation Expense	\$3,800.00	\$3,800.00	\$3,800.00	\$3,800.00	
<b>subtotal</b>	<b>\$30,300.00</b>	<b>\$28,800.00</b>	<b>\$28,800.00</b>	<b>\$28,800.00</b>	
Personnel					
Salaries	\$78,100.00	\$78,019.00	\$79,579.38	\$81,170.97	
Benefits	\$10,880.00	\$10,372.00	\$10,372.00	\$10,372.00	
<b>subtotal</b>	<b>\$88,980.00</b>	<b>\$88,391.00</b>	<b>\$89,951.38</b>	<b>\$91,542.97</b>	
Building costs					
Contingency	\$7,000.00	\$5,000.00	\$5,000.00	\$7,000.00	
Insurance	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	
Utilities	\$28,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
Maintenance					
Caretaking	\$14,400.00	\$15,600.00	\$15,700.00	\$15,800.00	
Carpet Cleaning	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
Garbage	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
System Maintenance Contingency	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Grounds	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	
Snow Removal	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	
Security Loss Prevention	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Fire Extinguisher Inspection	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Fire Protection	\$700.00	\$700.00	\$700.00	\$700.00	
<b>subtotal</b>	<b>\$84,100.00</b>	<b>\$94,300.00</b>	<b>\$95,400.00</b>	<b>\$96,500.00</b>	
<b>General Operating Services Total</b>	<b>\$298,315.00</b>	<b>\$311,381.00</b>	<b>\$314,541.38</b>	<b>\$317,832.97</b>	

# OPERATING BUDGET - ADMINISTRATION

Disbursement	2021	2022	2023	2024	Notes
<b>11 Administration</b>					
Staff Travel	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
Administrative Support Material	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Personnel					
Salaries	\$193,700.00	\$192,154.00	\$195,997.08	\$199,917.02	
Benefits	\$26,300.00	\$26,157.00	\$26,157.00	\$26,157.00	
<b>subtotal</b>	<b>\$220,000.00</b>	<b>\$218,311.00</b>	<b>\$222,154.08</b>	<b>\$226,074.02</b>	
System Completion	\$500.00	\$500.00	\$500.00	\$500.00	
Board Expenses					
System Board Meetings	\$12,000.00	\$20,000.00	\$20,000.00	\$20,000.00	4 meetings/year
Executive Meetings	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	4 meetings/year
Board Subcommittees	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	2 meetings/year x 2 subcommittees
Alberta Library Conference	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
Other Conferences	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
Other Board Expenses	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	
TAL Meetings	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
<b>subtotal</b>	<b>\$37,500.00</b>	<b>\$45,500.00</b>	<b>\$45,500.00</b>	<b>\$45,500.00</b>	
Indigenous grant expenditures	\$306,445.00	\$116,445.00	\$116,445.00	\$116,445.00	
<b>Total Administration</b>	<b>\$574,445.00</b>	<b>\$390,756.00</b>	<b>\$394,599.08</b>	<b>\$398,519.02</b>	



## 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	8/1/2022
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	1/31/2022
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, January 10, 2022**

## Council Activity Report

Period: December

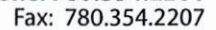
Council Name: Gena Jones		
Dec 2	Town Council and Community Enhancement	Handing out Candy Canes on behalf of the town
Dec 3	Town Council and Community Enhancement	Working with Chamber and handing out Candy Canes to the public
Dec 13	Town Council	Regular Council Meeting
Dec 14	Beaverlodge Library	County – Municipalities Library Board meeting
Dec 15	P3	Update on Mountview Health Complex
Dec 16	Workshop	2021 Orientation and Training for Councils
Dec 17	Workshop	2021 Orientation and Training for Councils



## Council Activity Report

Period: December, 2021

Council Name: Judy Kokotilo-Bekkerus		
Date	Committee/Meeting Title	Comments/Purpose
Dec 01_2021	Grande Spirit Foundation	Family Housing Meeting in Sexsmith
Dec 02_2021	Grande Spirit Foundation	Grande Prairie Chamber of Commerce Salute, Nominations and Dinner
Dec 03_2021	Grande Spirit Foundation	Board Orientation and Year End Full Board Meeting
Dec 13_2021	Grande Spirit Foundation	Friends of the Foundation Year End Meeting and Lunch And Document signing
Dec 13_2021	Town Council	Regular Council Meeting
Dec 14_2021	Grande Spirit Foundation	Update on Stronger Foundation and Bill 78 - Teams Meeting
Dec 15_2021	Mountview Health Complex Committee	Virtual Meeting with P3CP and Landrex
Dec 16-17 2021	Town Council	Post Election Orientation and Training for Councils

[illegible]