



AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING  
TO BE HELD MONDAY SEPTEMBER 26, 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 September 12, 2022 - Regular Council Meeting Minutes	PP 2-5
4.0	<b><u>DELEGATIONS:</u></b> 4.1	
5.0	<b><u>OLD BUSINESS:</u></b> 5.1 <b>PUBLIC HEARING: Approximate start time 7:03PM</b> Land Use Bylaw Amendment – Bylaw #1016 Civic Address: 102 7St - Legal Address: Plan 1619NY, Block 14 Lot 21. Application to rezone property from Highway Commercial (C2) to Residential Low density (R2).  5.2 Land Use Bylaw Amendment - #1016  5.3 Bylaw #1017 Business License Bylaw (1 <sup>st</sup> reading completed)	PP 6  PP 7-22
6.0	<b><u>NEW BUSINESS:</u></b> 6.1 ATCO Electric Franchise Fee  6.2 ATCO Gas Franchise Fee  6.3 Firehall Building Committee Change Orders – Hugh Graw	PP 23-25  PP 26
7.0	<b><u>CORRESPONDENCE:</u></b> 7.1 Committee of the Whole Minutes – Sept 12, 2022 7.2 Alberta Municipalities – Victim Services 7.3 Peace Library System Annual Report	PP 27,28 PP 29 PP 30,31
8.0	<b><u>COMMITTEE AND STAFF REPORTS:</u></b> 8.1 Action List  8.2 Staff Reports	PP 32  PP 33-38
9.0	<b><u>CLOSED SESSION:</u></b>  9.1 Legal – Legal Opinion – FOIP Section 16	
10.0	<b><u>ADJOURNMENT:</u></b>	



**REGULAR COUNCIL MEETING MINUTES**  
**HELD MONDAY SEPTEMBER 12, 2022 AT 7:00 PM**  
**COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA**

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

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

**2.0     ADOPTION OF AGENDA**

**#212-2022-09-12**     Councillor Judy Kokotilo-Bekkerus

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

- 6.11 – September 30, 2022 National Day for Truth and Reconciliation
- 6.12 – Christmas Craze 2022

**3.0     ADOPTION OF MINUTES**

3.1 August 8, 2022 Regular Council Meeting Minutes

**#213-2022-09-12**     Councillor Gena Jones

**CARRIED:** That Council accepts the minutes of the August 8, 2022 Regular Council Meeting as they are presented.

**4.0     DELEGATIONS**

4.1 Maurissa Heitland – Beaverlodge Area Cultural Society

*Mayor Gary Rycroft excused himself due to conflict of interest for Item 4.1*

**#214-2022-09-12**     Councillor Cal Mosher

**CARRIED:** That Council approves the \$2500 grant request from Beaverlodge Area Cultural Society.

**5.0     OLD BUSINESS**

**6.0     NEW BUSINESS**

6.1 Bylaw #1016 – Land Use Amendment

**#215-2022-09-12**     Councillor Cyndi Corbett

**CARRIED:** That Council does a 1<sup>st</sup> reading of Bylaw #1016 – Land Use Amendment.

**#216-2022-09-12** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council establishes the date for the Public Hearing for Bylaw #1016 – Land Use Amendment for September 26, 2022 at 7:00 PM.

6.2 Beaverlodge Library Board Trustee Applications for Approval

**#217-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council appoints Emily Bamforth and Linda Cramer to the Library Board for a 3-year term

6.3 Bylaw #1017 – Business License Bylaw (repeals previous)

**#218-2022-09-12** Councillor Cal Mosher

**CARRIED:** That Council does a 1<sup>st</sup> reading of Bylaw #1017 – Business License Bylaw.

6.4 Year-to-date Financial Statements

**#219-2022-09-12** Councillor Cyndi Corbett

**CARRIED:** That Council accepts these statements for information.

6.5 Raw Water Pump Station Upgrade Funding

**#220-2022-09-12** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council approves Option 1 as per the request For Decision to Amend the 2022 Capital Plan and award the RWPS (Raw Water Pump Station) upgrade project as proposed.

6.6 Facility Fee Waiver – Beaverlodge Municipal Hospital – Oct 6/7

**#221-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council approves the 100% Facility Fee Waiver request for Oct 6 & 7, 2022.

6.7 Facility Fee Waiver – Beaverlodge Municipal Hospital – Oct 17/18

**#222-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council approves the 100% Facility Fee Waiver request for Oct 17 & 18, 2022.

6.8 Facility Fee Waiver – Beaverlodge Municipal Hospital – Oct 25/26

**#223-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council approves the 100% Facility Fee Waiver request for Oct 25 & 26, 2022.

6.9 Facility Fee Waiver – Beaverlodge Municipal Hospital -Nov 2/3

**#224-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council approves the 100% Facility Fee Waiver request for Nov 2 & 3, 2022.

6.10 Facility Fee Waiver – Beaverlodge Municipal Hospital – Nov 9/10

**#225-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council approves the 100% Facility Fee Waiver request for Nov 9 & 10, 2022.

6.11 September 30, 2022 National Day for Truth and Reconciliation

**#226-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council proceeds with the painting of a crosswalk to mark the occasion, weather permitting.



6.12 Christmas Craze 2022

**#227-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council commits to organizing an activity at the Pioneer Campground for Christmas Craze on December 2, 2022.

## **7.0 CORRESPONDENCE:**

7.1 Committee of the Whole Minutes – August 8, 2022

**#228-2022-09-12** Councillor Cyndi Corbett

**CARRIED:** That Council approves the minutes from the August 8, 2022 Committee of the Whole meeting as presented.

7.2 Community Enhancement Committee Minutes – June 23, 2022

**#229-2022-09-12** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council approves the minutes from the June 23, 2022 Community Enhancement Committee meeting.

7.3 Community Enhancement Committee Minutes – July 12, 2022

**#230-2022-09-12** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council approves the minutes from the July 12, 2022 Community Enhancement Committee meeting.

## **8.0 COMMITTEE AND STAFF REPORTS**

8.1 Action List

**#231-2022-09-12** Councillor Cyndi Corbett

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

8.2 Council Reports

**#232-2022-09-12** Councillor Cyndi Corbett

**CARRIED:** That Council accepts these Council Reports for information as presented.

## **9.0 CLOSED SESSION:**

**#233-2022-09-12** Councillor Judy Kokotilo-Bekkerus

**8:06 PM**

**CARRIED:** That Council moves into Closed session for Items **9.1** Legal – IT Assessment – FOIP Section 16, **9.2** Personnel – Evaluation – Fire Services – FOIP Section 17, **9.3** Personnel – Evaluation – Recreation – FOIP Section 17, and **9.4** Personnel – Evaluation – CAO – FOIP Section 17.

**#234-2022-09-12** Councillor Cyndi Corbett

**9:08 PM**

**CARRIED:** That Council moves out of Closed Session.

**#235-2022-09-12** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council directs Administration to proceed as discussed with Item 9.1 IT Assessment.

**#236-2022-09-12** Councillor Gena Jones

**CARRIED:** That Council directs Administration to gather more information as discussed for Item 9.2 Fire Services.



**10.0    ADJOURNMENT**

Mayor Gary Rycroft adjourned the meeting.

**9:15 PM**

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Mayor, Gary Rycroft

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CAO, Jeff Johnston

**BYLAW #1016**  
**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 Highway Commercial (C2) to Residential Low Density (R2):

- Plan 1619NY Block 14 Lot 21

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

Read a FIRST time this 12<sup>th</sup> Day of September 2022.

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

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

\_\_\_\_\_  
MAYOR

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

## **TOWN OF BEAVERLODGE**

### **BYLAW 1017**

#### **A Bylaw for the Licensing and Regulation of Businesses within the Town of Beaverlodge**

**WHEREAS**, pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26, Beaverlodge Town Council may pass bylaws for municipal purposes respecting services provided by or on the behalf of the municipality;

**AND WHEREAS**, pursuant to Section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

**AND WHEREAS**, pursuant to section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein;

**AND WHEREAS**, pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- (a) Regulate or prohibit;
- (b) Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- (c) Provide for a system of licences, permits or approvals, including any or all of the matters listed therein.

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF BEAVERLODGE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:**

#### **SHORT TITLE**

1. This Bylaw shall be called the "Business Licence Bylaw".

#### **PART I - INTERPRETATION**

##### **DEFINITIONS**

- 2.1 In this Bylaw, the following terms will have the following definitions:

**"Act"** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, or any statute enacted in its place.

**"Application"** means a written Application for a Business Licence and includes an Application to renew, transfer or amend a Business Licence.



**“Business”** means as per the *Municipal Government Act*:

- (a) a commercial, merchandising or industrial activity or undertaking;
- (b) a profession, trade, occupation, calling or employment; or
- (c) an activity providing goods and services;

Whether for profit or Non-Profit and however organized or formed, including a co-operative or association of Persons.

**“Business Licence”** or **“Licence”** means any Business Licence issued pursuant to the provisions of this Bylaw.

**“Business Location”** means the premises used or occupied by any Person in the conduct of Business.

**“Charitable or Non-Profit Organization”** means an organization defined pursuant to the *Charitable Fund-Raising Act* and registered as such.

**“Chief Business Licence Inspector”** means the Development Officer for the Town of Beaverlodge, unless otherwise appointed.

**“Contractor”** means a Business of offering to any Person to perform or arrange to perform work including but not limited to involving anything; built, placed, altered or repaired which is in, upon, over or under land or water, including a building and any clearing, dismantling, digging, drilling, excavating, grading, filling or tunneling.

**“Council”** means the duly elected municipal Council of the Town.

**“Direct Seller”** means a Person who goes from house to house, Business to Business or Person to Person selling any merchandise and/or service.

**“Entrepreneurial Youth”** means any Person under the age of eighteen (18) years.

**“Home Occupation”** means a business that is located in a residential dwelling, or combination of a residential dwelling and an accessory building, in a residential neighbourhood to conduct a business activity by at least one (1) permanent resident of the dwelling. This includes Home Occupations as defined in the Town’s Land Use Bylaw 1004. This does not include business entities where the entirety of the operations of the business occur off site.

**“Licence Inspector”** means a Licence Inspector appointed by the Chief Business Licence Inspector.

**“Mobile Cooking Operation”** means a motor vehicle, trailer, pushcart, or similar mobile structure designed for the purpose of offering food products or beverages ready for immediate consumption.

**“Mobile Vending Unit”** means a Non-Resident Business who has a temporary sales location in the Town selling or attempting to sell goods or services.

**“Municipal Tag”** means a form approved by the Chief Business Licence Inspector providing for the payment of a voluntary penalty in lieu of prosecution.

**“Non-Resident Business”** means a Business that does not reside or maintain a permanent Business Location in Town.

**“Peace Officer”** means any member of the Royal Canadian Mounted Police, a Peace Officer and a Bylaw Enforcement Officer of the Town.

**“Person”** means without limiting the generality of the term, any individual, or any Business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.

**“Private Child Care Provider”** means the provision of care in a residence for six (6) or less children under the age of thirteen (13) years, not including the operator’s children and provides care for more than six (6) hours per week.

**“Resident Business”** means a Business which is carried on from a permanent Business Location within the Town limits.

**“Temporary Business”** means a Business which is carried on for a pre-determined period.

**“Town”** means the municipal corporation of the Town of Beaverlodge having jurisdiction under the *Act* and other applicable legislation.

**“Violation Ticket”** means a Violation Ticket as defined in the *Provincial Offences Procedures Act*.

- 2.2 Terms which are not defined in this Bylaw will, where the context permits, have the meanings assigned to them in the [Land Use Bylaw 1004](#).
- 2.3 Any reference to legislation of Canada or the Province of Alberta is deemed to include a successor legislation.

## **PART II - LICENCE PROVISIONS**

### **NECESSITY FOR LICENCE**

- 3.1 This Bylaw shall apply to any trade, Business or occupation with the intent of making a profit. No Person shall engage in or operate a Business within the Town unless a Business Licence has been issued pursuant to the provisions of this Bylaw.
- 3.2 No Business shall operate in the Town unless in compliance with any Federal, Provincial or Municipal statute, regulation or Bylaw.
- 3.3 A separate Business Licence is required for each Separate Business Entity.
- 3.4 A separate Business Licence is required for each Business Location.

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**EXEMPTIONS**

- 4.1 A Business Licence is not required for the following organizations or Businesses, but shall nonetheless comply with the provisions of this Bylaw and must be carried out in accordance with all other applicable legislation, regulations and bylaws:
- (a) Municipal Government offices and services;
  - (b) Provincial Government offices and services;
  - (c) Federal Government offices and services;
  - (d) Charitable or Non-Profit Organizations;
  - (e) any Person specifically exempt from municipal licensing by legislation;
  - (f) any institution, association or other entity which is not conducted for gain, as determined by the Chief Business Licence Inspector;
  - (g) a Business that rents a stall, table or space as a vendor at a tradeshow, farmer's market or community event;
  - (h) a Non-Resident Business whose only Business activity is the supply or delivery of wholesale or bulk goods to a Resident Business;
  - (i) any Person who is an employee of another Person who holds a Business Licence, or a Person or other entity not required to obtain a Licence pursuant to this Section 4, unless otherwise provided in this Bylaw; and
- 4.2 For the purpose of Section 4.1(g), a tradeshow, farmer's market, or community event, the organizer is required to obtain a Business Licence. Businesses that rent a stall, table or space as a vendor at a tradeshow, farmer's market, or community event do not require a Business Licence and are limited to operating only during the scheduled hours of the event and only at that location. A Business operating outside of these specific event hours or location will require a Business Licence.
- 4.3 For the purpose of Section 4.1(i), an "employee" is a Person who is paid a salary or wage with respect to which there are deductions for any Income Tax, Canada Pension Plan, or Employment Insurance.

**APPOINTMENT, AUTHORITY AND DUTIES OF CHIEF BUSINESS LICENCE INSPECTOR AND LICENCE INSPECTOR**

- 5.1 The Town shall appoint a Chief Business Licence Inspector and may employ one or more other Licence Inspectors.
- 5.2 The Chief Business Licence Inspector and the Licence Inspectors are authorized to:
- (a) administer and enforce this Bylaw;



- (b) approve or refuse Business Licence Applications, either with or without conditions;
- (c) cancel, suspend, alter, add conditions to, or revoke any Business Licence where it is deemed to be appropriate;
- (d) issue a minor variance or exemption from the terms of this Bylaw where it is deemed to be appropriate;
- (e) inspect or investigate any Business to determine whether it is in compliance with this Bylaw;
- (f) issue orders requiring compliance with this Bylaw;
- (g) initiate and conduct prosecutions for violations of this Bylaw; and
- (h) collect Business Licence fees on behalf of the Town.

#### **PREREQUISITES FOR A BUSINESS LICENCE**

- 6.1 Any Business requiring any other permit(s) related to ensuring the eligibility of the proposed Business Location, which may include but not limited to a Development Permit under the Land Use Bylaw 1004 or permit(s) under the *Safety Codes Act*, must obtain these permit(s) prior to the issuance of a Business Licence.
- 6.2 Notwithstanding Section 4.1(e), the Chief Business Licence Inspector may request any other information or involve any agency, authorities or department deemed necessary to issue a Business Licence in accordance with this Bylaw.
- 6.3 Applicants for Businesses under Part III of this Bylaw shall comply with the regulatory requirements as stipulated under the specific Business type by delivering the appropriate document or documents to the Chief Business Licence Inspector.

#### **APPLICATION PROCESS**

- 7.1 An Application as per Schedule "B" must be submitted for:
  - (a) a new Business Licence;
  - (b) amendments to an existing Business Licence, including a change to a different Business name, a change to a different Business Location or a change to the nature of the Business;
  - (c) a transfer of a Business Licence to another Person; and
  - (d) an exemption as described in Section 4.1.
- 7.2 An applicant for a Business Licence shall make Application to the Town on a form prescribed by the Chief Business Licence Inspector and include the following:
  - (a) the name of the Business, including the legal or corporate name if any and any trade

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names under which the Business is to be conducted;

- (b) the applicant's name;
- (c) the phone number of the Business;
- (d) the email address of the Business;
- (e) the physical address of the Business;
- (f) the mailing address of the Business;
- (g) the proper name of the owner(s) of the Business;
- (h) the address of the owner(s) of the Business;
- (i) the phone number of the owner(s) of the Business;
- (j) the email address of the owner(s) of the Business;
- (k) the main contact name, position, phone number, and email address of the Business, if different from the applicant or owner(s);
- (l) a description of the nature of the Business that includes, primary type of business as classified by the North American Industry Classification System (NAICS), the approximate square footage of the business premises, if the business premises is owned, leased, or rented, if the business is part of a franchise, the number of full-time and part-time employees;
- (m) the provincial licence number if the Business is required to be licensed by the province;
- (n) the signature of the applicant or applicant's representative; and

7.3 An applicant shall not submit any information with respect to an Application which is false, misleading, incomplete or inaccurate.

7.4 If a Person ceases to carry on the Business for which a Business Licence is granted, that Person shall immediately notify the Chief Business Licence Inspector.

**BUSINESS LICENCE APPLICATION FEE, DURATION OF LICENCE, CONDITIONS AND VALIDITY**

8.1 All Business Licence Applications shall be accompanied by the relevant fee in accordance with Schedule "A".

- (a) if a new Application for a Business Licence is received after June 30<sup>th</sup> of the current year, the fee will be pro-rated;

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- (b) if an Application for a Business Licence is refused because a Development Permit cannot be obtained, the fee for the Business Licence will be refunded;
  - (c) if an Application for a Business Licence is withdrawn prior to processing, the fee for the Business Licence will be refunded; or
  - (d) if a complete Business Licence Application is not received within three (3) months of the application date, the fee will not be refunded, and the Application will be closed.
- 8.2 Unless otherwise specifically determined, every Business Licence shall expire at 12:00 a.m., December 31<sup>st</sup> of the current year, unless revoked by the Chief Business Licence Inspector.
- 8.3 Notwithstanding Section 8.2, a Temporary Business Licence shall be issued for a Non-Resident Business that intends to conduct Business for a period of three (3) consecutive months or less. A Business which exceeds the term of this Licence for its operations must apply for a Non-Resident Business Licence.
- 8.4 The Chief Business Licence Inspector may issue a Licence for a limited term or for a specified date in any case where the Chief Business Licence Inspector considers it appropriate to do so. A Person:
- (a) may not appeal a decision to issue a Licence for a limited term or for a specified date.
- 8.5 Renewal notices will be sent out one (1) month prior to the Business Licence expiring. Businesses that have not renewed their Business Licence by month end of its anniversary month will receive a final notice and be deemed delinquent. Delinquent Businesses will be subject to the renewal fee and late fee in accordance with Schedule "A". Businesses that fail to renew will receive a late fee for each month that they remain delinquent.
- 8.6 At any relevant time, the Chief Business Licence Inspector may impose conditions on a new or existing Business Licence in relation to the establishment or operation of the applicable Business.
- 8.7 The Chief Business Licence Inspector may refuse to issue a Business Licence or may impose conditions on a Business Licence if the Chief Business Licence Inspector:
- (a) has revoked or suspended a Business Licence of the applicant for the same or a similar Business within past twelve (12) months;
  - (b) has reasonable grounds for believing that the applicant does not or will not comply with this Bylaw, with any Federal, Provincial or other Municipal statute, regulation, bylaw or other requirement;
  - (c) has reasonable grounds for believing that issuing a Business Licence with respect to the proposed Business is not in the public interest; or



- (d) has determined that it is inappropriate to issue a Licence to an applicant where the safety, health or welfare of the public may be at risk due to the issuance of a Licence.

8.8 A Business Licence is not valid until it has been signed and sealed by a Licence Inspector.

### **TRANSFER OF LICENCE**

9.1 A Business Licence may be transferred from one location to another location or from one Person to another Person with consent of a Licence Inspector and provided that the transfer fee, in accordance with Schedule "A " is paid.

### **GENERAL PROVISIONS TO ALL BUSINESS LICENCES**

10.1 No Business shall:

- (a) display adult video tapes or sexually explicit material so that it is visible from outside the Business Location;
- (b) display any sign or other form of advertisement that indicated that sexually explicit displays, shows or material will be available in the Business Location; or
- (c) engage in or allow any employee or other Person on the Business Location, to engage in or offer to engage in any act of prostitution.

10.2 A Business Licence does not relieve the Licence holder from the obligation to obtain any other permit, Licence or other approval that may be required under another bylaw of the Town or any other governmental authority.

10.3 All Business Licences granted are subject to the provisions of any land use or development regulations of the Town and issuance of a Licence shall not be deemed as approval to carry on a Business in or on any Business Location in contravention of the provisions in the Town's Land Use [Bylaw 1004](#).

### **POSTING OF LICENCE**

11.1 A Business Licence shall be posted in a conspicuous place at the Business Location so that is it visible to the customers of the Business.

11.2 A Business Licence issued with respect to a Business that is not conducted at a fixed location shall be carried on the Person of the Licence holder or in or on the vehicle or apparatus from which such Business is conducted and shall be shown to a Licence Inspector upon request. If there is more than one employee conducting Business off site, each employee shall be required to provide a copy of the Business Licence upon request.

11.3 If a Business Licence is lost or damaged, a new one may be issued provided that the replacement fee, in accordance with Schedule "A " is paid.

11.4 All Business Licences remain the property of the Town.

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**REVOCATION OR SUSPENSION OF A BUSINESS LICENCE**

- 12.1 The Chief Business Licence Inspector may revoke or suspend a Business Licence if:
- (a) the Person to whom the Licence is issued contravenes any Federal, Provincial or Municipal statute, regulation, directive or Bylaw, including this Bylaw, in the course of carrying on the Business covered by the Licence;
  - (b) a Licence has been issued in error without all the necessary approvals required;
  - (c) in the opinion of the Chief Business Licence Inspector, there are just and reasonable grounds to suspend or revoke a Business Licence; or
  - (d) any certification, authority, Licence or other document of qualification under any Federal, Provincial or Municipal statute, regulation or Bylaw required for the operation of the Business covered by the Licence is suspended, cancelled, terminated or surrendered effective on the date of the suspension, cancellation, termination or surrender.
- 12.2 Upon a Business Licence being suspended or revoked, the holder shall be notified:
- (a) by personal service of a notice on the holder; or
  - (b) by mailing a notice to the holder by registered mail to the holder's Business Location or mailing address noted on the application for the Business Licence.
- 12.3 A notice of suspension or revocation of a Business Licence shall be deemed to be received on the date of service or five (5) working days after the date it is mailed.
- 12.4 Upon receiving a notice of suspension or revocation of a Business Licence, a Person shall cease to carry on the Business with respect to which the Licence was issued.

**APPEAL**

- 13.1 Where an application for a license or for a transfer of license has been refused or has been authorized subject to conditions, the applicant may appeal:
- a) Every appeal shall be made in writing within thirty (30) days after a license has been refused or revoked by the Designated Officer's being the Royal Canadian Mounted Police, Bylaw Enforcement Officer or the Chief Business Licence inspector, otherwise the right of appeal shall be barred and extinguished.
  - b) In the event of an appeal or refusal or revoking of a license the appeal shall be heard by the Council and the Council shall be the final judge of whether the refusal or revoking of a license was just and reasonable.

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**PART III - SPECIAL PROVISIONS RELATING TO CERTAIN BUSINESSES****CANNABIS RETAIL STORE**

- 14.1 Cannabis Retail Store hours of operation:
- (a) a Cannabis Retail Store may set its hours of operation between the maximum allowable hours of 10:00 a.m. and 12:00 a.m., Monday through Sunday. A store may operate reduced hours;
  - (b) Council has the authority to reduce or increase hours of operation; and
  - (c) a Cannabis Retail Store must be closed:
    - (i) on Christmas Day (December 25); and
    - (ii) at all times other than the hours endorsed for cannabis sales on the Licence.

**CONTRACTOR**

- 15.1 A Contractor that makes application for a permit with the Town including but not limited to a Building Permit, a Development Permit, Plumbing and Gas Permit, an Electrical Permit or a Mechanical Permit, must have a Business Licence.
- 15.2 Prior to a Licence being issued to an individual or company, the Chief Business Licence Inspector shall be satisfied by the complete submission of a perquisite form confirming that:
- (a) the individual or company; or
  - (b) an employee of the individual or company actively engaged by the individual or company;
- has a valid and subsisting provincial certificate for the trade or trades in which the individual or company wishes to engage.
- 15.3 Any Licence granted to an individual or company is granted subject to the following conditions:
- (a) if the Licence was granted to an individual or company based upon their or its qualifications under Section 15(1) and they or it ceases to be actively engaged in the Business or ceases to be so qualified the Licence shall be revoked; or
  - (b) if the Licence was granted based upon the qualifications of an employee actively engaged by the individual or company and that employee ceases to be actively engaged by that individual or company or ceases to be qualified, the Licence shall be revoked.



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**DIRECT SELLER**

- 16.1 Seven (7) full days prior to the commencement of the Business operation, a Direct Seller Business shall provide the following information:
- (a) the names and addresses of the Persons comprising the representatives' team, including their temporary or permanent places of residence in the Town;
  - (b) a recent identification photo of each representative; and
  - (c) the contact information of the regional lead hand responsible for the Direct Sellers in the Town.
- 16.2 A Direct Seller Business shall hold a valid Business Licence during the soliciting, negotiating or concluding in Person, of sale contracts for goods and services of the Business' representatives.
- 16.3 A separate Licence is required for each Direct Seller regardless of whether that Direct Seller is an employee of some other Person.
- 16.4 A Direct Seller may not carry on Business between the hours of 8:00 p.m. and 9:00 a.m.
- 16.5 A Direct Seller must display their company issued ID card when soliciting sales for goods and services.
- 16.6 A Direct Seller's Licence shall be valid for six (6) months from when the Licence is issued.

**ENTREPRENEURIAL YOUTH**

- 17.1 An Entrepreneurial Youth is eligible for a Business Licence free of charge.
- 17.2 A Business Licence is not an obligatory process and a youth proprietor will not be penalized if a Business Licence Application is not made.

**MOBILE COOKING OPERATIONS**

- 18.1.1 Prior to a Licence or a renewal of a Licence being issued to a Mobile Cooking Operation, the Chief Business Licence Inspector shall be satisfied that the unit has passed all inspections governed under the Safety Codes Act for Mobile Cooking Operations and has received approval from Alberta Health Services.
- 19.1 Mobile Cooking Operations shall only carry on Business on non-residential private property with permission of the property owner or on public/Town-owned property approved by the Town.
- 19.2 Mobile Cooking Operations shall provide recycling and waste receptacles to customers when in operation, unless participating in an event where receptacles are provided by the event organizer.
- 19.3 The Chief Business Licence Inspector may, in his/her sole discretion, waive the business

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licensing fees payable by an applicant for a business license for a Mobile Cooking Operation in the event that the Mobile Cooking Operation is invited to a Town sanctioned event.

### **MOBILE VENDING UNITS**

- 20.1 Mobile Vending Units shall only carry on Business on non-residential private property with permission of the property owner or on public/Town-owned property approved by the Town.

### **PRIVATE CHILD CARE PROVIDER**

- 21.1 A Private Child Care Provider shall provide:
- (a) a new Criminal Record Check with Vulnerable Sector Check for every new or renewal Application. A Criminal Record Check with Vulnerable Sector Check is required for each Child Care Provider and for any Person residing in the residence over the age of eighteen (18) years. Criminal Record Checks older than ninety (90) days will not be accepted for a Private Child Care Provider's Application; and
  - (b) a valid First Aid Certificate in Child Care.

### **TRADE-SHOW, FARMER'S MARKET OR COMMUNITY EVENTS**

- 22.1 A Person who is a participant in a tradeshow, farmer's market, or community event is entitled to accept orders or payments of money at the event location for performance of services, sales of goods or for delivery of goods.

## **PART IV - OFFENCES AND PENALTIES**

- 23.1 A Person who breaches provisions of this Bylaw is guilty of an offence and is liable for the following specified fine amounts:
- (a) \$500.00 for commencing Business operations without a valid Business Licence;
  - (b) \$50.00 for failing to display a valid Business Licence;
  - (c) \$500.00 for continuing Business activity after the Business Licence has been suspended or cancelled;
  - (d) \$1,000.00 for any offence of Section 10.1; and/or
  - (e) \$250.00 for any offence for which a fine is not otherwise established in this section.
- 23.2 Each day that a violation continues to exist shall constitute a separate offence.
- 23.3 In addition to any fine imposed for an offence under Section 3.1, a court may impose a fine in the amount of the Licence fee for each Business being engaged in or operating without a Licence.

- 24.1 If a Violation Ticket or Municipal Tag is issued in respect of an offence, the Violation Ticket or Municipal Tag may:
- (a) specify the fine amount established by this Bylaw for the offence; or
  - (b) require a Person to appear in court without the alternative of making a voluntary payment.
- 25.1 A Person who commits an offence:
- (a) if a Violation Ticket or Municipal Tag is issued in respect of the offence; and
  - (b) if the Violation Ticket or Municipal Tag states the fine amount specified in this Section for the offence;
- may make a voluntary payment equal to the specified fine.

**REPEAL EXISTING BYLAW**

- 26.1 Effective \_\_\_\_\_, Bylaw 977 and all amendments are hereby repealed.

**READINGS**

- 27.1 This Bylaw shall come into force on \_\_\_\_\_.

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

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

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

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

If any portion of this bylaw is declared invalid by a court of competent jurisdiction than the invalid portion must be severed and the remainder is deemed valid.
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**BYLAW #1017 - Schedule "A" Business Licence Fee**

DESCRIPTION	FEE
Resident Business Licence	\$100.00
Non-Resident Business Licence	\$200.00
Mobile Cooking Operation	\$200.00/Year \$20.00/Day
Mobile Vending Unit	\$200.00/Year \$20.00/Day
Home Occupation	\$100.00
3-Day Temporary Licence	\$60.00
3-Month Temporary Licence	\$150.00
Private Child Care Provider	\$100.00
Direct Seller's Permit	\$200.00/Year \$20.00/Day
Late Payment Fee	\$5.00/Month
Replacement of Business Licence Certificate or Permit	\$20.00
Transfer of Licence	\$15.00

## Schedule "B" Business Licence Application



Completed Applications can be submitted to [town@beaverlodge.ca](mailto:town@beaverlodge.ca)  
 Brought into the Town Office at 400-10<sup>th</sup> Street  
 Or mailed to P.O. Box 30, Beaverlodge AB T0H 0C0

Applicable payment can be E-transferred to [accountspayble@beaverlodge.ca](mailto:accountspayble@beaverlodge.ca)  
 or via Credit Card (using authorization form)

- ☐ **New Application**
- ☐ Resident – Commercial / Industrial / Institutional
- ☐ Resident – Home Occupation
- ☐ Non-Resident

☐ **Renewal – Business Licence No.**

### Business Information

Legal/Corporate Name	If you do not have a Registered Corporation, please enter your first and last name.		
Operating /Trade Name (If applicable)			
Business Activity Description			
Phone		Business Email	
No. of Full-Time Employees		No. of Part-Time Employees	
Approx. sq. ft. of Business Premise		Franchise Business	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Physical Business Address (PO Boxes will not be accepted)

Street Address		City	
Province/State	Postal/Zip Code	Country	

### Business Mailing Address

☐ Same as physical address

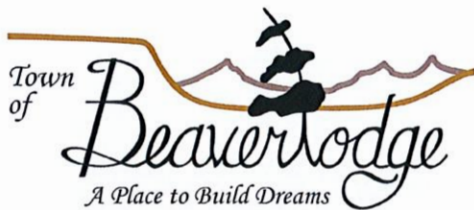
Street Address		City	
Province/State	Postal/Zip Code	Country	

☐ Lease/Rent Business Premise or ☐ Own Business Premise

### Business Contact Information

Owner Name			
Street Address		City	
Province/State	Postal/Zip Code	Country	
Email		Phone	
Main Contact Name (If different from Owner)			
Position	Phone	Email	





Completed Applications can be submitted to [town@beaverlodge.ca](mailto:town@beaverlodge.ca) Brought into the Town Office at 400-10<sup>th</sup> Street  
Or mailed to P.O. Box 30, Beaverlodge AB T0H 0C0

Applicable payment can be E-transferred to [accountspayable@beaverlodge.ca](mailto:accountspayable@beaverlodge.ca) or via Credit Card (using authorization form)

## Provincial Licensing

If your business requires to have a provincial licence, please provide a copy of the valid provincial licence.

Licence No.

I hereby certify that the above information is true and properly sets out the business which is presently carried on by the applicant, owner, or operator. Approval of this Business Licence does not exempt the applicant from obtaining necessary permits required through Municipal Bylaws, Federal and Provincial Statutory Regulations.

Applicant Name	Position
Applicant Signature	Date

**NOTE:** By typing your name into the signature box below (or by signing a printed version of this application), you agree that all information submitted on this declaration is true and accurate.

The personal information on this form is collected under the authority of the Town of Beaverlodge Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25 (the "FOIP Act"), as amended from time to time, and will be used to administer the Town of Beaverlodge's Business Licensing Program. The Town may request input from employees of other Town of Beaverlodge departments, Alberta Health Services, Beaverlodge RCMP, and/or Alberta Gaming Liquor Cannabis Commission in order to properly assess your application for this license or to determine appropriate conditions, if any, for this license. In addition, the Town of Beaverlodge may use your personal information to connect with you on Economic Development matters such as survey invites or to participate in engagement opportunities. The personal information provided will be protected in accordance with Part 2 of the FOIP Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the Town Office at 780-354-2201.

Email Application [town@beaverlodge.ca](mailto:town@beaverlodge.ca)

Mailing Address PO Box 30, Beaverlodge AB T0H 0C0



**Nichole Young**

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**Subject:** FW: 2023 Franchise Fee Review - Town of Beaverlodge  
**Attachments:** 2023 Franchise Fee Review Letter-Town of Beaverlodge.pdf

**From:** Abram, Shelley <[Shelley.Abram@atco.com](mailto:Shelley.Abram@atco.com)>  
**Sent:** August 29, 2022 6:23 PM  
**To:** Jeff Johnston <[jjohnston@beaverlodge.ca](mailto:jjohnston@beaverlodge.ca)>  
**Subject:** 2023 Franchise Fee Review - Town of Beaverlodge

Good Afternoon Jeff,

Please find attached a Review for setting the 2023 Electric Franchise Fees. If you would like to make an adjustment to the current percentage (7.0%) and have it in **effect for January 1, 2023**, the change notices must be published in the local newspaper prior to **October 10, 2022**.

Please advise if the Town of Beaverlodge would like to change the current Franchise Fee or if they would like to keep it the same for 2023.

If you have any questions or if, you would like to discuss this or any other matter, please let me know,

Thank-you,

**Shelley Abram**

Customer Sales Representative, Grande Prairie  
Electricity

P. 780 830 2919 C. 780 552 6246  
A. 9602 – 123 St. Grande Prairie, AB T8W 0J7

[ATCO.com](https://www.atco.com) [Facebook](#) [Twitter](#) [LinkedIn](#)



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August 29, 2022

Town of Beaverlodge  
Attn: Jeff Johnston  
PO Box 30  
10116-4th Avenue  
Beaverlodge, AB T0H 0C0

**Re: Distribution Revenue Forecast for 2023 Franchise Fee**

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Dear Jeff Johnston,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, specific procedures must be followed before the fee can be changed and take effect. This letter is intended to provide you with an overview of the franchise fee change procedure as follows:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 10, 2022**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 14, 2022** in order to obtain AUC approval and commence billing the new fee effective January 1, 2023.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.



The following information will help you decide the appropriate fee percentage for your community.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2022 Distribution Revenue	Estimated 2023 Distribution Revenue
7% of distribution revenue	20%	\$2,291,688	\$2,761,388 Estimated on first 6 months of data	\$2,664,739 Amortized (inflation index)

To estimate the franchise fee amount, multiply the Estimated Distribution Revenue by the fee percentage. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 780-552-6246.

Yours truly,



Shelley Abram  
Customer Services Supervisor  
ATCO Electric  
C. 780-552-6246  
E. Shelley.Abram@atco.com



August 31, 2022

Town of Beaverlodge  
PO Box 30  
Beaverlodge, AB T0H 0C0

**Attention: Mr. Jeff Johnston, Chief Administrative Officer**

**RE: ATCO Gas and Pipelines Ltd. Franchise Agreement**

Pursuant to our franchise agreement, your municipality has the option to change the franchise fee percentage in 2023. A request to change the franchise fee must be received by ATCO Gas in writing prior to November 1, 2022. If you are considering changing the franchise fee in 2023, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Beaverlodge a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Beaverlodge, this percentage is 11.50%.

In 2021, our Delivery Tariff revenue in the Town of Beaverlodge was \$706,106. Our forecast Delivery Tariff revenue for 2023 is \$867,045. Therefore, based on the current franchise fee percentage, your forecast 2023 franchise fee revenue would be \$99,710.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at [Adam.Chambers@atco.com](mailto:Adam.Chambers@atco.com).

Yours truly,



Adam Chambers  
2022.08.31 17:24:10 -06'00'

Adam Chambers  
Manager, Grande Prairie  
ATCO Natural Gas Division



## **COMMITTEE OF THE WHOLE MEETING MINUTES**

### **COUNCIL CHAMBERS 400 10 St, BEAVERLODGE @ 6:00 P.M. SEPTEMBER 12, 2022**

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

**1.0**     **CALL TO ORDER:** Mayor Gary Rycroft called meeting to order. **6:00 PM**

**2.0**     **ADOPTION OF AGENDA:**

**#070-2022-09-12**     Councillor Cyndi Corbett

**CARRIED:** That the Committee of the Whole accepts the agenda as presented.

**3.0**     **OLD BUSINESS:**

**4.0**     **NEW BUSINESS:**

4.1 ATCO Franchise Fee Option – Gas & Electric

**#071-2022-09-12**     Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That the Committee of the Whole recommends that this item be brought to the September 26, 2022 Council meeting and to not increase the rates.

4.2 Town Hall Topics

*Council would like to know what is going well and what isn't (Beefs & Bouquets). CAO Jeff Johnston will speak to what projects have been done and what is upcoming.*

4.3 Sept 30, 2022 National Day for Truth & Reconciliation – Councillor Jones

**#072-2022-09-12**     Councillor Gena Jones

**CARRIED:** That the Committee recommends that this item be taken up at the Council meeting immediately following this meeting, September 12, 2022.

4.4 Arena & Improvements

*CAO informed the Committee about the assessment data to be sent out.*

4.5 Emergency Services BBQ

*Suggested that an evening time would work best to accommodate those on the Fire Department who have to work. This will be an opportunity for Council and Staff to meet new members of both RCMP and the Fire Department. November 9, 2022 is the date chosen.*

4.6 Intermunicipal Meeting – Councillor Corbett

*Councillor Corbett provided an update on the meeting to be hosted by Beaverlodge.*

4.7 Christmas Craze 2022 – Councillor Jones

**#073-2022-09-12** Councillor Gena Jones

**CARRIED:** That the Committee of the Whole recommends that this item be moved to the Council meeting immediately following this, September 12, 2022.

4.8 Frequent Shopper Program Update – Councillor Corbett

*Councillor Corbett updated the Committee that the Frequent Shopper Program is having its best year so far with only 3 weeks to go.*

4.9 Community Enhancement Committee – Councillor Kokotilo-Bekkerus

*Councillor Kokotilo-Bekkerus has no update at this time.*

4.10 Walking Trails – Councillor Jones

*Councillor Jones updated the Committee with the following – that a Walkability Study has been done with AHS, downtown area and schools are well connected but not to the rest of town. Data can be sent to committee once AHS completes the report. A grant is currently being worked on for the first phase of the Walking Trails.*

**5.0 TOPICS FOR NEXT AGENDA:**

- AUMA Conference debrief
- Strategic Plan
- Minister meetings (Transportation & Municipal Affairs) at AUMA
- Community Enhancement Committee – Councillor Judy Kokotilo-Bekkerus
- Walking Trails – Councillor Gena Jones

**6.0 CLOSED SESSION:**

nil

**7.0 ADJOURNMENT:** Mayor Rycroft adjourned the meeting.

**6:57 PM**

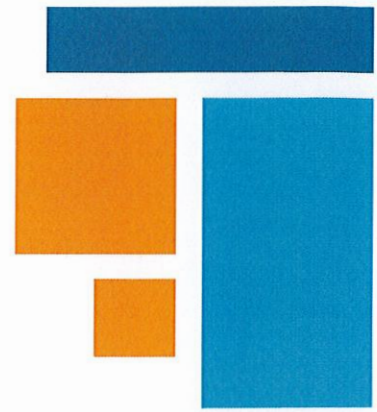
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Mayor Gary Rycroft

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Deputy Mayor Hugh Graw





September 20, 2022

Honourable Tyler Shandro  
Minister of Justice and Solicitor General  
204 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Dear Minister Shandro:

I am writing in response to your August 26, 2022 letter to Her Worship Debra Dueck, Mayor of the Town of Tofield regarding the recently announced changes to victim services. Alberta Municipalities greatly appreciates your reversing the changes to the Victims of Crime fund and benefits program that were introduced in 2020 and expanding both eligibility and benefit amounts. However, I would like to clarify your statement that Alberta Municipalities was engaged on and was consulted on the new zonal governance model as proposed by the provincial government.

Alberta Municipalities administration did attend a two-hour virtual engagement on November 9, 2020, where, along with other discussion materials, three test concepts for service delivery and governance were presented. However, these test concepts were not discussed in detail, nor was there any mention of changes to service delivery that would require caseworkers and administrative staff to reapply for their positions. Accordingly, I can confidently confirm that Alberta Municipalities was not consulted, nor provided the ability to give feedback on behalf of its member municipalities, regarding the proposed delivery specifics of victim services. During this discussion and as a more general statement, Alberta Municipalities only noted the importance of ensuring sustainable funding and equitable access to victim services for all Albertans, regardless of the service delivery and governance model.

I look forward to the upcoming engagement on this important topic and working with you to preserve and enhance the supports and services available to victims of crime across Alberta.

Sincerely,



Cathy Heron, President, Alberta Municipalities

cc: Alberta Municipalities members  
Rural Municipalities of Alberta



# Annual Report 2020

## Peace Library System

*Connecting libraries, people and resources through teamwork, technology and training*

46 public libraries & 50 schools | 806,263 items circulated to 29,446 patrons



### Physical Collection

22,041 items ordered  
25,559 items catalogued



### Digital Collection

97,559 digital items  
made available



### TRACpac

9,937,707 visits to  
virtual catalogue

### eResource Usage Highlights

Niche Academy tutorials up 228%  
cloudLibrary up 89%



RBDigital eMagazines up 28%  
OverDrive up 25%  
Lynda.com up 17%

### Delivery & ILL

141,365 outgoing ILLs

227,937 incoming ILLs

PLS courier vans traveled  
54,850 km, delivering  
281,900 items

### Training

62 training events &  
13 library manager  
meetings

Consultants offered 444  
remote support sessions

IT offered 1,131 remote  
support sessions

### Programs

38 programs sponsored  
at public libraries

1155 registered delegates  
at Stronger Together  
Virtual Conference with  
24 sessions and 4 keynote  
speakers

### Indigenous Services

950 craft & literacy kits made, 21 programs offered for outreach  
18 training sessions offered on anti-racism  
693 cardholders from Indigenous communities



# PLS Annual Report 2020

## Board Members

(as of December 2020)

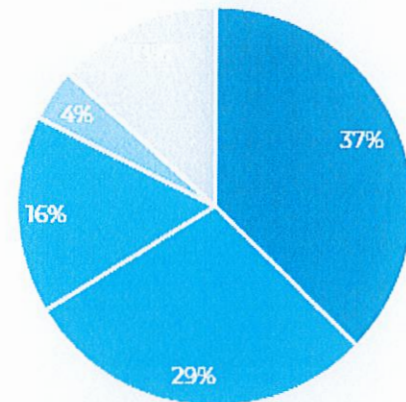
Town of Beaverlodge — Gena Jones  
 Village of Berwyn — Cindy Hockley  
*Big Lakes County — Lorrie Shelp\**  
 Birch Hills County — Denise Joudrey  
 Clear Hills County — Peter Frixel  
 Village of Donnelly — Vacant  
*MD of Fairview No. 136 — Ray Skrepnek\**  
*Town of Fairview — Stan Golob\**  
 Town of Falher — Lindsay Brown  
 Town of Fox Creek — Meesha Bainton  
 Village of Girouxville — Vacant  
*City of Grande Prairie — Chris Thiessen\**  
*County of Grande Prairie #1 — Linda Waddy\**  
*MD of Greenview No. 16 — Roxie Chapman*  
*Town of Grimshaw — Dennis Sukeroff\**  
 Town of High Level — Brent Anderson  
 Town of High Prairie — Brian Gilroy  
 Village of Hines Creek — Camille Zavisha  
 Village of Hythe — Sandra Miller  
 MD of Lesser Slave River No. 124 — Brad Pearson  
 Town of Manning — Sunni-Jeanne Walker  
 Town of McLennan — Philippa O'Mahony  
 Village of Nampa — Cheryl Novak  
*County of Northern Lights — Belinda Halabisky\**  
*Northern Sunrise County — Carolyn Kolebaba\**  
 MD of Opportunity No. 17 — Brendan Powell  
 Paddle Prairie Métis Settlement — Reta Nooskey  
 MD of Peace No. 135 — Sandra Eastman  
 Town of Peace River — Elaine Manzer  
 Town of Rainbow Lake — Michelle Farris  
 Village of Rycroft — Roxann Dreger  
 Saddle Hills County — John Moen  
 Town of Sexsmith — Clinton Froehlick  
 Town of Slave Lake — Joy McGregor  
*MD of Spirit River No. 133 — Elaine Garrow\**  
*MD of Smoky River No. 130 — Raoul Johnson\**  
 Town of Spirit River — Harry Ezio  
 Town of Valleyview — Tanya Boman  
 Town of Wembley — Anna Underwood

*Executive Committee members\**

## Financials

### Revenue

\$3,146,265

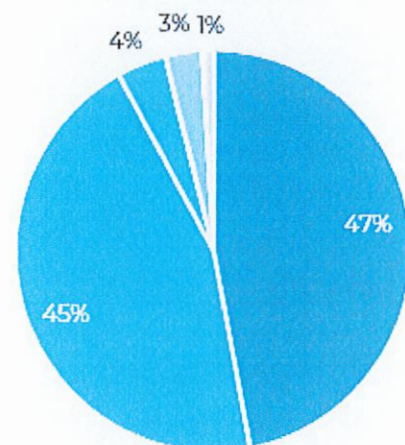


- Member Municipalities
- Province of Alberta
- Library Board Allotments
- School Contracts

Other

### Expenditures

\$3,023,829



- Staffing
- Services to Members
- Administration
- Building & Maintenance

Trustee Expenses

The 2020 audit was conducted by Fulcrum Group.  
 A copy of the complete audited statement is available on request.



## 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 - 2023 capital plan. Only \$50K in current budget, rest will be deferred to 2023 due to higher than expected pricing.	In progress	8/1/2023
2	PWSD land	14-Sep-20	Admin	CAO met with Superintendent on Feb 15, 2022.	In progress	Winter 2022
3	Recreation Centre Rate Review	27-Sep-21	CAO/Admin	CAO has received the rates and will review and bring to next Council meeting.	In progress	9/26/2022
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	Fall 2022
6	Beaver Mascot Naming Contest	24-May-22	Admin	Create a contest to be run in the schools this Fall to name our mascot.	In progress	
7	Treaty 8 Land Acknowledgement	24-May-22	Admin	Draft a process to enact the use of our Treaty 8 Land Acknowledgement statement, including if necessary, consultation with Indigenous communities and bring back to Council	In progress	
8	CN Property - Elevator Road	13-Jun-22	CAO	Look for more information and what options we have. To be brought back to Council for decision.	In progress	Fall 2022
9	Selfie Stand @ Beaver Statue	27-Jun-22	Admin	Council directs Admin to look into the cost of installing a Selfie stand	In progress	
10	Town Hall	27-Jun-22	Admin	Scheduled for Sept 27/22	In progress	9/27/2022

Current as of: **Monday, September 26, 2022**

Department: Fire Department

Date: August 2022

From: Stan Metcalfe, Fire Chief.

In the Month of August, the Beaverlodge Fire Department responded to 16 calls for service.

Town of Beaverlodge	9	
County Of GP	6	
Horse Lake	1	
Alarms	3	2 in Town. 1 in County
Medical Co-Response	6	5 in Town. 1 in County
Brush Fire	6	1 in Town. 4 in County. 1 in Horse Lake.
Gas leak	1	1 in Town

Cooler weather at the beginning of summer allowed for reduced risk of fires caused by farm equipment in July. Subsequent lack of rainfall, higher temperatures, & high winds in August have increased the number of brush fires. 4 brush fires were as a result of intentional / careless burning.

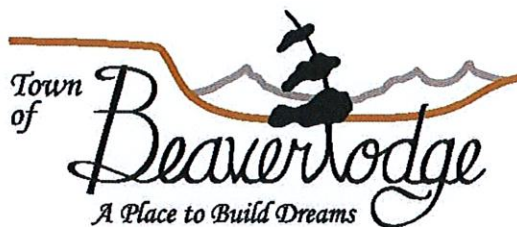
Monthly Report to Council  
From: Reanna Stockman

Date: Sept 15, 2022  
Department: FCSS

Project/Event	Highlights/Concerns
Administrative Tasks	<ul style="list-style-type: none"> <li>○ Newsletter and Newspaper are ongoing</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>○ Emergency Social Services Meeting: Discussed upcoming training, forms booklet and new online reception center check in</li> <li>○ Root of Rural Homelessness Meeting</li> <li>○ AHS Walkability Assessment (Sept 1)</li> <li>○ Community Garden Meeting (Sept 6)</li> <li>○ Advisory Meeting (Sept 14)</li> <li>○ Directors Meeting (Sept 16)</li> </ul>
Programs	<ul style="list-style-type: none"> <li>○ Working on Meals on Wheels – meeting with Food Bank and Alliance Church Sept 20</li> <li>○ Actively seeking grants for Meals on Wheels</li> <li>○ Tools for Schools program- handed out 61 backpacks</li> <li>○ Actively trying to recruit volunteers for Drive Happiness</li> <li>○ After the Bell snack program: handed out \$1840 and 184 snack bags (Aug 29 last day)</li> <li>○ Positive Ticket Campaign: 35 tickets redeemed, and 4 bike helmets given out. Very positive response and great interactions with parents/kids.</li> <li>○ Power of Play – Mom's &amp; Tots program starting Wednesdays (Sept 14) for 6 weeks. Focusses on developmental stages through play.</li> <li>○ Planning a Teen Halloween Dance for Oct 28 in partnership with Rec and RCMP</li> <li>○ Name the Beaver Mascot Contest w/ Economic Development</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>○ Reanna continues to be a one-woman show 😊</li> </ul>
Training & Development	<ul style="list-style-type: none"> <li>○ Dental and Optical for Seniors information training</li> <li>○ Men's Shed Conference – Sept 21-23</li> </ul>
Other	<ul style="list-style-type: none"> <li>○ Food Bank: From July 26- Sept 12, 2022, \$5250 in grocery cards were handed out. 219 people served</li> <li>○ Probation has been using the office bi-weekly for meeting with clients</li> <li>○ Odyssey House program is running at the library (7 clients currently)</li> <li>○ Starting to advertise for donations for Coats for Kids &amp; Halloween Costumes (Town, BES and ST Mary drop off location)</li> </ul>



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|  | <ul style="list-style-type: none"><li>○ Submitted a Blue Cross grant for walking trails</li><li>○ Submitted a grant application for skate/snow shoes</li><li>○ ESS Reception Center Set up September 4-5 at Community Center for evacuees</li><li>○ Beaver Naming Contest to go out to Schools September 19</li><li>○ Submitted application for Odyssey House funding to Ovintiv</li></ul> |
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**Monthly Report to Council**

Date: 16 September 2022

From: Tracy Deets

Department: Library

Project/Event	Highlights/Concerns
Programming / Events	<p>Summer programming wrapped up in mid-August</p> <p>Fall and winter program planning in progress, with both kids and adult events to be undertaken</p> <p>Have partnered with other services to offer space for their programs (Play and Learn, Sensory Stories and Songs, etc)</p> <p>Ran concession booth at Harvest Festival movie night at the South Peace Centennial Museum on Sep 9</p>
Administrative	<p>Fine tuning of item records in preparation for inventory</p>
Other	<p>Conducted inventory from Sep 6 through 9, and accounted for over 24,000 items</p>

Monthly Report to Council

Date: Sept 21<sup>st</sup> 2022

From: Nick Kebalo

Department: PW

Project/Event	Highlights/Concerns
Stump grinding, tree planting	This years stump grinding complete, planting to start in early October
Water valve repair	We have touched 31 valves during the 2022 season so far. For your information the average condition of the valves we have looked at is poor compared with what I would expect to find for the age of the valves. I have implemented a unidirectional flushing program which requires the exercising of most of the towns water valves. Valves that are not part of the program will be worked over the next two years, and a regular program for these valves will be developed as well.
Pot hole repair	September repair completed
Road work. Crack sealing, line painting	Line painting and crack sealing have been completed
Sidewalk and gutter repair	This work is ongoing, will be completed by Oct 1 <sup>st</sup> 2022
Sewer relining	Complete.



Beaverlodge Report to Council  
From: Rae Cook, Parks and Recreation Manager

Date: September 2022  
Department: Recreation

Facility	Highlights
Recreation Center	<p>Aquatics:</p> <ul style="list-style-type: none"> <li>Annual Shutdown work has progressed well with a few delays due to contractor scheduling.</li> <li>October swim lessons and aquatics scheduling have been released with slightly reduced hours and availability due to staffing.</li> <li>School lessons have begun with more school continuing to book.</li> </ul> <p>Fitness Center:</p> <ul style="list-style-type: none"> <li>Classes from Beaverlodge Regional High School and St. Mary's Catholic School are once again visiting the facility weekly.</li> <li>Use of the walking track has increased already.</li> </ul>
Community Kitchen/Gym	<ul style="list-style-type: none"> <li>Small increase in booking inquiries.</li> <li>Facility booked September 24<sup>th</sup> for private event.</li> <li>Scheduled meetings for both parties to meet and discuss logistics.</li> </ul>
Community Center/Multipurpose Room	<ul style="list-style-type: none"> <li>Event season has begun and the Community Center is booked for numerous Dinner events</li> <li>Multipurpose Room bookings for meetings has increased significantly</li> <li>Janitors have been scheduled to deep clean and prep the floors for the installation of the pickleball courts. They will be maintaining the tape and floors throughout the winter to keep them looking their best for all users.</li> <li>Both spaces are booked regularly for fitness and yoga classes.</li> </ul>
Arena	<ul style="list-style-type: none"> <li>2022/2023 season has officially started.</li> <li>Junior "B" is back and have a successful expedition game. Home opener is scheduled September 24<sup>th</sup></li> <li>Admin is working with the local skating club to offer skating programs.</li> </ul>
GPRRC	<ul style="list-style-type: none"> <li>Nothing to update at this time.</li> </ul>
Balls and Parks	<ul style="list-style-type: none"> <li>Park Inspection was complete, waiting for the final report.</li> <li>Beaverlodge Minor Ball and admin have been working together to ensure diamond upgrades are moving forward.</li> </ul>
Other	<ul style="list-style-type: none"> <li>October Advanced Courses are available for registration.</li> </ul>