



AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
TO BE HELD MONDAY NOVEMBER 14, 2022 AT 7:00 PM
IN COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE, AB

| | | |
|------|--|---|
| 1.0 | <u>CALL TO ORDER:</u> | |
| 2.0 | <u>ADOPTION OF AGENDA:</u> | |
| 3.0 | <u>ADOPTION OF MINUTES:</u> 3.1 October 24, 2022 - Regular Council Meeting Minutes | PP 2-4 |
| 4.0 | <u>DELEGATIONS:</u> | |
| 5.0 | <u>OLD BUSINESS:</u> 5.1 Treaty 8 Land Acknowledgement Statement | PP 5 |
| 6.0 | <u>NEW BUSINESS:</u> 6.1 Beaverlodge Pump Station Assessment – Associated Engineering #088-2022-10-24 Councillor Cyndi Corbett <i>CARRIED: That the Committee of the Whole recommends that this item be brought forward to the next Council meeting for approval on November 14, 2022.</i> 6.2 Fee Reduction Request – Beaverlodge Daycare Christmas Gala 6.3 Fee Reduction – Barracudas Annual Swim Meet 6.4 Fee Reduction – Barracudas Regular Season | PP 6-8 PP 9-11 PP 12-20 PP 21-29 |
| 7.0 | <u>CORRESPONDENCE:</u> 7.1 Committee of the Whole Minutes – October 24, 2022 7.2 Organizational Meeting Minutes – October 24, 2022 7.3 Response to CN Letter – Elevator Road | PP 30,31 PP 32 PP 33-35 |
| 8.0 | <u>COMMITTEE AND STAFF REPORTS:</u> 8.1 Action List 8.2 Council Reports | PP 36 PP 37,38 |
| 9.0 | <u>CLOSED SESSION:</u> | |
| 10.0 | <u>ADJOURNMENT:</u> | |



REGULAR COUNCIL MEETING MINUTES

HELD MONDAY OCTOBER 24, 2022 AT 7:00 PM

COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA

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

#265-2022-10-24 Councillor Cyndi Corbett

CARRIED: That Council adopts the agenda with the addition to New Business of item 6.3 Fee Reduction Request – Beaverlodge & District Chamber of Commerce.

3.0 **ADOPTION OF MINUTES**

3.1 October 11, 2022 Regular Council Meeting Minutes

#266-2022-10-24 Councillor Gena Jones

CARRIED: That Council accepts the minutes of the October 11, 2022 Regular Council Meeting as they are presented.

4.0 **DELEGATIONS**

4.1 Beaverlodge Elementary School Council – Junior High School in the Town of Beaverlodge - Stacey Korzenowski, Chelsea Ray, Becky Perrin & Britten Snatic.

Mayor Rycroft called for a 5-minute break. **7:35 PM**

Mayor Rycroft reconvened the meeting. **7:41 PM**

#267-2022-10-24 Deputy Mayor Hugh Graw

CARRIED: That Council accepts this presentation for information.

5.0 **OLD BUSINESS**

6.0 NEW BUSINESS

6.1 Regional Economic Development – Administrative Working Group

#268-2022-10-24 Councillor Cyndi Corbett

CARRIED: That Council directs Administration to move forward with the Administrative Working Group regarding Regional Economic Development.

6.2 Community Enhancement Committee – Member-at-large

#269-2022-10-24 Councillor Gena Jones

CARRIED: That Council approves the Community Enhancement Committees recommendation for Rhonda Matheson as a Member-at-large for the Community Enhancement Committee.

6.3 Facility Fee Reduction – Beaverlodge & District Chamber of Commerce

#270-2022-10-24 Councillor Gena Jones

CARRIED: That Council approves the 50% fee reduction for the Beaverlodge & District Chamber of Commerce for November 24, 2022 for their annual Christmas Luncheon and their First Annual Business Awards.

7.0 CORRESPONDENCE:

7.1 Committee of the Whole Minutes – October 11, 2022

#271-2022-10-24 Councillor Cody Moulds

CARRIED: That Council approves the minutes from the Committee of the Whole on October 11, 2022 as presented.

7.2 Special Council Meeting Minutes – October 17, 2022

#272-2022-10-24 Councillor Cyndi Corbett

CARRIED: That Council approves the minutes from the October 17, 2022 Special Council Meeting as presented.

7.3 Community Enhancement Committee Minutes – August 24, 2022

#273-2022-10-24 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts the minutes from the August 24, 2022 Community Enhancement Committee meeting as presented.

7.4 Community Economic Development Committee Minutes – June 16, 2022

#274-2022-10-24 Councillor Cyndi Corbett

CARRIED: That Council accepts the minutes from the June 16, 2022 Community Economic Development Committee meeting as presented.

8.0 COMMITTEE AND STAFF REPORTS

8.1 Action List

#275-2022-10-24 Deputy Mayor Hugh Graw

CARRIED: That Council accepts the Action Item List as presented.

8.2 Staff Reports

#276-2022-10-24 Councillor Gena Jones

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

9.0 **CLOSED SESSION:**

#277-2022-10-24 Councillor Cal Mosher

7:54 PM

CARRIED: That Council moves into Closed Session for item 9.1 Legal - Mount View Health Complex – FOIP Section 21.

9.1 Legal – Mount View Health Complex – FOIP Section 21

#278-2022-10-24 Councillor Cyndi Corbett

8:10 PM

CARRIED: That Council moves out of Closed Session.

10.0 **ADJOURNMENT**

Mayor Gary Rycroft adjourned the meeting.

8:10 PM

Mayor, Gary Rycroft

CAO, Jeff Johnston

As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land.

We are grateful to work, live and learn on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.

October 7, 2022
File: P22-01906

TEL: 780.451.7666
FAX: 780.454.7698
www.ae.ca

Jeff Johnston, R.E.T., ICD.D
Chief Administrative Officer
Town of Beaverlodge
1016 - 4 Avenue
PO Box 30
Beaverlodge, AB T0H 0C0

Re: BEAVERLODGE PUMP STATION ASSESSMENT

Dear Sir:

To properly budget for the facility's rehabilitation and/or upgrade options, the Town of Beaverlodge's Public Works Department must have a solid plan that prioritizes, schedules, and budgets the needs in a manner that can be defended to Town Council and the taxpayers. Stakeholders need assurances that the limited financial resources available are being spent where they are needed the most.

Associated Engineering will work with the Town to develop an assessment framework to capture a wide range of asset classes. The scored components will be based on the condition, the consequences of failure, the probability of failure and the useful life expectancy. The framework will aim to be standardized and repeatable to mitigate subjective influences. The following table (Table 1-1) is an example of a plan asset evaluation that may be used.

Table 1-1: Sample Plan Asset Evaluation

| Implementation Plan Evaluation Weight | Condition | Description |
|---|-----------|--|
| 1 | New | Asset is in new condition and performs for its intended purpose. Recently installed. |
| 2 | Good | Asset is in prime condition and performs for its intended purpose. Does not need to be replaced or repaired. No repair costs. |
| 3 | Fair | Asset shows some signs of wear and tear, and/or and performs for its intended purpose. May need to be replaced or repaired in the future. Possible small repair cost. |
| 4 | Poor | Asset shows a lot of wear and tear or does not performs for its intended purpose. Will soon need to be replaced or repaired. Moderate repair cost. |
| 5 | Hazardous | Asset is no longer in acceptable condition and does not perform for its intended purpose. Needs to be replaced or repaired immediately. Full value of the asset to repair. |
| Consequence of Failure: | | |
| 1 | Low | No injuries or illness; no environmental impact; the population is unaffected; minor investment required; no loss of reputation. |
| 5 | Medium | Minor injuries or illness; minor environmental impact; low or no impact to the population; unplanned investment would be required to repair/replace but could be covered by current budget; no loss of reputation. |

| Implementation Plan Evaluation Weight | Condition | Description |
|---|-------------------|---|
| 10 | High | Severe injury or death or health hazards; significant/irreversible or not easily reversible damage to the environment; large population affected; significant unplanned investment required to repair or replace; significant loss of reputation. |
| Probability of Failure: | | |
| 1 | Low | Asset likely to fail in next 5 -10 years. |
| 2 | Average | Asset likely to fail in next 3 - 5 years. |
| 3 | High | Asset likely to fail in next 1 -3 years. |
| Life: | | |
| | Useful Life | The number of years an asset should function, based on factory specifications. |
| | Remaining Life | The actual number of years remaining before asset expected to be replaced, based on its current condition. |

To accomplish the overall goals of this project, the following objectives must be completed:

- Collect and review background data, as-built drawings, previous reports, and maintenance records;
- Develop and provide condition rating criteria;
- Perform one site inspection and condition assessment;
- Provide a 3D laser scan of the existing two pump stations (optional);
- Draft and final report versions of the Condition Assessment Report; submitted for review by the Town;
- Project Management Services throughout all aspects of the project.

1 APPROACH

Associated will undertake the following activities while conducting an assessment of the Town of Beaverlodge's two pump stations, North and Farmhouse:

- Conduct an assessment of future pumping requirements of each pump station using the Town's existing water model for the current distribution system not taking account of future developments outside the current model.
- Assess the existing pump capacity to meet future needs based on the existing pump curves.
- Conduct of 3D laser scan of both North and Farmhouse pump stations.
- Provide a process, structural, building mechanical and EI&C assessment of infrastructure components of each pump station according to the condition of the asset and consequence of failure.
 - Provide replacement cost for equipment that requires replacement.
- Draft report concluding conditions of all inspected items, recommended actions and a cost estimate for the actions required.

- Final report will be issued to the Town after all review comments from the Town have been addressed.

Deliverables: Assessment Report, Draft and Final

2 PROJECT SCHEDULE

We anticipate the total project duration will be approximately 6 to 8 weeks. Our proposed project schedule is as follows:

Table 2-1: Project Schedule

| Milestones | Timeline |
|-------------------------------|-------------------------|
| Project Initiation | October 21 |
| Background Data Collection | October 21 - October 28 |
| Facility Condition Assessment | November 2-3 |
| Collation of Results | November 7 – 14 |
| Submit Draft Report | November 21 |
| Review Meeting | November 28 |
| Submit Final Report | December 9 |

3 FEES

Associated Engineering proposes a Lump Sum Fee of \$56,600, excluding GST, for the completion of the condition assessment of the Farmhouse and North Pump Station for the Town of Beaverlodge. If the Town of Beaverlodge elects to complete the optional 3D laser scan on the interiors of the two pump station that can be completed for an additional \$5,000, excluding GST.

We hope that this Work Plan meets the Town of Beaverlodge's objectives. If you have any questions or require clarification on any aspect of the Work Plan, please contact the undersigned directly at 780-718-1630.

We await your authorization to kick-off the project.

Yours truly,


Grand Dixon
Project Manager/Manager, Regional Water
Nicholai Kristel, P.Eng.
Project Engineer



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Facility and Fee Waiver Application

Organization: The Beaverlodge Daycare Date(s) of event: Nov. 23-26/22

Charity/Non Profit Registration Number: 88764 5158 RT0001

Type of business: ☐ Government ☒ Non-Profit ☐ For Profit ☐ Other: _____

You must attach a copy of the 501(c)3, if Non-profit

Address: Box 838 City: Beaverlodge Prov: AB Postal-Code: T0H 0C0

Contact Name: Alysha Martin Title: Executive Director

Phone: 780 354 2855 Phone 2: _____ Fax: _____

Email: brlgdc@telus.net Web: _____

Requested facility/location of event: St. Mary Catholic School

Requested equipment: Hall, Pipe + Drape, Bar, Stage,

Requested Percentage of Fees to be waived: ☒ 25% ☒ 50% ☒ 75% ☒ 100% Anything

Brief Description of Event: Gala, Dinner Dine + Dance to raise funds for building costs and our food program

Type of event: ☒ Fundraiser ☐ Community Event ☐ Private Event

Please attach any specific details or comments that may assist Town Council in making this decision.

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature

Date

Oct 28/22

For Office Use Only:

Received By:

Date:

Total Amount Requested for Waiver:

Permit #:

Recommendation: ☐ 0% ☐ 25% ☐ 50% ☐ 75% ☐ 100%

Council Approval ☐ 0% ☐ 25% ☐ 50% ☐ 75% ☐ 100%

CAO:

Date:

Notified by:

Date:

www.beaverlodge.ca

602 12

Permit Contract

Town of Beaverlodge Recreation
P.O. Box 30
1016 - 4th Ave
Beaverlodge, AB T0H 0C0
Phone: (780) 354-2203
FAX: (780) 354-2203
Email: recreation@beaverlodge.ca

Permit #3350, Approved

Oct 28, 2022 10:58 AM



Company: Beaverlodge Day Care
Box 838
Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations

Prepared By: Tanya Harvey

Agent: Alysha Martin

Home: (780) 228-3423

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|------------|----------|-----------|---------------|----------|---------------|----------------|---------|----------|
| \$2,238.10 | \$111.90 | \$0 | \$2,350.00 | \$333.33 | \$16.67 | (\$2,175.00) | \$0 | \$525.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|--|-------------------------------|---|------------|
| Christmas Gala Dine & Dance #3350 Type: Private Function Attend/Qty: 200 | Community Kitchen & Gymnasium | Community Kitchen & Gymnasium 100-13th Street Beaverlodge, AB T0H 0C0 (780) 354-2203 | -- |
| Days Requested | Event Begins | Duration | Event Ends |
| Day | Date | | Time |
| Wednesday | Nov 23, 2022 | 6:00 PM | 12:00 AM |
| Thursday | Nov 24, 2022 | 12:00 AM | 12:00 AM |
| Friday | Nov 25, 2022 | 12:00 AM | 12:00 AM |
| Saturday | Nov 26, 2022 | 12:00 AM | 12:00 AM |
| Summary | Notes | | |
| Total Number of Dates: 4 | -- | | |
| Total Time: 78 hours | | | |

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|---------------------|--|------------|-------|------------------|------------|
| Event Day After | Christmas Gala Dine & Dance #3350 Community Kitchen & Gymnasium | \$300.00 | 1.00 | GST (I): \$14.29 | \$300.00 |
| Event Day Prior | Christmas Gala Dine & Dance #3350 Community Kitchen & Gymnasium | \$300.00 | 2.00 | GST (I): \$28.57 | \$600.00 |
| Event Package | Christmas Gala Dine & Dance #3350 Community Kitchen & Gymnasium | \$1,250.00 | 1.00 | GST (I): \$59.52 | \$1,250.00 |
| Pipe & Drape Rental | Christmas Gala Dine & Dance #3350 Community Kitchen & Gymnasium | \$10.00 | 20.00 | GST (I): \$9.52 | \$200.00 |

DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|----------------|------------------|--------|-----|-------------|---------|---------|
|----------------|------------------|--------|-----|-------------|---------|---------|

| | | | | | | |
|--------------------|--|----------|---------|----------|-----|-----|
| Cleaning Fee | Christmas Gala Dine & Dance #3350 Community Kitchen & Gymnasium | \$47.62 | \$2.38 | \$50.00 | \$0 | \$0 |
| SMG Damage Deposit | Christmas Gala Dine & Dance #3350 Community Kitchen & Gymnasium | \$285.71 | \$14.29 | \$300.00 | \$0 | \$0 |

▼ Payments and Refunds

| Receipt # | Date | Charge Description | Resource Event | Payment |
|-------------|--------------|--------------------|--|----------|
| 1097975.002 | Oct 28, 2022 | Cleaning Fee | Community Kitchen & Gymnasium Christmas Gala Dine & Dance #3350 | \$50.00 |
| 1097975.002 | Oct 28, 2022 | SMG Damage Deposit | Community Kitchen & Gymnasium Christmas Gala Dine & Dance #3350 | \$300.00 |
| 1097975.002 | Oct 28, 2022 | Event Day After | Community Kitchen & Gymnasium Christmas Gala Dine & Dance #3350 | \$300.00 |
| 1097975.002 | Oct 28, 2022 | Event Day Prior | Community Kitchen & Gymnasium Christmas Gala Dine & Dance #3350 | \$600.00 |
| 1097975.002 | Oct 28, 2022 | Event Package | Community Kitchen & Gymnasium Christmas Gala Dine & Dance #3350 | \$925.00 |

▼ Payment Schedule for Original Balance of \$2,700.00

| Due Date | Amount Due | Amount Paid | Withdrawal Adjustment | Balance |
|------------------------|------------|-------------|-----------------------|-----------------|
| Oct 28, 2022 | \$2,175.00 | \$2,175.00 | \$0 | \$0 |
| Nov 16, 2022 | \$525.00 | \$0 | \$0 | \$525.00 |
| Current Balance | | | | \$525.00 |

▼ CUSTOM QUESTIONS

| Question | Answer |
|--|---|
| Would you like to purchase the set-up? | No |
| How will you be providing Facility User Group Insurance. | Will provide own insurance |
| Do you wish to purchases janitorial services? | Yes (Charge janitorial fee) |
| Will your event be serving or selling alcohol? | Yes, I understand I must provide a Liquor Permit. |
| What is the purpose of your function? | Fundraiser |
| Do you need tables or chairs? | Yes |

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Special Events: a. Special Events include, but are not limited to, private pool rentals, rentals of the multi-purpose rooms, community centre, arena, or sports fields. b. 50% of the total booking fee is payable at the time of booking, including the refundable damage. c. Cancellation notice for Special Events must be at least seven (7) days prior to the event. Some events may require notice of more than seven (7) days and that notice period will be indicated on contracts. d. In case of a no-show, the booking fee will not be refunded.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Facility and Fee Waiver Application

Organization: Beaverlodge Barracudas

Type of business: ☐ Government ☒ Non-Profit ☐ For-Profit ☒ Other Society

Charity / Non Profit Registration Number: _____

You must attach a copy of the 501(c)3, if Non-Profit

Address: Box 505

City: Beaverlodge Province: AB Postal-Code: T0H 0C0

Contact Name: Debbie Harris Title: President

Phone: 780 832 5995 Phone 2: _____ Fax: _____

Email: dme.harris@26@gmail.com

Type of Event: ☐ Fundraiser ☐ Community Event ☒ Private Event

Date(s) of event: Sat June 17 - Swim Meet

Requested Facility/Location of Event: Pool, MPR + Com. Ctr.

Requested Equipment: lane ropes, flags

Requested Percentage of Fees to be Waived: ☐ 25% ☒ 50%

NOTE: The maximum amount of any eligible application for waiver or fee reduction is 50%.

Requested Amount of Fees to be Waived: 50% OF \$2365.48

Brief Description and Purpose of Event (attach an additional page if needed):

We will host a Region A swim meet for
swimmers to compete at on June 17, 2023.

The primary purpose of the organization is: competitive swim club

Include the following information with your Application:

- Organization profile (documentation may be requested confirming non-profit status);
- Membership information including the number of members residing in and around the Town of Beaverlodge;
- Funding profile and non-profit status (submission of documentation confirming non-profit status);
- An explanation of the purpose or nature of the event or activity and the perceived benefit of the event or activity to the local community;
- A budget for the event including:
 - Funding sources available and accessed by the organization; and, proposed expenses.
 - Additional sources of revenue including grant sources.
- Previous year's financial statement:
 - An Audited Financial Statement, a Balance Sheet, or an Income and Expense report are all examples of acceptable financial information from applicants. Only one type of statement is required to be submitted with an application.
- Incomplete applications will not be accepted.
- Applications to waive or reduce fees and charges must be made at least four (4) weeks prior to the event

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature: Obbie Harris Date: Oct. 24/22

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Permit #: _____ Total Amount of Permit: _____

Amount of Fees Waived: _____

Administration Approval: ☐ 0% ☐ 25%

Council Approval: ☐ 0% ☐ 25% ☐ 50%

Date: _____

Notified by: _____ Date: _____

Permit Contract

Town of Beaverlodge Recreation
P.O. Box 30
1016 - 4th Ave
Beaverlodge, AB T0H 0C0
Phone: (780) 354-2203
FAX: (780) 354-2203
Email: recreation@beaverlodge.ca

Permit #9003420, Pending approval

Nov 7, 2022 3:14 PM
Expires Sep 15, 2023



Company: Barracudas Swimming Club
Box 505
Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations
Prepared By: Tanya Harvey

Agent: Debbie Harris
Email: dmeharris0726@gmail.com

Work: (780) 832-5995 Home: (780) 832-5995

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|------------|----------|-----------|---------------|----------|---------------|----------------|---------|------------|
| \$2,365.48 | \$114.52 | \$0 | \$2,480.00 | \$250.00 | \$0 | \$0 | \$0 | \$2,730.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|--|-----------|---|-------|
| Barracudas Swim Meet 2023 Type: MPR/Pool Private Functions Attend/Qty: 150 | Main Pool | Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201 | -- |

| Day | Days Requested | Event Begins | Duration | Date | Event Ends |
|----------|----------------|--------------|-----------|--------------|------------|
| Saturday | Jun 17, 2023 | 6:30 AM | 11½ hours | Jun 17, 2023 | 6:00 PM |

Summary Notes

Total REFUND OF THE DAMAGE DEPOSIT INCLUDES CLEANUP BY THE RENTER AS FOLLOWS:
Number PUTTING TABLES & CHAIRS AWAY, SWEEPING AND SPOT MOPPING OF THE FLOOR, TAKING
of Dates: ALL OF THE GARBAGE TO THE GARBAGE BIN OUTSIDE AS WELL AS REMOVAL OF RECYCLE
1 IF DESIRED.
Total PLEASE CONFIRM WITH THE CSR AT THE FRONT COUNTER HOW TO REFUND THE DAMAGE
Time: DEPOSIT (BY CHEQUE OR BY CREDIT TO ACCOUNT IN THE COMPUTER)
11½
hours

RESERVATIONS

| Event | Resource | Center | Notes |
|--|-----------|---|-------|
| Barracudas Swim Meet 2023 Type: MPR/Pool Private Functions Attend/Qty: 150 | MPR Whole | Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201 | -- |

| Day | Days Requested | Event Begins | Duration | Date | Event Ends |
|----------|----------------|--------------|----------|--------------|------------|
| Friday | Jun 16, 2023 | 6:00 PM | 3 hours | Jun 16, 2023 | 9:00 PM |
| Saturday | Jun 17, 2023 | 6:00 AM | 15 hours | Jun 17, 2023 | 9:00 PM |

Summary

Total Number of Dates: 2
Total Time: 18 hours

Notes

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▼ RESERVATIONS

| Event | Resource | Center | Notes |
|---|--------------|---|------------|
| Barracudas Swim Meet 2023 Type: Community Centre Special Events Attend/Qty: 150 | CC Whole | Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201 | -- |
| Days Requested | Event Begins | Duration | Event Ends |
| Day | Date | | Date |
| Friday | Jun 16, 2023 | 6:00 PM | 3 hours |
| Saturday | Jun 17, 2023 | 6:00 AM | 15 hours |
| Summary | Notes | | |
| Total Number of Dates: 2 | -- | | |
| Total Time: 18 hours | | | |

▼ CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|---------------------------|---|----------|-------|------------------|------------|
| Main Pool (Hourly Rental) | Barracudas Swim Meet 2023 #9003420 Main Pool | \$150.00 | 11.50 | GST (I): \$82.14 | \$1,725.00 |
| MPR Full Day | Barracudas Swim Meet 2023 #9003420 Main Pool | \$180.00 | 1.00 | GST (I): \$8.57 | \$180.00 |
| Private Rental | Barracudas Swim Meet 2023 #9003420 MPR Whole | \$25.00 | 3.00 | -- | \$75.00 |
| CC Full Day | Barracudas Swim Meet 2023 #9003420 CC Whole | \$500.00 | 1.00 | GST (I): \$23.81 | \$500.00 |

▼ DEPOSITS

| Deposit Charge | Event / Resource | Charge | Tax | Amount paid | Refunds | Balance |
|-------------------|--|----------|-----|-------------|---------|----------|
| CC Damage Deposit | Barracudas Swim Meet 2023 #9003420 CC Whole | \$250.00 | \$0 | \$0 | \$0 | \$250.00 |

▼ Payment Schedule for Original Balance of \$2,730.00

| Due Date | Amount Due | Amount Paid | Withdrawal Adjustment | Balance |
|--------------|------------|-------------|------------------------|-------------------|
| Jun 10, 2023 | \$2,730.00 | \$0 | \$0 | \$2,730.00 |
| | | | Current Balance | \$2,730.00 |

▼ DISCLAIMERS

No outside footwear allowed on deck. No food or beverages in pool area. Children 6 years and under, must be within arms reach of an adult at all times. The ratio is 1 adult per 3 children.

▼ CUSTOM QUESTIONS

| Question | Answer |
|---------------------------------------|-----------|
| What is the purpose of your function? | Swim Club |
| Do you need tables or chairs? | No |

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Special Events: a. Special Events include, but are not limited to, private pool rentals, rentals of the multi-purpose rooms, community centre, arena, or sports fields. b. 50% of the total booking fee is payable at the time of booking, including the refundable damage. c. Cancellation notice for Special Events must be at least seven (7) days prior to the event. Some events may require notice of more than seven (7) days and that notice period will be indicated on contracts. d. In case of a no-show, the booking fee will not be refunded.

Beaverlodge Barracudas Facility and Fee Waiver Application

Organization Profile

The Beaverlodge Barracudas Swim Club is a registered non-profit society. We are a member of the Alberta Summer Swimming Association (ASSA) which comprises six swim regions from across the province. The Barracudas belong to Region A, which is comprised of many swim clubs from Slave Lake to Beaverlodge, Grande Prairie to High Level.

During the regular season our club hosts and attends swim meets with other Region A clubs. At the end of the season, all Barracudas swimmers are encouraged to compete at Regionals in Grande Prairie where they may earn the privilege of moving on to the ASSA Provincial Championships in Edmonton to represent the Beaverlodge Barracudas and compete against swimmers from across Alberta.

Membership Information

During our 2022 swim season we had 54 Barracudas ranging from ages 4-16 who live throughout the west county. Our organization is open to all individuals over the age of 4, regardless of ability and we have a para swimming program.

Benefits to Our Community

The main goals of summer swimming are to encourage swimming and training for competition, self-development, leadership, and sportsmanship. We promote swimming as a means of healthy exercise to improve physical fitness and mental health. Swimming is also a potentially life saving skill.

Our swimmers gain valuable skills that make them employable by the Recreation Centre when they are 16 and obtain lifeguard certification. Our junior coaches often seek employment in addition to coaching and could be hired by the pool to work when they are not coaching.

We also host a swim meet where over one hundred swimmers from across Region A come to Beaverlodge and spend money at hotels, stores and restaurants. Our town and its Recreation Centre are showcased at this event.

We had a tremendously successful season in 2022. Over 20 of our swimmers qualified to attend provincials in Edmonton, the most we have ever had. The Beaverlodge Barracudas returned home from Edmonton with 9 gold, 3 silver and 5 bronze medals for individual events and the 14&U mixed relay team achieved 2 bronze medals. The Barracudas also brought home the Para Team Provincial Championships banner.

Budget and Funding Information

In 2020 we had no expenses because we were not able to train due to the pandemic, but our families still participated in some fundraisers. The 2021 season had limited costs since we were only able to train, there were no swim meets to attend but we were able to fundraise. The pandemic has put our club in a comfortable financial position so our club is looking at the possibility of purchasing two new computers, new swim meet software, timing equipment, and a scoreboard which will cost about \$30,000.

In 2023, we are also hoping to improve our swimmer's skills by providing more training opportunities, increasing our practice times to 3 hours per day, 4 days a week. To retain our coaching staff we are going to have to pay them more in 2023. We will not be able to afford the pool fees and extra coaching costs associated with this in any sustainable way if we do not have the support of the town to decrease our fees. We are asking the town to reduce our pool fees so that we may keep our member fees as low as possible.

In 2022, the member rates ranged from \$250 to \$550, depending on the swimmers' level and length of practice attended. Most families have more than one swimmer in our club and there are many other expenses that our families incur due to travel and accommodation costs to attend swim meets across the Region and to Edmonton for Provincials. If we increase our rates we believe that our enrollment will decrease.

Although we don't have a definite budget for the 2023 season since we are waiting to see what our pool fees will be before we can determine our swim fee structure and how many coaches we can hire, this is what we spent in 2022 and what our sources of income were.

1. **Funding Sources**

Fundraising - (Flowers & Raffle Box minus expenses/flower payout) - \$10,596.50 - \$7,214.66 = **\$3,381.84**

Sponsorships/Donations - **\$8,922.50**

County Grant - **\$2,000.00**

Casino (paid Feb 2021, we won't be eligible again until 2024) **\$29201.10** = averages to **\$9,733.70/year**

Total - \$24,038.04 (if casino is calculated at an annual rate)

2. **Budget/Revenue & Expenses**

Registration income for 2022 season - **\$24,550**

Swim Meet Income (plus canteen) - \$1,665.00 + \$1,225.62 (canteen) = **\$2890.62**

Wages (plus CRA expenses) - \$19,839.41 + \$1,224.02 (CRA) = **\$21,063.43**

Misc & Office/Coaching Aids - **\$2,749.48**

Coach Fees plus Swimmer Fees (ASSA) - \$571.00 + \$2,818.75 = **\$3,389.75**

Pool Rental (plus swim meet rental plus meeting room) - \$12,704.76 + \$2,508.34 + \$23.81 = **\$15,236.91**

Medals/Awards - **\$1,102.35**

Swim caps plus - **\$1,048.95**

Swim Meet Fees - **\$3007.00**

Hytek Processing Fees - **\$1195.60**

Total Income - \$27,440.62

Total Expense - \$48,793.47

Total Income minus Expense - \$(21,352.85)

If we include our fundraising/donations and annual casino income, we are just breaking even with \$2,685.19.

Beaverlodge Barracuda Swim Club

Balance Sheet As at 10-25-2022

ASSET

Current Assets

| | | |
|---------------------------------|-----------|-----------|
| ATB Casino Bank Account (2679) | 16,201.04 | |
| ATB Chequing Bank Account (5... | 46,767.97 | |
| Total Cash | | 62,969.01 |
| Accounts Receivable | 1,225.00 | |
| Total Receivable | | 1,225.00 |
| Total Current Assets | | 64,194.01 |

Capital Assets

| | | |
|-----------------------------|--------|--------|
| Pace Clock | 200.00 | |
| Net - Furniture & Equipment | | 200.00 |
| Total Capital Assets | | 200.00 |

| | | |
|-------------|--|-----------|
| TOTAL ASSET | | 64,394.01 |
|-------------|--|-----------|

LIABILITY

Current Liabilities

| | | |
|---------------------------|-----------|-----------|
| GST/HST Paid on Purchases | -3,707.30 | |
| GST/HST Owing (Refund) | | -3,707.30 |
| Total Current Liabilities | | -3,707.30 |

| | | |
|-----------------|--|-----------|
| TOTAL LIABILITY | | -3,707.30 |
|-----------------|--|-----------|

EQUITY

Owners Equity

| | | |
|-----------------------------------|-----------|-----------|
| Unrestricted Net Assets | 31,330.15 | |
| Retained Earnings - Previous Year | 45,307.47 | |
| Current Earnings | -8,536.31 | |
| Total Owners Equity | | 68,101.31 |

| | | |
|--------------|--|-----------|
| TOTAL EQUITY | | 68,101.31 |
|--------------|--|-----------|

| | | |
|------------------------|--|-----------|
| LIABILITIES AND EQUITY | | 64,394.01 |
|------------------------|--|-----------|

Beaverlodge Barracuda Swim Club

Income Statement 01-01-2022 to 10-25-2022

REVENUE

| | |
|----------------------------------|------------------|
| Revenue | |
| Registration Revenue | 24,550.00 |
| Swim Meet Revenue | 1,665.00 |
| Fundraising- General | 1,202.50 |
| Fundraising-Spring Flowers | 9,394.00 |
| Fundraising- Operations Sponsors | 6,200.00 |
| Donations | 2,722.50 |
| Net Sales | <u>45,734.00</u> |

| | |
|-----------------------|-----------------|
| Other Revenue | |
| Interest Revenue | 19.03 |
| Miscellaneous Revenue | 3,225.62 |
| Total Other Revenue | <u>3,244.65</u> |

| | |
|---------------|------------------|
| TOTAL REVENUE | <u>48,978.65</u> |
|---------------|------------------|

EXPENSE

| | |
|-----------------------|------------------|
| Payroll Expenses | |
| Wages & Salaries | 19,839.41 |
| EI Expense | 348.60 |
| CPP Expense | 632.22 |
| Total Payroll Expense | <u>20,820.23</u> |

| | |
|----------------------------------|------------------|
| General & Administrative Expe... | |
| Cash Short/Over | 32.06 |
| Amortization Expense | 1,713.17 |
| Interest & Bank Charges | 4.80 |
| Office Supplies | 388.45 |
| Coaching Fees | 571.00 |
| Miscellaneous Expenses | 2,105.06 |
| Rent-pool regular | 12,704.76 |
| Rent-pool swim meet | 2,508.34 |
| Rent- meeting room/other | 23.81 |
| Medals & Awards | 1,102.35 |
| Coaching Aids | 255.97 |
| Fundraising Expenses-Flowers | 6,952.10 |
| Fundraising Expenses-Raffles | 262.56 |
| Swimsuits | 1,048.95 |
| Hytek Processing Fee | 1,195.60 |
| Swimmer Registration Fees | 2,818.75 |
| Swim meet fees | 3,007.00 |
| Total General & Admin. Expen... | <u>36,694.73</u> |

| | |
|---------------|------------------|
| TOTAL EXPENSE | <u>57,514.96</u> |
|---------------|------------------|

| | |
|------------|-------------------------|
| NET INCOME | <u><u>-8,536.31</u></u> |
|------------|-------------------------|



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Facility and Fee Waiver Application

Organization: Beaverlodge Barracudas

Type of business: ☐ Government ☒ Non-Profit ☐ For-Profit ☒ Other Society

Charity / Non Profit Registration Number: _____

You must attach a copy of the 501(c)3, if Non-Profit

Address: Box 505

City: Beaverlodge Province: AB Postal-Code: T0H0C0

Contact Name: Debbie Harris Title: President

Phone: 780.832.5995 Phone 2: _____ Fax: _____

Email: dme.harris0726@gmail.com

Type of Event: ☐ Fundraiser ☐ Community Event ☒ Private Event

Date(s) of event: Mon - Thurs, May - Aug. 2023 - practice

Sat. June 17 swim meet
Requested Facility/Location of Event: Pool - mpr + Community Centre
for swim meet

Requested Equipment: lane ropes, flags

Requested Percentage of Fees to be Waived: ☐ 25% ☒ 50%

NOTE: The maximum amount of any eligible application for waiver or fee reduction is 50%.

Requested Amount of Fees to be Waived: ~~0.00~~ 50% of 30,428.57

Brief Description and Purpose of Event (attach an additional page if needed):

Barracudas will practice 2-3 hours/day, 4
days per week, May - Aug.
We will host a Region A swim meet for
swimmers to compete at on June 17.

The primary purpose of the organization is: competitive swim club

Include the following information with your Application:

- Organization profile (documentation may be requested confirming non-profit status);
- Membership information including the number of members residing in and around the Town of Beaverlodge;
- Funding profile and non-profit status (submission of documentation confirming non-profit status);
- An explanation of the purpose or nature of the event or activity and the perceived benefit of the event or activity to the local community;
- A budget for the event including:
 - Funding sources available and accessed by the organization; and, proposed expenses.
 - Additional sources of revenue including grant sources.
- Previous year's financial statement:
 - An Audited Financial Statement, a Balance Sheet, or an Income and Expense report are all examples of acceptable financial information from applicants. Only one type of statement is required to be submitted with an application.
- Incomplete applications will not be accepted.
- Applications to waive or reduce fees and charges must be made at least four (4) weeks prior to the event

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature: Chobie Harris Date: Oct. 24/22

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Permit #: _____ Total Amount of Permit: _____

Amount of Fees Waived: _____

Administration Approval: ☐ 0% ☐ 25%

Council Approval: ☐ 0% ☐ 25% ☐ 50%

Date: _____

Notified by: _____ Date: _____

Permit Contract

Town of Beaverlodge Recreation
P.O. Box 30
1016 - 4th Ave
Beaverlodge, AB T0H 0C0
Phone: (780) 354-2203
FAX: (780) 354-2203
Email: recreation@beaverlodge.ca

Permit #9003419, Pending approval

Nov 7, 2022 3:05 PM
Expires Sep 15, 2023



Company: Barracudas Swimming Club
Box 505
Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations
Prepared By: Tanya Harvey

Agent: Debbie Harris
Email: dmeharris0726@gmail.com

Work: (780) 832-5995 Home: (780) 832-5995

| Charges | Taxes | Discounts | Total Charges | Deposits | Deposit Taxes | Total Payments | Refunds | Balance |
|-------------|------------|-----------|---------------|----------|---------------|----------------|---------|-------------|
| \$30,428.57 | \$1,521.43 | \$0 | \$31,950.00 | \$0 | \$0 | \$0 | \$0 | \$31,950.00 |

RESERVATIONS

| Event | Resource | Center | Notes |
|--|--------------|---|----------------------|
| Barracudas 2023 Regular Practice Type: MPR/Pool Private Functions Attend/Qty: 30 | Main Pool | Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201 | -- |
| Days Requested | Event Begins | Duration | Event Ends |
| Day Date | | | Date Time |
| Monday May 1, 2023 | 3:30 PM | 3 hours | May 1, 2023 6:30 PM |
| Tuesday May 2, 2023 | 3:30 PM | 3 hours | May 2, 2023 6:30 PM |
| Wednesday May 3, 2023 | 3:30 PM | 3 hours | May 3, 2023 6:30 PM |
| Thursday May 4, 2023 | 3:30 PM | 3 hours | May 4, 2023 6:30 PM |
| Monday May 8, 2023 | 3:30 PM | 3 hours | May 8, 2023 6:30 PM |
| Tuesday May 9, 2023 | 3:30 PM | 3 hours | May 9, 2023 6:30 PM |
| Wednesday May 10, 2023 | 3:30 PM | 3 hours | May 10, 2023 6:30 PM |
| Thursday May 11, 2023 | 3:30 PM | 3 hours | May 11, 2023 6:30 PM |
| Monday May 15, 2023 | 3:30 PM | 3 hours | May 15, 2023 6:30 PM |
| Tuesday May 16, 2023 | 3:30 PM | 3 hours | May 16, 2023 6:30 PM |
| Wednesday May 17, 2023 | 3:30 PM | 3 hours | May 17, 2023 6:30 PM |
| Thursday May 18, 2023 | 3:30 PM | 3 hours | May 18, 2023 6:30 PM |
| Monday May 22, 2023 | 3:30 PM | 3 hours | May 22, 2023 6:30 PM |
| Tuesday May 23, 2023 | 3:30 PM | 3 hours | May 23, 2023 6:30 PM |
| Wednesday May 24, 2023 | 3:30 PM | 3 hours | May 24, 2023 6:30 PM |
| Thursday May 25, 2023 | 3:30 PM | 3 hours | May 25, 2023 6:30 PM |
| Monday May 29, 2023 | 3:30 PM | 3 hours | May 29, 2023 6:30 PM |
| Tuesday May 30, 2023 | 3:30 PM | 3 hours | May 30, 2023 6:30 PM |
| Wednesday May 31, 2023 | 3:30 PM | 3 hours | May 31, 2023 6:30 PM |
| Thursday Jun 1, 2023 | 3:30 PM | 3 hours | Jun 1, 2023 6:30 PM |
| Monday Jun 5, 2023 | 3:30 PM | 3 hours | Jun 5, 2023 6:30 PM |
| Tuesday Jun 6, 2023 | 3:30 PM | 3 hours | Jun 6, 2023 6:30 PM |

| | | | | | |
|-----------|--------------|---------|---------|--------------|---------|
| Wednesday | Jun 7, 2023 | 3:30 PM | 3 hours | Jun 7, 2023 | 6:30 PM |
| Thursday | Jun 8, 2023 | 3:30 PM | 3 hours | Jun 8, 2023 | 6:30 PM |
| Monday | Jun 12, 2023 | 3:30 PM | 3 hours | Jun 12, 2023 | 6:30 PM |
| Tuesday | Jun 13, 2023 | 3:30 PM | 3 hours | Jun 13, 2023 | 6:30 PM |
| Wednesday | Jun 14, 2023 | 3:30 PM | 3 hours | Jun 14, 2023 | 6:30 PM |
| Thursday | Jun 15, 2023 | 3:30 PM | 3 hours | Jun 15, 2023 | 6:30 PM |
| Monday | Jun 19, 2023 | 3:30 PM | 3 hours | Jun 19, 2023 | 6:30 PM |
| Tuesday | Jun 20, 2023 | 3:30 PM | 3 hours | Jun 20, 2023 | 6:30 PM |
| Wednesday | Jun 21, 2023 | 3:30 PM | 3 hours | Jun 21, 2023 | 6:30 PM |
| Thursday | Jun 22, 2023 | 3:30 PM | 3 hours | Jun 22, 2023 | 6:30 PM |
| Monday | Jun 26, 2023 | 3:30 PM | 3 hours | Jun 26, 2023 | 6:30 PM |
| Tuesday | Jun 27, 2023 | 3:30 PM | 3 hours | Jun 27, 2023 | 6:30 PM |
| Wednesday | Jun 28, 2023 | 3:30 PM | 3 hours | Jun 28, 2023 | 6:30 PM |
| Thursday | Jun 29, 2023 | 3:30 PM | 3 hours | Jun 29, 2023 | 6:30 PM |
| Monday | Jul 3, 2023 | 3:30 PM | 3 hours | Jul 3, 2023 | 6:30 PM |
| Tuesday | Jul 4, 2023 | 3:30 PM | 3 hours | Jul 4, 2023 | 6:30 PM |
| Wednesday | Jul 5, 2023 | 3:30 PM | 3 hours | Jul 5, 2023 | 6:30 PM |
| Thursday | Jul 6, 2023 | 3:30 PM | 3 hours | Jul 6, 2023 | 6:30 PM |
| Monday | Jul 10, 2023 | 3:30 PM | 3 hours | Jul 10, 2023 | 6:30 PM |
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| Monday | Jul 17, 2023 | 3:30 PM | 3 hours | Jul 17, 2023 | 6:30 PM |
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| Wednesday | Jul 19, 2023 | 3:30 PM | 3 hours | Jul 19, 2023 | 6:30 PM |
| Thursday | Jul 20, 2023 | 3:30 PM | 3 hours | Jul 20, 2023 | 6:30 PM |
| Monday | Jul 24, 2023 | 3:30 PM | 3 hours | Jul 24, 2023 | 6:30 PM |
| Tuesday | Jul 25, 2023 | 3:30 PM | 3 hours | Jul 25, 2023 | 6:30 PM |
| Wednesday | Jul 26, 2023 | 3:30 PM | 3 hours | Jul 26, 2023 | 6:30 PM |
| Thursday | Jul 27, 2023 | 3:30 PM | 3 hours | Jul 27, 2023 | 6:30 PM |
| Monday | Jul 31, 2023 | 3:30 PM | 3 hours | Jul 31, 2023 | 6:30 PM |
| Tuesday | Aug 1, 2023 | 3:30 PM | 3 hours | Aug 1, 2023 | 6:30 PM |
| Wednesday | Aug 2, 2023 | 3:30 PM | 3 hours | Aug 2, 2023 | 6:30 PM |
| Thursday | Aug 3, 2023 | 3:30 PM | 3 hours | Aug 3, 2023 | 6:30 PM |
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| Tuesday | Aug 15, 2023 | 3:30 PM | 3 hours | Aug 15, 2023 | 6:30 PM |
| Wednesday | Aug 16, 2023 | 3:30 PM | 3 hours | Aug 16, 2023 | 6:30 PM |
| Thursday | Aug 17, 2023 | 3:30 PM | 3 hours | Aug 17, 2023 | 6:30 PM |
| Monday | Aug 21, 2023 | 3:30 PM | 3 hours | Aug 21, 2023 | 6:30 PM |
| Tuesday | Aug 22, 2023 | 3:30 PM | 3 hours | Aug 22, 2023 | 6:30 PM |
| Wednesday | Aug 23, 2023 | 3:30 PM | 3 hours | Aug 23, 2023 | 6:30 PM |
| Thursday | Aug 24, 2023 | 3:30 PM | 3 hours | Aug 24, 2023 | 6:30 PM |
| Monday | Aug 28, 2023 | 3:30 PM | 3 hours | Aug 28, 2023 | 6:30 PM |
| Tuesday | Aug 29, 2023 | 3:30 PM | 3 hours | Aug 29, 2023 | 6:30 PM |
| Wednesday | Aug 30, 2023 | 3:30 PM | 3 hours | Aug 30, 2023 | 6:30 PM |

Summary Notes

Total REFUND OF THE DAMAGE DEPOSIT INCLUDES CLEANUP BY THE RENTER AS FOLLOWS:
Number PUTTING TABLES & CHAIRS AWAY, SWEEPING AND SPOT MOPPING OF THE FLOOR, TAKING
of Dates: ALL OF THE GARBAGE TO THE GARBAGE BIN OUTSIDE AS WELL AS REMOVAL OF RECYCLE
71 IF DESIRED.
Total PLEASE CONFIRM WITH THE CSR AT THE FRONT COUNTER HOW TO REFUND THE DAMAGE
Time: 213 DEPOSIT (BY CHEQUE OR BY CREDIT TO ACCOUNT IN THE COMPUTER)
hours

CHARGES

| Description | Event / Resource | Unit Fee | Units | Tax | Charge |
|---------------------------|---|----------|--------|---------------------|-------------|
| Main Pool (Hourly Rental) | Barracudas 2023 Regular Practice #9003419 Main Pool | \$150.00 | 213.00 | GST (I): \$1,521.43 | \$31,950.00 |

Payment Schedule for Original Balance of \$31,950.00

| Due Date | Amount Due | Amount Paid | Withdrawal Adjustment | Balance |
|--------------|-------------|-------------|------------------------|--------------------|
| Apr 24, 2023 | \$31,950.00 | \$0 | \$0 | \$31,950.00 |
| | | | Current Balance | \$31,950.00 |

DISCLAIMERS

No outside footwear allowed on deck. No food or beverages in pool area. Children 6 years and under, must be within arms reach of an adult at all times. The ratio is 1 adult per 3 children.

CUSTOM QUESTIONS

| Question | Answer |
|---------------------------------------|-----------|
| What is the purpose of your function? | Swim Club |
| Do you need tables or chairs? | No |

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Special Events: a. Special Events include, but are not limited to, private pool rentals, rentals of the multi-purpose rooms, community centre, arena, or sports fields. b. 50% of the total booking fee is payable at the time of booking, including the refundable damage. c. Cancellation notice for Special Events must be at least seven (7) days prior to the event. Some events may require notice of more than seven (7) days and that notice period will be indicated on contracts. d. In case of a no-show, the booking fee will not be refunded.

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Total Expense - \$48,793.47

Total Income minus Expense - \$(21,352.85)

If we include our fundraising/donations and annual casino income, we are just breaking even with \$2,685.19.

Beaverlodge Barracuda Swim Club

Balance Sheet As at 10-25-2022

ASSET

Current Assets

| | | |
|---------------------------------|-----------|-----------|
| ATB Casino Bank Account (2679) | 16,201.04 | |
| ATB Chequing Bank Account (5... | 46,767.97 | |
| Total Cash | | 62,969.01 |
| Accounts Receivable | 1,225.00 | |
| Total Receivable | | 1,225.00 |
| Total Current Assets | | 64,194.01 |

Capital Assets

| | | |
|-----------------------------|--------|--------|
| Pace Clock | 200.00 | |
| Net - Furniture & Equipment | | 200.00 |
| Total Capital Assets | | 200.00 |

TOTAL ASSET 64,394.01

LIABILITY

Current Liabilities

| | | |
|---------------------------|-----------|-----------|
| GST/HST Paid on Purchases | -3,707.30 | |
| GST/HST Owing (Refund) | | -3,707.30 |
| Total Current Liabilities | | -3,707.30 |

TOTAL LIABILITY -3,707.30

EQUITY

Owners Equity

| | | |
|-----------------------------------|-----------|-----------|
| Unrestricted Net Assets | 31,330.15 | |
| Retained Earnings - Previous Year | 45,307.47 | |
| Current Earnings | -8,536.31 | |
| Total Owners Equity | | 68,101.31 |

TOTAL EQUITY 68,101.31

LIABILITIES AND EQUITY 64,394.01

Beaverlodge Barracuda Swim Club

Income Statement 01-01-2022 to 10-25-2022

REVENUE

| | |
|----------------------------------|------------------|
| Revenue | |
| Registration Revenue | 24,550.00 |
| Swim Meet Revenue | 1,665.00 |
| Fundraising- General | 1,202.50 |
| Fundraising-Spring Flowers | 9,394.00 |
| Fundraising- Operations Sponsors | 6,200.00 |
| Donations | 2,722.50 |
| Net Sales | <u>45,734.00</u> |
| Other Revenue | |
| Interest Revenue | 19.03 |
| Miscellaneous Revenue | 3,225.62 |
| Total Other Revenue | <u>3,244.65</u> |
| TOTAL REVENUE | <u>48,978.65</u> |

EXPENSE

| | |
|----------------------------------|-------------------------|
| Payroll Expenses | |
| Wages & Salaries | 19,839.41 |
| EI Expense | 348.60 |
| CPP Expense | 632.22 |
| Total Payroll Expense | <u>20,820.23</u> |
| General & Administrative Expe... | |
| Cash Short/Over | 32.06 |
| Amortization Expense | 1,713.17 |
| Interest & Bank Charges | 4.80 |
| Office Supplies | 388.45 |
| Coaching Fees | 571.00 |
| Miscellaneous Expenses | 2,105.06 |
| Rent-pool regular | 12,704.76 |
| Rent-pool swim meet | 2,508.34 |
| Rent- meeting room/other | 23.81 |
| Medals & Awards | 1,102.35 |
| Coaching Aids | 255.97 |
| Fundraising Expenses-Flowers | 6,952.10 |
| Fundraising Expenses-Raffles | 262.56 |
| Swimsuits | 1,048.95 |
| Hytek Processing Fee | 1,195.60 |
| Swimmer Registration Fees | 2,818.75 |
| Swim meet fees | 3,007.00 |
| Total General & Admin. Expen... | <u>36,694.73</u> |
| TOTAL EXPENSE | <u>57,514.96</u> |
| NET INCOME | <u><u>-8,536.31</u></u> |



COMMITTEE OF THE WHOLE MEETING MINUTES

COUNCIL CHAMBERS 400 10 St, BEAVERLODGE @ 6:00 P.M. October 24, 2022

| | | |
|----------------|-------------------------------------|---------------------------|
| COUNCIL | Mayor Gary Rycroft | Deputy Mayor Hugh Graw |
| | Councillor Gena Jones | Councillor Cal Mosher |
| | Councillor Cody Moulds | Councillor Cyndi Corbett |
| | Councillor Judy Kokotilo-Bekkerus | |
| STAFF | 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:**

#086-2022-10-24 Councillor Cal Mosher

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

3.0 **OLD BUSINESS:**

4.0 **NEW BUSINESS:**

4.1 St. Mary's Request

#087-2022-10-24 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole accepts this for information.

4.2 Beaverlodge Pump Station Assessment – Associated Engineering

#088-2022-10-24 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole recommends that this item be brought forward to the next Council meeting for approval on November 14, 2022.

4.3 Intermunicipal Meeting – Councillor Corbett

#089-2022-10-24 Councillor Gena Jones

CARRIED: That the Committee of the Whole accepts this for information.

4.4 Walking Trails – Councillor Jones

#090-2022-10-24 Councillor Cody Moulds

CARRIED: That the Committee of the Whole accepts this for information.

4.5 Community Economic Development

#091-2022-10-24 Deputy Mayor Hugh Graw

CARRIED: That the Committee of the Whole accepts this for information.

4.6 Community Enhancement Committee -
#092-2022-10-24 Councillor Cal Mosher

CARRIED: That the Committee of the Whole accepts this for information.

5.0 TOPICS FOR NEXT AGENDA:

- *Town Hall Update/Results - CAO*
- *Intermunicipal Meeting – Councillor Corbett*
- *Community Enhancement Committee – Councillor Kokotilo-Bekkerus*
- *Walking Trails – Councillor Jones*
- *Christmas Craze – Councillor Jones*

6.0 CLOSED SESSION:

nil

7.0 ADJOURNMENT: Mayor Rycroft adjourned the meeting.

6:31 PM

Mayor Gary Rycroft

Deputy Mayor Hugh Graw



COUNCIL ORGANIZATIONAL MEETING MINUTES

HELD MONDAY OCTOBER 24, 2022 @ 6:45 PM

IN COUNCIL CHAMBERS, 400-10TH STREET, BEAVERLODGE

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

1.0 **CALL TO ORDER:** Mayor Gary Rycroft called the meeting to order. **6:45 PM**

2.0 **NEW BUSINESS:**

2.1 Standing Committee Appointments

#848-2022-10-24 Councillor Gena Jones

CARRIED: That Council accepts the Standing Committee Appointments as presented.

2.2 Schedule of Council Meetings

#849-2022-10-24 Councillor Cyndi Corbett

CARRIED: That Council approves the proposed Regular Council Meetings and Organizational Meeting Schedule for the period November 2022 to December 2023 as presented.

4.0 **ADJOURNMENT:** Mayor Gary Rycroft adjourned the meeting. **6:48 PM**

Mayor Gary Rycroft

CAO, Jeff Johnston

7.02 -

November 10, 2022

CN Administration
Building A
1 Administrative Rd, 1st Floor
Concord, Ontario L4K 1B9

Attention: Calvin Leung, Real Estate Manager

Re: Elevator Road – Town of Beaverlodge, Alberta

Further to communication between the Canadian National Railway Company ("CN Rail") and the Town of Beaverlodge (the "Town") in May 2022, regarding the strip of land known as "Elevator Road", the Town provides this letter as its formal response to the same.

As you are aware, in May 2022, CN Rail expressed concern to the Town with respect to the location of Elevator Road on lands owned by CN Rail, and suggested that the presence of Elevator Road amounted to an act of trespass on the part of the Town. The Town has taken the time to review and consider this matter. While there is an acknowledgement that Elevator Road crosses over lands owned by CN Rail, the Town does not agree that the presence of Elevator Road constitutes a trespass. The Town has made the determination that, at law, Elevator Road very likely constitutes a public roadway under its direction, control, and management, and would like to collaboratively work with CN Rail to formalize its registration as the same.

History of Elevator Road

Elevator Road was constructed approximately 90 years ago to provide access to the grain elevators located adjacent to the current CN Rail rail-line. It is important to note that Beaverlodge would have been incorporated as a Village around that time and were not responsible for the initial road construction. The Town, however, has conducted inspections, maintenance and general improvements on Elevator Road for over 60 years on a nearly continuous basis, as part of its general roadway network. Elevator Road has been open, noted, and accepted as a public road by members of the public for many decades. Elevator Road serves as an integral connection to other roads within the Town, including Highway 43 providing public access to adjacent businesses.

Elevator Road has existed on the subject lands for decades prior to CN Rail becoming the registered owner of the same. CN Rail's predecessors in Title accepted the existence of Elevator Road as an open, public road.

Common Law - Dedication and Acceptance

Given the history associated with Elevator Road, the Town takes the position that it is almost certainly a public road, by virtue of the common law principles of dedication and acceptance. As with all public roads within the jurisdictional boundaries of the Town, this means that Elevator Road would fall under the direction, control and management of the Town.

As you may be aware, at common law, the acquisition of a public road through dedication and acceptance require the following criteria to be met:

- (1) There must be, on the part of the owner of title, an actual intention to dedicate the land for a public road; and
- (2) It must appear that the intention was carried out by the road being thrown open to the public and that the road has been accepted by the public.

Importantly, previous owners of the land can provide the intention to dedicate land as a public road. Furthermore, if the above criteria are met at any point in time, attempts to restrict use of the road by future landowners will not alter the status of the road.

Under the principles of dedication and acceptance, factors used to determine the intention of an owner or previous owner to dedicate a road as public include:

- 1) **Whether there has been long, continuous, and uninterrupted public use of the road** - Often inferences are made respecting the intention of former owners to dedicate lands as a public road when there is long, continuous, and uninterrupted public use of the road. As noted, there has been long, continuous, and uninterrupted public use of Elevator Road for decades, including during the time the subject lands were owned by CN Rail's predecessors in Title.
- 2) **Who maintains and controls the road** – As noted, the Town has maintained and controlled Elevator Road, as part of its general roadway network for the past 60 years. The Town continues to allocate public funds to maintain Elevator Road for the benefit and use of the public.

Clearly: (1) the intention to dedicate Elevator Road as a public road was previously carried out; and (2) Elevator Road has been accepted by the public as public road, given the long, uninterrupted, and public use of the same. Although it is evident that the general public has accepted Elevator Road as public, the fact that the public thought they were entitled to use a road can also be seen as acceptance of a road as public. The public use of Elevator Road is

clear, as the Road connects to other public roads in Town, including Highway 43, and provides public access to businesses. The Town would not maintain Elevator Road at the expense of its ratepayers if it were not accepted as a public road by residents and visitors alike. Further, it can be readily inferred that the original owner of the lands intended to allow their use as a public road given their accommodation of or, at the very least acquiescence to, its construction and public use.

Proposed next Steps

Given the application of the common law principles of dedication and acceptance, the Town would like to formalize the registration of Elevator Road under its name. Essentially, the registration of the Town as the owner of Elevator Road will, in substance, give effect to what has very likely already taken place at common law under the principles of dedication and acceptance. Furthermore, the formal registration of the Town as the owner of Elevator Road will clarify the legal obligations and responsibilities of both parties respecting the Road. In particular, such a registration would minimize or remove any liability risk to CN Rail, in the event that an incident takes place on Elevator Road.

If CN Rail is in general agreement with the details provided herein, the Town proposes that both parties work towards a formal agreement setting out the authority of the Town to register Elevator Road under its name. Beneficially, section 16.1 of the *Municipal Government Act*, RSA 2000 c M-26 (the "MGA") provides a mechanism for a municipality to acquire land for the purpose of a road without the requirement to subdivide or register a transfer of the land with the Land Titles Office. Summarily, if the Town and CN Rail pursue this legislated mechanism under the MGA, it will require that: (1) an agreement be reached between CN Rail and the Town respecting Elevator Road; (2) the notification of surrounding properties within 40m of Elevator Road; (3) the drafting of plan of survey showing the portions of Elevator Road to be acquired; and (4) filing the plan of survey and a certificate of a designated officer with the Registrar of Land Titles.

Please let us know if CN Rail is open to discussing the suggested path forward outlined herein, or any other solution respecting Elevator Road that it would like to propose.

We look forward to working collaboratively with CN Rail to ensure that the ownership, obligations, and responsibilities with respect to Elevator Road are clear for both CN Rail and the Town.

Yours truly,



Jeff Johnston, R.E.T., ICD.D
Chief Administrative Officer

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. | ON HOLD | 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 | 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 | Complete | 10/31/2022 |
| 7 | CN Property - Elevator Road | 13-Jun-22 | CAO | Preparing response | Completed | Fall 2022 |
| 8 | Selfie Stand @ Beaver Statue | 27-Jun-22 | Admin | Council directs Admin to look into the cost of installing a Selfie stand | In progress | |

Current as of: **Monday, November 14, 2022**

Council Activity Report

Period: October, 2022

| Council Name: Judy Kokotilo-Bekkerus | | |
|--------------------------------------|---|---|
| Date | Committee/Meeting Title | Comments/Purpose |
| October 02_2022 | Other | Travel to Sherwood Park for ASCHA North Zone Meeting |
| October 03-2022 | Other | ASCHA North Zone Meeting |
| October 03_2022 | South Peace Physician Attraction and Retention | Travel from Sherwood Park to Drayton Valley For RhPAP Conference |
| October 04-06_2022 | South Peace Physician Attraction and Retention | RhPAP Conference |
| October 09_2022 | South Peace Physician Attraction and Retention | Travel Home From RhPAP Conference |
| October 11_2022 | Town Council | Committee of the Whole and Regular Council Meeting |
| October 13_2022 | Grande Spirit Foundation | Union Negotiations |
| October 14_2022 | Grande Spirit Foundation | Union Negotiations |
| October 17_2022 | Grande Spirit Foundation | Union Negotiations Signoff |
| October 18_2022 | Community Enhancement & Welcoming | Committee Meeting |
| October 19_2022 | Other | Mountview Health Complex Meeting |
| October 20_2022 | Grande Spirit Foundation | Spirit River Project Construction Tour |
| October 20_2022 | South Peace Physician Attraction and Retention | Quarterly Meeting in Sexsmith |
| October 22_2022 | Grande Spirit Foundation | Friends of Foundation Fundraiser |
| October 24_2022 | Town Council | Committee of the Whole, Organization Meeting and Regular Council Meeting |
| October 28_2022 | Grande Spirit Foundation | Full Board Meeting |

Council Activity Report

Period: October 2022

| Council Name: Cyndi Corbett | | |
|-----------------------------|---|---|
| Oct 4 | Communication Enhancement | Folding newsletter for mail |
| Oct 4 | Coffee with Cops | Meeting at A&W |
| Oct 7 | Community Economic Development | Last weekly draw and Final draw |
| Oct 11 | Committee of the Whole | |
| Oct 11 | Town Council | Regular Council Meeting |
| Oct 13 | Economic Development Meeting | Week 9 total cards 5796 total collected \$869,400.00 |
| Oct 17 | Special Council Meeting | Discuss Board designations |
| Oct 18 | WASP | AGM |
| Oct 24 | Committee of the Whole | |
| Oct 24 | Organizational Meeting | Delegate Council to Boards |
| Oct 24 | Town Council Meeting | Regular Council Meeting |
| Oct 26 | Grande Prairie Regional Tourism Association | |
| | | |