

AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING  
TO BE HELD MONDAY DECEMBER 12, 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>LAND ACKNOWLEDGEMENT:</u></b>	PP 2
3.0	<b><u>ADOPTION OF AGENDA:</u></b>	
4.0	<b><u>ADOPTION OF MINUTES:</u></b> 4.1 November 28, 2022 - Regular Council Meeting Minutes	PP 3-5
5.0	<b><u>DELEGATIONS:</u></b>	
6.0	<b><u>OLD BUSINESS:</u></b>	
7.0	<b><u>NEW BUSINESS:</u></b>  7.1 2023 Interim Budget  7.2 Fee Reduction Request – Beaverlodge Petroleum Club  7.3 Fee Reduction – Beaverlodge Rebels Volleyball	PP 6-7  PP 8-12  PP 13-17
8.0	<b><u>CORRESPONDENCE:</u></b>  8.1 Committee of the Whole Minutes – November 28, 2022	PP 18-19
9.0	<b><u>COMMITTEE AND STAFF REPORTS:</u></b>  9.1 Action List  9.2 Council & Staff Reports	PP 20  PP 21-30
10.0	<b><u>CLOSED SESSION:</u></b>  10.1 Legal Mountview Health Complex FOIP Section 16	
11.0	<b><u>ADJOURNMENT:</u></b>	

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



**REGULAR COUNCIL MEETING MINUTES**  
**HELD MONDAY NOVEMBER 28, 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**     **LAND ACKNOWLEDGEMENT**

*As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation and Métis people whose ancestors have walked this land. We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.*

**3.0**     **ADOPTION OF AGENDA**

**#289-2022-11-28**     Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council adopts the agenda with the following additions:

- New Business Item 7.5 Mascot Names
- Closed Session Item 10.1 Legal – Mountview Health Complex – FOIP Section 16

**4.0**     **ADOPTION OF MINUTES**

3.1 November 14, 2022 Regular Council Meeting Minutes

**#290-2022-11-28**     Councillor Cyndi Corbett

**CARRIED:** That Council accepts the minutes of the November 14, 2022 Regular Council Meeting as they are presented.

**5.0**     **DELEGATIONS**

5.1 Kris Kyle – RCMP Update

**#291-2022-11-28**     Councillor Cal Mosher

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

**6.0**     **OLD BUSINESS**

nil

## 7.0 NEW BUSINESS

### 7.1 Associated Engineering – Arena Assessment Proposal

**#292-2022-11-28** Councillor Cyndi Corbett

**CARRIED:** That Council approves the Arena Assessment Proposal as presented.

### 7.2 Fee Waiver Request – AHS – Beaverlodge Homecare

**#293-2022-11-28** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council approves a 100% fee waiver for this rental.

### 7.3 Beaverlodge Elementary School Parents Council Letter

**#294-2022-11-28** Councillor Cal Mosher

**CARRIED:** That Council directs Administration to write a letter supporting this idea in principle.

### 7.4 Year-to-date Financials

**#295-2022-11-28** Councillor Gena Jones

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

### 7.5 Mascot Names

**#296-2022-11-28** Councillor Cyndi Corbett

**CARRIED:** That Council approves the name *Beaverly* to be the town Mascot's name and the name *Justin Beaver* as the name for the giant beaver statue roadside attraction.

## 8.0 CORRESPONDENCE:

### 8.1 Committee of the Whole Minutes – November 14, 2022

**#297-2022-11-28** Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That Council approves the minutes from the Committee of the Whole on November 14, 2022 as presented.

### 8.2 Community Economic Development Minutes – October 13, 2022

**#298-2022-11-28** Councillor Cyndi Corbett

**CARRIED:** That Council approves the minutes from the October 13, 2022 Community Economic Development Committee meeting.

## 9.0 COMMITTEE AND STAFF REPORTS

### 9.1 Action List

**#299-2022-11-28** Councillor Gena Jones

**CARRIED:** That Council accepts the Action Item List with the addition of Item 7 – CAO Town Hall Report.

### 9.2 Staff Reports

**#300-2022-11-28** Councillor Cody Moulds

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



## 10.0 CLOSED SESSION

#301-2022-11-28      Councillor Judy Kokotilo-Bekkerus

7:29 PM

**CARRIED:** That Council moves into Closed Session for Item 10.1 Legal – Mountview Health Complex – FOIP Section 16.

#302-2022-11-28 Councillor Judy Kokotilo-Bekkerus

7:36 PM

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

## 11.0 ADJOURNMENT

Mayor Gary Rycroft adjourned the meeting.

7:37 PM

Mayor, Gary Rycroft

CAO, Jeff Johnston

Date: December 12, 2022

From: Tina Letendre

Department: Administration

Reference: Interim Budget – 2023

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

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

Staff is recommending passing an Interim Operating Budget based on 50% of the 2022 Approved Operating Budget as detailed in Appendix I. The 2022 Operating Budget is expected to be approved by Council early in 2023.

**Motion: That Council approve the 2023 Interim Operating budget based on 50% of the Approved 2022 Operating Budget as detailed in Appendix I.**

## Appendix I – 2023 Interim Operating Budget

EXPENSES	2022 Approved Operating Budget	2023 Interim Operating Budget
COUNCIL	\$ 177,605.00	\$ 88,802.50
ADMINISTRATION	\$ 955,833.65	\$ 477,916.83
SAFETY CODES	\$ 21,500.00	\$ 10,750.00
RCMP POLICING	\$ 97,741.00	\$ 48,870.50
FIRE SERVICE	\$ 291,579.80	\$ 145,789.90
EMERGENCY MANAGEMENT	\$ 16,500.00	\$ 8,250.00
BYLAW ENFORCEMENT	\$ 133,155.77	\$ 66,577.89
PUBLIC WORKS ADMINISTRATION	\$ 569,100.34	\$ 284,550.17
ROAD MAINTENANCE	\$ 528,647.81	\$ 264,323.91
GROUNDS & OPEN SPACES	\$ 190,859.67	\$ 95,429.84
WATER TREATMENT & DISTRIBUTION	\$ 826,989.67	\$ 413,494.84
SEWER COLLECTION & TREATMENT	\$ 273,877.27	\$ 136,938.64
GARBAGE & RECYCLING	\$ 235,898.20	\$ 117,949.10
FCSS	\$ 277,126.98	\$ 138,563.49
TAX REQUISITIONS	\$ 854,025.57	\$ 427,012.79
PLANNING & DEVELOPMENT	\$ 58,314.00	\$ 29,157.00
RECREATION FACILITIES DEBENTURE	\$ 247,216.38	\$ 123,608.19
LIBRARY	\$ 232,155.72	\$ 116,077.86
CAMPGROUND	\$ 32,726.95	\$ 16,363.48
ARENA	\$ 339,687.19	\$ 169,843.60
RECREATION CENTRE	\$ 1,082,007.29	\$ 541,003.65
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 7,442,548.25</b>	<b>\$ 3,721,274.13</b>



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

## Facility and Fee Waiver Application

Organization: Beaverlodge Petroleum Club

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

Charity / Non Profit Registration Number: \_\_\_\_\_

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

Address: Box 1044 Beaverlodge, AB T0H 0C0

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

Contact Name: Shelby Lee Title: Treasurer

Phone: 780-228-0601 Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: beaverlodgepetroleum@hotmail.com

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

Date(s) of event: December 31, 2022

Requested Facility/Location of Event: Beaverlodge Community Center

Requested Equipment: Tables/Linens

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: ~~375.00~~ 350.00

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

The Beaverlodge Petroleum Club would like to host a New Year's Eve dance. Midnight lunch will be provided.

We are hoping to have a live band or DJ. We have asked local groups to help out in terms of cleaning and security.



The primary purpose of the organization is: To bring the community together on New Year's Eve.

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: [Signature] Date: Nov 10, 2022

FOR OFFICE USE ONLY

Received By: Tanya Harvey Date: Nov 14, 2022

Permit #: 3380 Total Amount of Permit: \$700 + \$250 D.D.

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 #3380, Approved**

Nov 25, 2022 3:21 PM



**Company:** Beaverlodge Petroleum Club  
Box 1044  
Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations

Prepared By: Tanya Harvey

**Agent:** Shelby Robinson  
Email: sjrobinson19@hotmail.com

Home: (780) 228-0601

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$666.67	\$33.33	\$0	\$700.00	\$250.00	\$0	\$0	\$0	\$950.00

## ▼ RESERVATIONS

Event	Resource	Center	Notes
2023 New Year's Dance #3380 Type: Community Centre Special Events Attend/Qty: 200	CC Whole	Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201	--

Day	Days Requested Date	Event Begins	Duration	Date	Event Ends Time
Saturday	Dec 31, 2022	8:00 AM	28 hours	Jan 1, 2023	12:00 PM

## Summary Notes

Total Fee Waiver was requested. Waiting confirmation on whether or not day prior is required for set-up.  
Number DAMAGE DEPOSIT WILL BE REFUNDED AFTER CLEANUP OF THE COMMUNITY CENTRE BY  
of Dates: THE RENTER AS FOLLOWS: PUTTING ALL TABLES AND CHAIRS AWAY, SWEEPING AND SPOT  
1 MOPPING OF THE FLOOR, PROPER CLEANUP OF THE KITCHEN, BAR & WASHROOMS, ALL  
Total GARBAGE TAKEN OUTSIDE TO THE GARBAGE BIN, AND REMOVAL OF THE RECYCLE IF  
Time: 28 DESIRED. PLEASE CONFIRM HOW TO REFUND THE DAMAGE DEPOSIT (CHEQUE OR BY  
hours CREDIT TO ACCOUNT IN THE COMPUTER)

## ▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
CC Event (After Day)	2023 New Year's Dance #3380 CC Whole	\$200.00	1.00	GST (I): \$9.52	\$200.00
CC Full Day	2023 New Year's Dance #3380 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	2023 New Year's Dance #3380 CC Whole	\$250.00	\$0	\$0	\$0	\$250.00



### ▼ Payment Schedule for Original Balance of \$950.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Dec 24, 2022	\$950.00	\$0	\$0	\$950.00
			<b>Current Balance</b>	<b>\$950.00</b>

### ▼ CUSTOM QUESTIONS

Question	Answer
What is the purpose of your function?	Dance
Do you require use of the PA System?	Yes (Fill out Equipment Checklist)
Do you require a tutorial of the equipment?	No
Do you require the projector?	No
How will you be providing Facility User Group Insurance.	Will provide own insurance
Will your event be serving or selling alcohol?	Yes, I understand I must provide a Liquor Permit.
Do you require use of the stage?	Yes
Would you like to purchase the set-up?	No
Do you need tables or chairs?	Yes
Do you require wireless internet access?	No
Do you require a telephone for telephone conference?	No
Do you wish to purchases janitorial services?	No

### ▼ CHECKLIST ITEMS

Checked	Description
<input checked="" type="checkbox"/>	Liquor Permit
<input checked="" type="checkbox"/>	Liability Insurance

### ▼ WAIVERS

#### Community Centre Waiver

Due Date: Dec 31, 2022

#### CONDITIONS OF USE OF THE ORGANIZATION'S FACILITY:

1) You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: a) Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.); Abuse of staff or property; Negligent or delinquent in remitting payment.

2) There is a 50% booking fee required at the time of booking.

3) A \$250 refundable damage deposit is required two weeks prior to the event. The deposit will be refunded by cheque or credited to your member account, upon authorization of supervisor.

4) Groups must provide at least 10 business days? notice of cancellation of their booking. We reserve the right to partially refund deposits when cancellation occurs less than 10 business days? of original reservation. No Shows will be charged 100% of the deposit.

5) Contract changes/cancellations will only be accepted from the individual originally booking the facility(s).

6) Your group must assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility.

7) When serving alcoholic beverages you are responsible for providing a valid liquor licence.

8) Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed

directly to you.

9) In all circumstances, the Organization retains full authority for final approval and denial of facility reservation requests.

Waiver Signed

Signature: \_\_\_\_\_

**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 Rebels Volleyball Club Date(s) of event: From Dec 1 to May 31  
3x per week

Charity/Non Profit Registration Number: \_\_\_\_\_

Type of business: ☐ Government ☒ Non-Profit ☐ For Profit ☐ Other: youth / rec sport

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

Address: \_\_\_\_\_ City: Beaverlodge Prov: AB Postal-Code: T0H0C0

Contact Name: Karin Rowke / Charice Villiger Title: President + Vice President

Phone: 780-228-0394 Phone 2: 780-814-4429 Fax: \_\_\_\_\_

Email: ksrowke@gmail.com / cvilliger@telus.net Web: \_\_\_\_\_

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

Requested equipment: volleyball nets

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

Brief Description of Event: For practices held 3 times per week - this is

for U14 - U15 volleyball practices - trying to keep costs reasonable

Type of event: ☐ Fundraiser ☒ Community Event ☐ Private Event for our players.

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: Williger

Date: Nov 1/22

For Office Use Only

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Total Amount Requested for Waiver: \_\_\_\_\_

Permit #: 3390

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

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

CAO: \_\_\_\_\_

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 #3392, Approved

Dec 5, 2022 3:53 PM



Customer Type: Other Organizations

Prepared By: Tanya Harvey

Company: Rebels Volleyball Club  
Box 1812  
Beaverlodge, AB T0H 0C0

Agent: Karin Serene Rourke  
Email: ksroure@gmail.com

Work: (780) 354-8868 Home: (780) 228-0394

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$1,547.62	\$77.38	\$0	\$1,625.00	\$285.71	\$14.29	\$0	\$0	\$1,925.00

▼ RESERVATIONS

Event		Resource		Center		Notes
Rebels Volleyball #3392		Community Kitchen & Gymnasium		Community Kitchen & Gymnasium		--
Type: Private Function				100-13th Street		
Attend/Qty: 20				Beaverlodge, AB T0H 0C0		
				(780) 354-2203		
Days Requested		Event		Event Ends		
Day	Date	Begins	Duration	Date	Time	
Tuesday	Jan 10, 2023	5:30 PM	1 hour	Jan 10, 2023	6:30 PM	
Tuesday	Jan 17, 2023	5:30 PM	1 hour	Jan 17, 2023	6:30 PM	
Tuesday	Jan 24, 2023	5:30 PM	1 hour	Jan 24, 2023	6:30 PM	
Tuesday	Jan 31, 2023	5:30 PM	1 hour	Jan 31, 2023	6:30 PM	
Tuesday	Feb 7, 2023	5:30 PM	1 hour	Feb 7, 2023	6:30 PM	
Tuesday	Feb 14, 2023	5:30 PM	1 hour	Feb 14, 2023	6:30 PM	
Tuesday	Feb 21, 2023	5:30 PM	1 hour	Feb 21, 2023	6:30 PM	
Tuesday	Feb 28, 2023	5:30 PM	1 hour	Feb 28, 2023	6:30 PM	
Tuesday	Mar 7, 2023	5:30 PM	1 hour	Mar 7, 2023	6:30 PM	
Tuesday	Mar 14, 2023	5:30 PM	1 hour	Mar 14, 2023	6:30 PM	
Tuesday	Mar 21, 2023	5:30 PM	1 hour	Mar 21, 2023	6:30 PM	
Tuesday	Mar 28, 2023	5:30 PM	1 hour	Mar 28, 2023	6:30 PM	
Tuesday	Apr 4, 2023	5:30 PM	1 hour	Apr 4, 2023	6:30 PM	
Tuesday	Apr 11, 2023	5:30 PM	1 hour	Apr 11, 2023	6:30 PM	
Tuesday	Apr 18, 2023	5:30 PM	1 hour	Apr 18, 2023	6:30 PM	
Tuesday	Apr 25, 2023	5:30 PM	1 hour	Apr 25, 2023	6:30 PM	
Tuesday	May 2, 2023	5:30 PM	1 hour	May 2, 2023	6:30 PM	
Tuesday	May 9, 2023	5:30 PM	1 hour	May 9, 2023	6:30 PM	
Tuesday	May 16, 2023	5:30 PM	1 hour	May 16, 2023	6:30 PM	
Tuesday	May 23, 2023	5:30 PM	1 hour	May 23, 2023	6:30 PM	
Tuesday	May 30, 2023	5:30 PM	1 hour	May 30, 2023	6:30 PM	
Summary				Notes		



Total Number of Dates: 21  
Total Time: 21 hours

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▼ RESERVATIONS

Event	Resource	Center		Notes	
Rebels Volleyball Type: Private Function Attend/Qty: 20	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			Date	Time
Wednesday	Jan 11, 2023	6:00 PM	1 hour	Jan 11, 2023	7:00 PM
Wednesday	Jan 18, 2023	6:00 PM	1 hour	Jan 18, 2023	7:00 PM
Wednesday	Jan 25, 2023	6:00 PM	1 hour	Jan 25, 2023	7:00 PM
Wednesday	Feb 1, 2023	6:00 PM	1 hour	Feb 1, 2023	7:00 PM
Wednesday	Feb 8, 2023	6:00 PM	1 hour	Feb 8, 2023	7:00 PM
Wednesday	Feb 15, 2023	6:00 PM	1 hour	Feb 15, 2023	7:00 PM
Wednesday	Feb 22, 2023	6:00 PM	1 hour	Feb 22, 2023	7:00 PM
Wednesday	Mar 1, 2023	6:00 PM	1 hour	Mar 1, 2023	7:00 PM
Wednesday	Mar 8, 2023	6:00 PM	1 hour	Mar 8, 2023	7:00 PM
Wednesday	Mar 15, 2023	6:00 PM	1 hour	Mar 15, 2023	7:00 PM
Wednesday	Mar 22, 2023	6:00 PM	1 hour	Mar 22, 2023	7:00 PM
Wednesday	Mar 29, 2023	6:00 PM	1 hour	Mar 29, 2023	7:00 PM
Wednesday	Apr 5, 2023	6:00 PM	1 hour	Apr 5, 2023	7:00 PM
Wednesday	Apr 12, 2023	6:00 PM	1 hour	Apr 12, 2023	7:00 PM
Wednesday	Apr 19, 2023	6:00 PM	1 hour	Apr 19, 2023	7:00 PM
Wednesday	Apr 26, 2023	6:00 PM	1 hour	Apr 26, 2023	7:00 PM
Wednesday	May 3, 2023	6:00 PM	1 hour	May 3, 2023	7:00 PM
Wednesday	May 10, 2023	6:00 PM	1 hour	May 10, 2023	7:00 PM
Wednesday	May 17, 2023	6:00 PM	1 hour	May 17, 2023	7:00 PM
Wednesday	May 24, 2023	6:00 PM	1 hour	May 24, 2023	7:00 PM
Summary				Notes	
Total Number of Dates: 20				--	
Total Time: 20 hours					

▼ RESERVATIONS

Event	Resource	Center	Notes		
Rebels Volleyball Type: Private Function Attend/Qty: 20	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			Date	Time
Thursday	Jan 5, 2023	7:00 PM	1 hour	Jan 5, 2023	8:00 PM
Thursday	Jan 12, 2023	7:00 PM	1 hour	Jan 12, 2023	8:00 PM
Thursday	Jan 19, 2023	7:00 PM	1 hour	Jan 19, 2023	8:00 PM
Thursday	Jan 26, 2023	7:00 PM	1 hour	Jan 26, 2023	8:00 PM
Thursday	Feb 2, 2023	7:00 PM	1 hour	Feb 2, 2023	8:00 PM
Thursday	Feb 9, 2023	7:00 PM	1 hour	Feb 9, 2023	8:00 PM

Thursday	Feb 16, 2023	7:00 PM	1 hour	Feb 16, 2023	8:00 PM
Thursday	Feb 23, 2023	7:00 PM	1 hour	Feb 23, 2023	8:00 PM
Thursday	Mar 2, 2023	7:00 PM	1 hour	Mar 2, 2023	8:00 PM
Thursday	Mar 9, 2023	7:00 PM	1 hour	Mar 9, 2023	8:00 PM
Thursday	Mar 16, 2023	7:00 PM	1 hour	Mar 16, 2023	8:00 PM
Thursday	Mar 23, 2023	7:00 PM	1 hour	Mar 23, 2023	8:00 PM
Thursday	Mar 30, 2023	7:00 PM	1 hour	Mar 30, 2023	8:00 PM
Thursday	Apr 6, 2023	7:00 PM	1 hour	Apr 6, 2023	8:00 PM
Thursday	Apr 13, 2023	7:00 PM	1 hour	Apr 13, 2023	8:00 PM
Thursday	Apr 20, 2023	7:00 PM	1 hour	Apr 20, 2023	8:00 PM
Thursday	Apr 27, 2023	7:00 PM	1 hour	Apr 27, 2023	8:00 PM
Thursday	May 4, 2023	7:00 PM	1 hour	May 4, 2023	8:00 PM
Thursday	May 11, 2023	7:00 PM	1 hour	May 11, 2023	8:00 PM
Thursday	May 18, 2023	7:00 PM	1 hour	May 18, 2023	8:00 PM
Thursday	May 25, 2023	7:00 PM	1 hour	May 25, 2023	8:00 PM

#### Summary

Total Number of Dates: 21

Total Time: 21 hours

Notes

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#### ▼ RESERVATIONS

Event	Resource	Center	Notes
Rebels Volleyball Type: Private Function Attend/Qty: 20	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			Date Time
Tuesday Dec 6, 2022	5:30 PM	1 hour	Dec 6, 2022 6:30 PM
Thursday Dec 8, 2022	7:00 PM	1 hour	Dec 8, 2022 8:00 PM
Friday Dec 1, 2023	6:30 PM	1 hour	Dec 1, 2023 7:30 PM

#### Summary

Total Number of Dates: 3

Total Time: 3 hours

Notes

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#### ▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Non-Profit Fitness Group	Rebels Volleyball #3392 Community Kitchen & Gymnasium	\$25.00	21.00	GST (I): \$25.00	\$525.00
Non-Profit Fitness Group	Rebels Volleyball #3392 Community Kitchen & Gymnasium	\$25.00	20.00	GST (I): \$23.81	\$500.00
Non-Profit Fitness Group	Rebels Volleyball #3392 Community Kitchen & Gymnasium	\$25.00	21.00	GST (I): \$25.00	\$525.00
Non-Profit Fitness Group	Rebels Volleyball #3392 Community Kitchen & Gymnasium	\$25.00	3.00	GST (I): \$3.57	\$75.00

#### ▼ DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
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SMG Damage Deposit	Rebels Volleyball #3392	\$285.71	\$14.29	\$0	\$0	\$300.00
	Community Kitchen & Gymnasium					

▼ Payment Schedule for Original Balance of \$1,925.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Jan 3, 2023	\$1,925.00	\$0	\$0	\$1,925.00
			<b>Current Balance</b>	<b>\$1,925.00</b>

▼ 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?	No
Will your event be serving or selling alcohol?	No. I will not be serving or selling alcohol.
What is the purpose of your function?	Volleyball Practice
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.



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

### **COUNCIL CHAMBERS 400 10 St, BEAVERLODGE @ 6:00 P.M. November 28, 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     LAND ACKNOWLEDGMENT:**

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

**3.0     ADOPTION OF AGENDA:**

**#101-2022-11-28**            Councillor Cyndi Corbett

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

**4.0     DELEGATION:**

**5.0     OLD BUSINESS:**

5.1 Town Hall Report – CAO Jeff Johnston

**#102-2022-11-28**            Councillor Judy Kokotilo-Bekkerus

**CARRIED:** That the Committee of the Whole recommends that Council direct Administration to create a report containing what items have been completed and what the next steps are by the January 9, 2023 Council meeting.

**6.0     NEW BUSINESS:**

6.1 Railway Advocacy Background

**#103-2022-11-28**            Councillor Cyndi Corbett

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

6.2 Christmas Craze

**#104-2022-11-28**            Councillor Cal Mosher

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

6.3 Community Economic Development – no update

6.4 Community Enhancement Committee

**#105-2022-11-28** Councillor Cody Moulds

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

6.5 Walking Trails

**#106-2022-11-28** Councillor Gena Jones

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

6.6 Mascot Names

**#107-2022-11-28** Councillor Cyndi Corbett

**CARRIED:** That the Committee of the Whole recommends that Council proceed with naming the Town Mascot BEAVERLY and naming the roadside attraction giant beaver statue JUSTIN BEAVER.

**7.0 TOPICS FOR NEXT AGENDA:**

- Community Economic Development – Councillor Corbett
- Community Enhancement Committee – Councillor Kokotilo-Bekkerus
- Walking Trails – Councillor Jones
- Business Videos in cooperation with the Beaverlodge & District Chamber of Commerce – Councillor Moulds

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

**6:42 PM**

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Mayor Gary Rycroft

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Deputy Mayor Hugh Graw

## 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	Selfie Stand @ Beaver Statue	27-Jun-22	Admin	Council directs Admin to look into the cost of installing a Selfie stand	In progress	
7	Final Town Hall Report	28-Nov-22	CAO	CAO to prepare a report noting what items have been completed from the Septemebr Town Hall and what the next steps are.	In progress	1/9/2023
8	Beaverlodge Elementary School Council	28-Nov-22	CAO	Letter of Support	Completed	12/12/2022

Current as of: **Monday, December 12, 2022**



## Council Activity Report

Period: November, 2022

Council Name: Judy Kokotilo-Bekkerus		
Date	Committee/Meeting Title	Comments/Purpose
Nov 02_2022	Other	Fold Newsletters
Nov 03_2022	Town Council	InterMunicipal Government Meeting
Nov 03_2022	Other	ASCHA Member Engagement Working Group
Nov 04_2022	Grande Spirit Foundation	HR Manager - Org 360
Nov 08_2022	Town Council	St. Mary School Presentation on Government
Nov 08_2022	Town Council	Special Closed Session Council Meeting
Nov 09_2022	Town Council	Emergency Services Meet and Greet
Nov 11_2022	Town Council	Remembrance Day Celebration - Parade March and Place the Town Wreath
Nov 14_2022	Town Council	Committee of the Whole and Regular Council Meeting
Nov 15_2022	South Peace Physician Attraction and Retention	Peace Area Health Council Virtual Meeting- Health Professional Attraction and Retention
Nov 17_2022	Grande Spirit Foundation	Labor Management Committee Meeting at Lakeview
Nov 21_2022	Grande Spirit Foundation	FoF harvest dinner wrap up
Nov 24_2022	Grande Spirit Foundation	Lodge Budget Review
Nov 24_2022	Town Council	Represent Town - Chamber of Commerce Business Appreciation and Award Lunch
Nov 25_2022	Grande Spirit Foundation	Full Board Meeting
Nov 25_2022	Town Council	Represent Town/Mayor puck drop at Blades

		Home Hockey Game
Nov 28_2022	Grande Spirit Foundation	Needs Assessment/Census Data update 2016 to 2021
Nov 28_2022	Other	Mountview Health Complex Steering Committee Meeting
Nov 28_2022	Town Council	Committee of the Whole and Regular Council Meeting
Nov 30_2022	Grande Spirit Foundation	P3 Capital Partners - MOU- City/NWP/CC/GSF Steering Committee

## Council Activity Report

Period: November 2022

Council Name: Cyndi Corbett		
Nov 2	Communication Enhancement	
Nov 2	Intermunicipal Meeting	
Nov 8	St. Mary's School	Presentation for Grades 5/6, 8 & 9
Nov 8	WASP	
Nov 9	Emergency Services	Meet & greet
Nov 14	Committee of the Whole	
Nov 14	Town Council Meeting	Regular meeting
Nov 17	Community Economic Development	Mascot names
Nov 23	GP Regional Tourism	Regular meeting
Nov 24	Chamber Luncheon	Business Awards
Nov 28	Committee of the Whole	
Nov 28	Town Council Meeting	Regular Meeting



## Council Activity Report

Period: November 2022

Council Name: Gena Jones		
Nov 2	Inter municipal Group	Regular meeting
Nov 8 and 9	Community Enhancement	Emergency Services Social
Nov 8	Community Enhancement	Chamber Meeting
Nov 14	Town Council and COW	Regular Meeting
Nov 15 to 18	FCSS	Conference
Nov 24	Chamber	Lunch and business award
Nov 24	Community Enhancement	Buying Christmas Decorations
Nov 28	Town Council and COW	Regular meeting
Nov 29-30	Decorating Campsite	
Nov 28	West County Health Facility	Meeting

Ongoing Human Resources Meetings throughout the month to complete CAO review.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Department: Fire Department

Date: November 2022

From: Stan Metcalfe, Fire Chief.

In the Month of November, the Beaverlodge Fire Department responded to 13 calls for service.

Town of Beaverlodge	7	
County Of GP	6	
Alarms	1	1 in Town.
Medical Co-Response	7	5 in Town. 2 in County
Vehicle Fire	2	1 in Town. 1 in County.
Motor Vehicle collision	2	2 in County
Structure Fire	1	1 in County

Throughout the month of November, members continued to deliver Fire Prevention presentations in both the Town & County.

Members attended the Remembrance Day ceremony, & assisted with the annual food bank drive.

In December, members will attend Candy Cane Checkstop, an initiative to reduce impaired driving during the holidays.

Annual testing of Fire Service ladders will be conducted in December.

Monthly Report to Council

Date: 2022-12-06

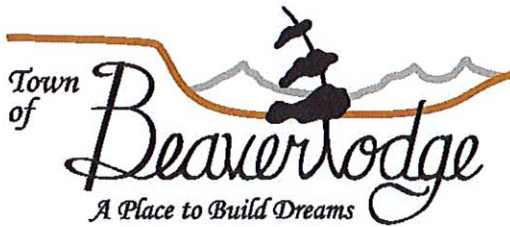
From: Bradley Thibeault

Department: Municipal Enforcement

Project/Event	Highlights/Concerns
Calls to Service	<p>During the Month of November and early December (November 14-December 6) the following calls to service were logged;</p> <ul style="list-style-type: none"> <li>• 10 Calls to Service under Animal Licensing &amp; Control Bylaw</li> <li>• 3 Calls to Service under Nuisance &amp; Unsightly Premises Bylaw</li> <li>• 3 Calls to Service under Municipal Traffic Bylaw</li> <li>• 4 Calls to Service under Provincial Statutes</li> </ul> <p>A total of 20 Calls to Service were received within 3-4 Week Period. Along with the calls-to-service, provide Officer Presence through active patrols within community, on regular basis during the month of November. During active patrols, observed a significant amount of traffic violations including dangerous driving – these infractions comprised of Large Commercial Vehicles travelling at high rates of speed through the Towns Borders; A disregard for traffic control devices was also observed within the community. Educational conversations were had with students driving recklessly during school hours to emphasize bad driving habits and strive towards safe driving to keep new driving record clean.</p> <p>Unfortunately, unable to conduct traffic stops until receiving new designation from the Province. This is the process from leaving one Municipality to another. Hopeful to receive new Appointment on December 19, 2022. Once re-Appointed, will be able to conduct traffic enforcement/education.</p>
Training and Development	<ul style="list-style-type: none"> <li>• First Aid Recertified</li> <li>• Enrollment for Recertification of ICS 100(Incident Command System), in order to obtain ICS 200 Status.</li> </ul>
Administrative Tasks	<ul style="list-style-type: none"> <li>• Assistance in Newsletter for snow removal within the Town – outlining safety concerns as well as emphasis on bylaws in place to protect person(s) safe commute within the community.</li> </ul>



Meetings	<ul style="list-style-type: none"> <li>• Law Enforcement Agencies (Alberta Crown Prosecution Service) Monthly Meeting attended – Change of Court Process for Prosecution of Citations. New system of disclosure will hopefully free up officers with attending long court days.</li> <li>• TEAMS meeting with Town of Fox Creek Enforcement Services. Discussion on Training Collaborations, Municipal Bylaw discussions, Equipment Discussion and Budget Discussions.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Once Appointed by the Province, hopeful to begin collaborations with Local RCMP and the Sheriff Department in Joint Force Operations (JFO). This will include commercial vehicle inspections, positive check stops (I.E. Candy Cane Positive Checkstop), Community Outreach programs and School Resource Officer Programs.</li> </ul>



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201  
Fax: 780.354.2207

Monthly Report to Council

Date: December 5<sup>th</sup> 2022

From: Nick Kebalo

Department: PW

Project/Event	Highlights/Concerns
2022/2023 Snow clearing	This work season has started, a revised snow removal policy has been completed , and will be brought to council.
Outdoor Arena	The rink has been flooded 10 times since Nov 29 <sup>th</sup> 2022, we will continue to flood to establish a base layer.
Traffic signs	New 5 way signs have been ordered and delivered, we will be replacing the bent signs with new ones.

Monthly Report to Council

From: Reanna Stockman

Date: December 6, 2022

Department: FCSS

Project/Event	Highlights/Concerns
Administrative Tasks	<ul style="list-style-type: none"> <li>○ Newsletter, Newspaper, and posters are ongoing</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>○ Passionate Hearts Planning Mtg (November 22)</li> <li>○ Service Canada Lunch and Learn (December 1)</li> <li>○ Rural Men's Mental Health (November 30 – postponed)</li> </ul>
Programs	<ul style="list-style-type: none"> <li>○ Working on Meals on Wheels – Food Bank setting up account with Sysco so can order stock</li> <li>○ Sensory and Songs starting Nov. 3 – Dec 19</li> <li>○ Community Open House – 23 service providers – 15 community members</li> <li>○ Christmas Hamper applications closed – 76 Hampers. 20 Adopted families. Most we've ever had.</li> <li>○ Fire Truck Food Round Up Nov 28 huge success</li> <li>○ 2 new Home Support Clients – 16 total – Another assessment for new client December 12</li> <li>○ 4-week youth program for boy &amp; girls with Beth Zazula (focus on connection with peers and positive self image) was a success. Many positive responses and feedback</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>○ Mental Health First Aid- December 8 &amp; 9</li> <li>○ Looking into Class 4 license for Community Bus back-up driver</li> <li>○ Applied for and received a \$5000 grant from Ovintiv for Odyssey House Support Worker</li> </ul>
Other	<ul style="list-style-type: none"> <li>○ From November 19 – December 5, 2022 handed out \$2585.00 in grocery gift cards and 101 people served. 20 Food Bank clients on Dec 5</li> <li>○ Actively seeking grants for Meals on Wheels</li> <li>○ Christmas Hamper pick-up December 19 by appointment</li> <li>○ Coloring contest – closes Dec 16</li> </ul>



From: Nick Kebalo, Interim Recreation Manager

Date: December 2022  
Department: Recreation

Facility	Highlights
Recreation Center	<p>Aquatics:</p> <ul style="list-style-type: none"> <li>Whirlpool grout repair is scheduled for the end of December.</li> <li>Water nanny is on the schedule once again.</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>The 2022 portion of the cardio equipment upgrade is complete.</li> </ul>
Community Kitchen/Gym	<ul style="list-style-type: none"> <li>Gym rentals have increased and include youth volleyball, pickleball and weekend birthday parties.</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>Pickleball courts have been installed.</li> <li>Both spaces are booked regularly for fitness and yoga classes.</li> </ul>
Arena	<ul style="list-style-type: none"> <li>Learn to Skate instructor has organized a wind-up party for the families.</li> <li>Private rentals by individuals have increased.</li> <li>The arena calendar has been made 'public'.</li> </ul>
Balls and Parks	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>