

AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
TO BE HELD TUESDAY MAY 23, 2023 AT 7:00 PM
IN COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE, AB

1.0	<u>CALL TO ORDER:</u>	
2.0	<u>LAND ACKNOWLEDGEMENT:</u>	PP 2
3.0	<u>ADOPTION OF AGENDA:</u>	
4.0	<u>ADOPTION OF MINUTES:</u> 4.1 May 8, 2023 - Regular Council Meeting Minutes	PP 3-6
5.0	<u>DELEGATIONS:</u>	
6.0	<u>OLD BUSINESS:</u> 6.1 Livestreaming Council Meetings – Request for Decision 6.2 Amended Joint Use Partnership Agreement – Peace Wapiti School Division	PP 7-11 PP 12-36
7.0	<u>NEW BUSINESS:</u> 7.1 Member-at-large Applications - SPPARC	PP 37, 38
8.0	<u>CORRESPONDENCE:</u> 8.1 Committee of the Whole Minutes – May 8, 2023 8.2 Organizational Meeting Minutes – May 8, 2023 8.3 Economic Development Committee Minutes – April 13, 2023	PP 39,40 PP 41-43 PP 44,45
9.0	<u>COMMITTEE AND STAFF REPORTS:</u> 9.1 Action List 9.2 Staff Reports	PP 46 PP 47-55
10.0	<u>CLOSED SESSION:</u>	
11.0	<u>ADJOURNMENT:</u>	



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Fax: 780.354.2207

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

MONDAY MAY 8, 2023 AT 7:00 PM

COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA

COUNCIL	Mayor Gary Rycroft Councillor Hugh Graw Councillor Cyndi Corbett Councillor Ryier Hommy	Deputy Mayor Cal Mosher Councillor Judy Kokotilo-Bekkerus Councillor Cody Moulds
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: 06 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**

#118-2023-05-08 Councillor Cyndi Corbett

CARRIED: That Council adopts the agenda with the following amendments:

- Addition of New Business Item 7.5 Community Garden from C.O.W. May 8, 2023
- Addition of New Business Item 7.6 Livestreaming from C.O.W. May 8, 2023
- Addition of Closed Session Item 10.1 Personnel – CAO – Evaluation FOIP Section 17

4.0 **ADOPTION OF MINUTES**

3.1 April 24, 2023 Regular Council Meeting Minutes

#119-2023-05-08 Councillor Hugh Graw

CARRIED: That Council accepts the minutes of the April 24, 2023 Regular Council Meeting as they are presented.

5.0 **DELEGATIONS**

5.1 Lois Dueck – Community Bus Rates & charges

#120-2023-05-08 Councillor Hugh Graw

CARRIED: That Council accepts this presentation for information.

#121-2023-05-08 Councillor Cyndi Corbett

CARRIED: That Council directs Administration to review the Handi-Bus Policy and bring back to Council by June 12, 2023.

6.0 OLD BUSINESS

6.1 Peace Wapiti School Board Meeting

#122-2023-05-08 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts this update for information.

6.2 Arena Chiller Replacement

#123-2023-05-08 Councillor Cody Moulds

CARRIED: That Council moves to defer this project until the results of the grant funding application are received.

7.0 NEW BUSINESS

7.1 Beaverlodge Health & Wellness Letter

#124-2023-05-08 Mayor Gary Rycroft

CARRIED: That Council directs Administration to continue with a pro-rated (excluding pharmacy) 5 year for water and wastewater and 3 years for taxes deal.

7.2 Property Tax Arrears

#125-2023-05-08 Councillor Cyndi Corbett

CARRIED: That Council establishes that the Public Auction, Designated Manufactured Homes, for Tax Arrears Properties as Friday June 9, 2023 at 10:00 am at the Community Centre located at 1016 4th Avenue.

#126-2023-05-08 Councillor Ryier Hommy

CARRIED: That Council sets the reserve bids as listed in the Designated Manufactured Homes to be offered at Public Auction document as presented.

#127-2023-05-08 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council sets the conditions of the sale as presented in the Designated Manufactured Homes to be offered at Public Auction document.

7.3 1st Quarter Financials

#128-2023-05-08 Councillor Hugh Graw

CARRIED: That Council accepts this for information.

7.4 Bylaw #1019 - 2023 Tax Rate Bylaw

#129-2023-05-08 Councillor Cyndi Corbett

CARRIED: That Council gives Bylaw #1019 – 2023 Tax Rate Bylaw a 1st reading.

#130-2023-05-08 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council gives Bylaw #1019 – 2023 Tax Rate Bylaw a 2nd reading.

#131-2023-05-08 Councillor Hugh Graw

CARRIED: That Council moves to a 3rd reading for Bylaw #1019 – 2023 Tax Rate Bylaw.

#132-2023-05-08 Councillor Cody Moulds

CARRIED: That Council gives a final reading and passes Bylaw #1019 – 2023 Tax Rate Bylaw.

7.5 Community Garden Request

#133-2023-05-08 Councillor Ryier Hommy

CARRIED: That Council approves this funding request of \$1500.00 for the Community Garden plus the associated cost of two new planters.

7.6 Livestreaming Meetings

#134-2023-05-08 Councillor Cody Moulds

CARRIED: That Council directs Administration to look into the legalities regarding livestreaming and recording Council meetings.

8.0 **CORRESPONDENCE:**

8.1 Committee of the Whole Minutes – April 24, 2023

#135-2023-05-08 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council approves the minutes from the Committee of the Whole on April 24, 2023 as presented.

8.2 Alberta Municipal Affairs – Assessment Audit

#136-2023-05-08 Councillor Cyndi Corbett

CARRIED: That Council accepts this letter for information.

8.3 Grande Spirit Foundation Golf Tournament

#137-2023-05-08 Councillor Cody Moulds

CARRIED: That Council accepts this for information.

9.0 **COMMITTEE AND STAFF REPORTS**

9.1 Action List

#138-2023-05-08 Deputy Mayor Cal Mosher

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

9.2 Council Reports

#139-2023-05-08 Councillor Cyndi Corbett

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

10.0 **CLOSED SESSION**

#140-2023-05-08 Councillor Cyndi Corbett **8:46 PM**
CARRIED: That Council moves into Closed Session for item 10.1 Personnel – CAO Evaluation – FOIP Section 17.

#141-2023-05-08 Councillor Hugh Graw **9:35 PM**
CARRIED: That Council moves out of Closed Session.

11.0 **ADJOURNMENT** Mayor Gary Rycroft adjourned the meeting. **9:35 PM**

Mayor, Gary Rycroft

CAO, Jeff Johnston

Request for Decision

Streaming of Council Meetings

Written by: Jeff Johnston, CAO
Meeting: Regular Council Meeting
Meeting Date: May 22, 2023
Agenda Category: Unfinished Business

Executive Summary

At the May 9, 2023 Council meeting Council passed a motion directing Administration to look into the legalities regarding live-streaming and recording of Council meetings. The current Municipal Government Act is silent on the streaming and/or recording of Council meeting leaving the decision ultimately to each individual Council.

Background / Proposal

The Municipal Government Act does not restrict the streaming and recording of Council meetings.

If meetings are to be streamed, Council can decide to either stream only or stream and record.

There are additional complexities when moving from streaming only to streaming and recording including policy development, data management and retention etc...

The Town of Beaverlodge currently has technology referred to as an "OWL" that would allow for video capture to be used with another platform like Teams or Zoom. The one challenge with the OWL owned by the Town of Beaverlodge is that there is no opportunity to accommodate additional microphones which could potentially be detrimental to the overall sound quality and experience.

Options

Option 1: Direct Administration to develop the processes for the live-streaming and recording of Council meetings.

Option 2: Direct Administration to develop the processes for live-streaming without recording of Council Meetings

Option 3: Continue Council Meetings without live-streaming

Source of Funding

TBD

Municipal Plans

Strategic Plan: This project is in alignment with the approved 2022-2026 Strategic Plan – Primary Focus Area No. 1 – Improved Communication and the Council Term Priority – Enhanced Communication.

Capital Plan: N/A

Communication / Public Participation

Inform (one-way communication)

Goal: to provide balanced, objective information to citizens.

Tools: Public Notice Article Other

Consult (two-way communication)

Goal: To obtain feedback, listen and respond to public concerns.

Tools: Survey Open House Public Hearing Other

Involve (involve the public to ensure their concerns and aspirations are considered in decision)

Goal: to work with the public through the process

Tools: Public Notice Open House Community Workshop Other

Not Applicable

Administrative Recommended Action

Attachments

Attachments:

1. Resident emails of support for live-streaming

From: Lindsey Hole <lindseyhole@hotmail.com>
Sent: May 9, 2023 8:06 PM
To: Cyndi Corbett; Cody Moulds; Judy Kokotilo-Bekkerus; Hugh Graw; Cal Mosher; Ryier Hommy; Gary Rycroft
Cc: Jeff Johnston; Shawn David Hole
Subject: {External}Support of livestreaming

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Council,

I am writing to express my support of livestreaming and posting recordings of Committee of the Whole and Council meetings for public consumption at their convenience.

I am in favour of doing so using existing equipment or other means that will accomplish this initiative at a low cost.

Thank you for considering implementing this process for our town.

Sincerely,

Lindsey and Shawn Hole
616 8 Ave, Beaverlodge

From: Miranda <m.fillion96@gmail.com>
Sent: May 9, 2023 10:10 PM
To: Cyndi Corbett; Cody Moulds; Judy Kokotilo-Bekkerus; Hugh Graw; Cal Mosher; Ryier Hommy; Gary Rycroft; Jeff Johnston
Subject: {External}Live-streaming Council Meetings

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Dear Mayor and Council,

I am writing to express my support of live-streaming and posting recordings of Committee of the Whole and Council meetings for public consumption at their convenience.

I am in favour of doing so using existing equipment or other means that will accomplish this initiative at a low cost.

Thank you for considering implementing this process for our town.

Sincerely,

Myranda Britton
Po box 1857, Beaverlodge, Ab T0H0C0

From: Alyssa Nelson <727guthrie@gmail.com>
Sent: May 9, 2023 3:09 PM
To: Jeff Johnston
Subject: {External}Live-streaming Town Council meetings

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Beaverlodge Town Council,

I am writing this letter to express my support for live-streaming Town Council meetings to increase community engagement. As a community member, I believe it is essential to have open communication between the council and its residents. Live streaming is a perfect solution to reach more members of the community who may not have the opportunity to attend town council meetings physically.

I have researched and found that live-streaming town council meetings can have many benefits. Firstly, it allows people who cannot physically attend the meetings to participate remotely. This benefits people who live far away, have mobility issues, or have a busy schedule. Secondly, live streaming can increase transparency and accountability. By streaming the meetings live, residents can witness firsthand the discussions, decisions, and actions taken by the council.

Lastly, live streaming can significantly increase community engagement and participation. For example, the City of Toronto began streaming their council meetings in 2015 and saw a 600% increase in viewership. Similarly, the City of Vancouver began streaming their meetings in 2008 and saw 24,000 viewers in the first seven months.

By implementing live streaming of town council meetings, I believe Beaverlodge will see similar increases in viewership and community engagement. This will ultimately lead to a better-informed and more engaged community that can be more involved in the decision-making process.

Thank you for your time, and I hope you will consider implementing live streaming into town council meetings.

Sincerely,

Alyssa Nelson

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2023

BETWEEN:

THE TOWN OF BEAVERLODGE

AND

THE PEACE WAPITI PUBLIC SCHOOL DIVISION

WHEREAS:

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a Joint Use And Planning Agreement; and

It is the responsibility of the municipality to plan for and or facilitate the development of lands for recreational purposes;

It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) or cash-in-lieu of land as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.

- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Board" means the Peace Wapiti School Division and any successor board or authority.
- e) "Calendar Day" means any one of the seven (7) days in a week.
- f) "CAO" means the Chief Administrative Officer of the Municipality.
- g) "Community Use" means use by members of the general public and not a User Group.
- h) "Council" means the municipal council of The Town of Beaverlodge.
- i) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- j) "Effective Date" means June 1st, 2023
- k) "Facility Plans" means the capital plan and facility plan prepared the Board for approval by the Alberta Government.
- l) "Facility Scheduling Coordinator" means:
 - i) for the Municipality, the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality; and
 - ii) for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board.
- m) "Governing Committee" means the committee which includes elected officials as established under this Agreement.
- n) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- o) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use.
- p) "Municipality" means the municipal corporation of The Town of Beaverlodge, or where the context so requires, the area contained within the boundaries of the Municipality.
- q) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.
- r) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "A".

- s) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- t) "Operating Committee" means the committee which is comprised of the CAO and Superintendent, or their designates, as established under this Agreement.
- u) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- v) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- w) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a board and includes those facilities identified in Schedules "B".
- x) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- y) "Superintendent" means the Chief Executive Officer of the Board.
- z) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

2) SCHEDULES

The following is the list of Schedules to this Agreement:

- Schedule "A" – Municipal Facilities available for Joint Use
- Schedule "B" – School Board Facilities available for Joint Use
- Schedule "C" – Joint Use Times
- Schedule "D" – Operating Guidelines
- Schedule "E" – School Site Planning Guidelines
- Schedule "F" – Dispute Resolution Process

3) TERM, REVIEW AND AMENDMENT OF AGREEMENT

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as the Parties terminate it.
- b) The terms and conditions of this agreement shall be reviewed every five (5) years with the first such review scheduled in 2027. The Operating and Governance Committees shall undertake the review. Following the review, the Governance Committee shall recommend how the agreement should be amended.

- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) WITHDRAWAL AND TERMINATION

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

5) PRINCIPLES

The Parties agree that, in entering into this Agreement, they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

Respect for Autonomy - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.

Cooperation and Partnership - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

Efficiency and Effectiveness - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

Fairness and Equity - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.

Transparency and Openness - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups, residents and user groups that are located in or reside outside the Municipality in accordance with a Joint Use and Planning Agreement with other municipalities.

- b) The Parties further acknowledge that the Schools that are currently utilized are not located within the Municipality, however, have been designed, built and funded for and by ratepayers within the Municipality's boundaries and ratepayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

7) MEETING OF COUNCIL AND BOARD

- a) Council of the Municipality and the members of the Board shall meet at least every four (4) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 calendar days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governing Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

8) GOVERNING COMMITTEE

- a) The Governing Committee shall consist of at least one (1) Council member, the CAO or their designate and at least one (1) Board member and the Superintendent or their designate. The Governing Committee shall meet on an "as needed" basis.
- b) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding reviews of this Agreement and proposed amendments to this Agreement from time to time; and resolution of any issues or matters of disagreement that arise.
- c) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed upon meeting. The Governing Committee may adopt such rules of procedure as may be agreed upon by its members.
- d) The CAO and Superintendent may be accompanied by administration, staff and/or resource personnel as deemed necessary by the CAO or the Superintendent.

- e) Meetings of the Governing Committee shall be considered in-camera to encourage and facilitate frank and open discussion. All decisions of the Governance Committee shall require consensus of its members.

9) OPERATING COMMITTEE

- a) The Operating Committee shall consist of the CAO (or their designate) of the Municipality and the Superintendent (or their designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
 - i) formulate policy recommendations related to joint use of Municipal and School Facilities for consideration by Council and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Board;
 - iii) formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved Operating Directives on an annual basis;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
 - vii) Resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board annually;
 - ix) review any proposed amendments or updates of the Municipality's Municipal Development Plan, Area Structure Plans, and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;
 - x) determine how available or proposed school sites are allocated based on the annual review of the updated Facility Plans of the Board;
 - xi) develop a draft agenda for any meeting of the Council and the Board or the Governing Committee; and
 - xii) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governing Committee.

- d) The Operating Committee shall meet at least once a year and may meet more frequently if required. Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing.
- e) The meetings shall be chaired by either the CAO or the superintendent (or their designate). Secretarial support for each meeting shall be arranged by the hosting organization.
- f) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- g) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- h) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties within 14 days of the meeting date.
- i) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the conducting of their responsibilities under this Agreement.
- j) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

10) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- b) The Board shall make available, to the Municipality and community groups, those portions of Schools identified as Joint Use Space in Schedules "B" respectively. The Board shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c) The Parties shall not allow Joint Use Space to be used by groups or individuals during the Joint Use Hours identified in Schedule "C" unless such use respects the Operating Guidelines, and any applicable Operating Directive(s), in effect from time to time.
- d) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.

- e) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.
- f) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- g) Notwithstanding any other provision in this Agreement or its Schedules, the Principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h) Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made in the case of a School, first to the Principal's Superintendent and thereafter to the Board; and in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

11) OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the Operating Guidelines which are attached to this Agreement as Schedule "D".

12) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) While the decision of the land provided for any new school site remains with the municipality, the decision of when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the respective Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.
- d) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.

- f) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "G". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) There shall be no pre-allocation of School sites to the Board nor shall School sites be identified as available to only one Board (if multiple Boards operate within the Municipality) in the Municipal Development Plan, Area Structure Plan or Concept Plan.
- h) The Operating Committee shall make allocation of an available school site once the need to construct a new school has been identified. If construction on an allocated site has not commenced within three (3) years of the site being allocated to a Board, the site shall be considered available for allocation to another Board.
- i) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use of other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- j) The Boards acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- k) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- l) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre-dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

13) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All School sites shall be serviced to the property line prior to transfer to a Board.
- b) The services to be provided include, but are not limited to water, wastewater, storm drainage, roads, and sidewalks.

- c) Where one or more services are not available at the property line of the School site, the Municipality may provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

14) FACILITY AND SITE SPECIFIC AGREEMENTS

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
 - i) The broad purpose and parameters of the partnership that is being created;
 - ii) The nature of the site and/or facilities that are involved;
 - iii) The financial or in kind contributions to be made by each of the Parties;
 - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v) Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi) A process for dissolving the partnership, disposing of the site or retiring the facility.

15) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c) The School Portion shall be transferred to a Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and
 - iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.

- d) All costs associated with the transfer of the School Portion to a Board shall be negotiated between the School Authority and the Municipality with the understanding the Municipality may waive any of its fees associated with subdivision.

16) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) In the event that undeveloped Reserve Land is not needed by the Board, the Board shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation
- b) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of conducting any required assessments, tests and studies.
- c) If the Municipality opts to acquire the undeveloped Reserve Land, the Municipality shall take the Reserve Land as is, where is. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- d) If the Municipality opts to acquire the Reserve Land and the land has Board facilities on it, the Municipality shall take the Reserve Land as is, where is, including all buildings and improvements on the Reserve Land. The Reserve Land shall be transferred to the Municipality, at an agreed upon cost, to the Municipality.
- e) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

17) DISPUTE RESOLUTION

- a) Administrative staff of the respective facilities shall initially address operational issues. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.
- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "F" for non-operational disputes.

18) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

19) INTERPRETATION

Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa. The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

20) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

21) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

22) NON-STATUTORY WAIVER

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms

and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

23) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

24) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
 - i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of God.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

25) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be

maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to this clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

26) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

27) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

28) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

29) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

Peace Wapiti Public School Division
8611A – 108 St.
Grande Prairie, AB T8V 4C5

Town of Beaverlodge
Box 30, 400 10th Street
Beaverlodge, AB
T0H 0C0

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Town of Beaverlodge

PER: _____

PER: _____

PEACE WAPITI PUBLIC SCHOOL DIVISION

PER: _____

PER: _____

Schedule "A" – Municipal Facilities Available for Joint Use

Name of Facility	Legal Description of Parcel(s) Containing Facility	Description of Facility and Amenities
Recreation Centre	1016 4 th Avenue, Beaverlodge	Pool, Fitness Centre
Tennis Court	306 10A Street, Beaverlodge	Tennis Court
Baseball Diamonds	Plan 6758KS, Block A, SW-11-72-10-W6, Beaverlodge	Baseball Diamonds
Arena	306 10A Street, Beaverlodge	Ice Rink
Arena Parking Lot	306 10A street, Beaverlodge	Asphalt lot adjacent to the Arena

Schedule "B" – School Board Facilities Available for Joint Use

Name of School	Legal Description of Parcel(s) Containing School	Description of Facility and Amenities
Beaverlodge Elementary School	1009 5 th Avenue, Beaverlodge, AB	Gymnasium and Playing Fields
Beaverlodge Regional High School	1034 2 nd Avenue, Beaverlodge, AB	Gymnasium and Playing Fields
Land (know as the Old Barracks)	Plan 5778 MC, Block 5, Lot A, Beaverlodge, AB	Un-reclaimed land from previous mobile residential homes.
Parking Area (adjacent to arena parking)	Included on title with 1034 – 2 nd Avenue, Beaverlodge, AB.	Asphalt parking area.

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums. Regular classrooms, library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

Schedule "C" – Joint Use Times

Facility Type	Available Booking Times
Beaverlodge Elementary School	Monday through Friday between 16:30 and 21:00 and Saturdays and Sundays between 08:00 and 17:00.
Beaverlodge Regional High School	Monday through Friday between 16:30 and 21:00 and Saturdays and Sundays between 08:00 and 17:00.
Land (known as the Old Barracks)	Monday – Sunday, as required, until further notice.
Parking Area (adjacent to arena parking)	Monday through Friday 4:30 and later and Saturday and Sunday as needed and available.

Facility Type	Available Booking Times
Recreation Centre	Monday through Friday between 8:00 and 16:00
Tennis Court	Monday through Friday between 8:00 and 16:00
Baseball Diamonds (Diamonds 3 and 4)	Monday through Friday between 8:00 and 16:00
Arena	Monday through Friday between 8:00 and 16:00
Arena Parking Lot	Monday through Friday between 8:00 and 16:00

School Buildings shall not be available on Statutory Holidays, School breaks (including the months of July and August), District closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.

Community use of School Facilities on outside of Joint Use Hours may be considered through special request. School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

From time to time, it is understood the Schools will be unavailable due to them becoming polling stations for provincial or federal elections.

Schedule "D" – Operating Guidelines for Joint Use Space

User Group Eligibility

To be eligible to use a Joint Use Space in a School, a user group must:

- Appoint and provide a primary and secondary contact to the School Coordinator
- Engage in activities that are recreational, cultural or educational in nature
- If it is a political group, be a locally based affiliate of a registered provincial or federal party or be for the purpose of local government
- Be non-profit
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group's prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Principal's Superintendent and thereafter to the appropriate Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$2 Million.

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Facility Scheduling Coordinator for the School.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal. The principal shall provide as much notice as reasonably possible to the Facility Scheduling Coordinator of the cancellation. The Facility Scheduling Coordinator shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the respective Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

Fees for Joint Use Space

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- Wear and tear on the facility and/or equipment
- Lost or damaged equipment
- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards, theatre technicians)
- Computer lab technicians necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space

A fee schedule will be updated annually by the Board for the use of space within schools.

A fee schedule will be updated annually by the Town for the use of the pool and arena.

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. Use of any equipment requires the permission of the owner, and any reasonable requests will not be denied. Equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The respective School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

Each party shall be responsible for recovering costs related to damage incurred within the Joint Use Space by a User Group that is not affiliated with the respective board.

Damage within the Joint Use Space of a Facility caused by either party of this agreement, shall be the responsibility of the party who caused the damage.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing, fertilizing and lining of playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and over seed taking the playfield off-line for a 12 month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the topsoil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the respective Board. The Parties agree to ensure that field markings are in place at the commencement of the spring/summer

season. The Board will not be responsible for field markings that are not required for the School to perform its function. The School will not provide additional field markings.

Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Schedule “E” – School Site Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality’s Municipal Development Plan, Area Structure Plan or Concept Plan.

Size of Site

The size of school sites to be included in the Municipality’s plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

For the Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three phase power is available or can be made available.

Schedule "F" – Dispute Resolution Process

Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

3. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties.

Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

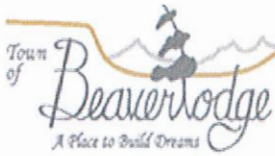
6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within 14 calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party shall select one name from the short list and advise the other Party of their selection within 10 calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within 14 calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.
9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 30 calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In

the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.

13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education or the Minister of Municipal Affairs, whichever ministry is applicable, to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education or the Minister of Municipal Affairs agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education or the Minister of Municipal Affairs decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of Queen's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*. The Arbitrator shall be someone familiar with the circumstances surrounding the dispute and familiar with rural municipal services delivery.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.



Box 30, Beaverlodge, AB T0H 0C0
 Phone: 780.354.2201
 Fax: 780.354.2207

COUNCIL COMMITTEE APPLICATION FORM
 PLEASE RETURN COMPLETED FORM AND ATTACHMENTS
 TO: #400-10 STREET BEAVERLODGE, AB TOH 0C0
TOWN@BEAVERLODGE.CA

PERSONAL INFORMATION	
First Name:	Glory
Last Name:	Przekop
Address:	Box 2032
Town/Province:	Ab
Postal Code:	T0h0c0
Home Phone:	
Cell Phone:	7805121529
Email Address:	Gdprzekop@yahoo.ca
Length of Residence in Beaverlodge:	11 months
Academic/Professional Qualifications:	<i>You are encouraged to enclose a copy of your resume or a synopsis outlining any additional information you deem important.</i>
Rehabilitation Practitioner, journalism, marketing, communications	
COUNCIL COMMITTEE INFORMATION	
What Council Committee are you interested in serving on?	
South Peace Professional Retention Committee	
What skills do you feel you could contribute to this Committee?	
Experience in Healthcare (disability and LTC sectors), recruitment, knowledge of various communications and marketing tools such as Adobe and Google	
What goals do you hope to achieve by being a member on this Committee?	
Retain highly skilled healthcare professionals for residents	
What type of volunteer activities have you been involved with over the past 5 years?	
8 years on the Saskatoon Lake Agricultural Society board, 4H public speaking judge, Recreation Advisory Board with County of GP	
Are you currently serving on a Beaverlodge Council Committee?	
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If yes, which Committee are you serving on and when does your term expire?
Have you served on a Beaverlodge Council Committee or any other municipal board/committee in the past?	
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If yes, what committee did you serve on and what was the last year served?
If necessary, please indicate the name of the municipality where you served.	
SIGNATURE	
Applicant's Signature:	Date: May 1, 2023
<small>Personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member on a Town of Beaverlodge Council Committee. This information is collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. The name of successful applicants will be provided to the public. Questions regarding the collection of this information can be directed to the Town of Beaverlodge Legislative Services at 780-354-2201, PO Box 30 Beaverlodge, AB T0H 0C0.</small>	



Box 30, Beaverlodge, AB T0H 0C0
 Phone: 780.354.2201
 Fax: 780.354.2207

COUNCIL COMMITTEE APPLICATION FORM
 PLEASE RETURN COMPLETED FORM AND ATTACHMENTS
 TO: #400-10 STREET BEAVERLODGE, AB T0H 0C0
 TOWN@BEAVERLODGE.CA

PERSONAL INFORMATION		
First Name:	Gena	Last Name: Jones
Address:	P.O. Box 71 - 612- 7th ave.	
Town/Province:	Beaverlodge AB.	Postal Code: T0H 0C0
Home Phone:	780-518-9907	Cell Phone: Same
Email Address:	gmayp@telus.net	
Length of Residence in Beaverlodge:	40 years.	
Academic/Professional Qualifications:	You are encouraged to enclose a copy of your resume or a synopsis outlining any additional information you deem important.	
Previous member of this board.		
COUNCIL COMMITTEE INFORMATION		
What Council Committee are you interested in serving on?		
Community Enhancement SPARCC		
What skills do you feel you could contribute to this Committee?		
Previous knowledge and citizen support.		
What goals do you hope to achieve by being a member on this Committee?		
I hope to enhance all areas of life in Beaverlodge and specifically to work on walking trails.		
What type of volunteer activities have you been involved with over the past 5 years?		
ART WALK Community Enhancement. SPARCC. FCSS Chamber of Commerce.		
Are you currently serving on a Beaverlodge Council Committee?		
YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, which Committee are you serving on and when does your term expire?
Have you served on a Beaverlodge Council Committee or any other municipal board/committee in the past?		
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, what committee did you serve on and what was the last year served?
TOWN COUNCIL - 2017 - to 2023		
If necessary, please indicate the name of the municipality where you served.		
Beaverlodge		
SIGNATURE		
Applicant's Signature:		Date:
<i>Gena Jones</i>		May 17, 2023 April 18 - 2023
<small>Personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member on a Town of Beaverlodge Council Committee. This information is collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. The name of successful applicants will be provided to the public. Questions regarding the collection of this information can be directed to the Town of Beaverlodge Legislative Services at 780-354-2201, PO Box 30 Beaverlodge, AB T0H 0C0.</small>		

I hope to continue my work with retention and attraction of medical professionals.



COMMITTEE OF THE WHOLE MEETING MINUTES

COUNCIL CHAMBERS 400 10 St, BEAVERLODGE @ 6:15 P.M. MAY 8, 2023

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

1.0 **CALL TO ORDER:** Mayor Gary Rycroft called meeting to order. **6:17 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:**

#065-2023-05-08 Councillor Cyndi Corbett

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

4.0 **DELEGATION:**

5.0 **OLD BUSINESS:**

6.0 **NEW BUSINESS:**

6.1 Councillor Orientation

#066-2023-05-08 Councillor Cyndi Corbett

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

6.2 Public Works Appreciation – May 25, 2023

#067-2023-05-08 Councillor Ryier Hommy

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

6.3 Community Garden Request – from April 24, 2023 Council Meeting

#068-2023-05-08 Councillor Ryier Hommy

CARRIED: That the Committee of the Whole recommends this item be moved to the Council meeting immediately following, for approval.

6.4 Peace Wapiti School Board – Joint Use Partnership Agreement

#069-2023-05-08 Councillor Judy Kokotilo-Bekkerus

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

6.5 Town Clean-Up

#070-2023-05-08 Councillor Judy Kokotilo-Bekkerus
CARRIED: That the Committee of the Whole accepts this update for information.

6.6 Seniors Tea Invitation – June 6, 2-4pm

#071-2023-05-08 Councillor Cody Moulds
CARRIED: That the Committee of the Whole accepts this update for information.

6.7 Livestream Meetings

#072-2023-05-08 Councillor Cody Moulds
CARRIED: That the Committee of the Whole recommends this item be moved to the Council meeting immediately following for direction to Administration.

6.8 Artwalk 2023

#073-2023-05-08 Councillor Hugh Graw
CARRIED: That the Committee of the Whole accepts this update for information.

6.9 Firehall Building Committee Update

#074-2023-05-08 Councillor Hugh Graw
CARRIED: That the Committee of the Whole accepts this update for information.

6.10 Mountview Health Complex Committee Update

#075-2023-05-08 Mayor Gary Rycroft
CARRIED: That the Committee of the Whole accepts this update for information.

6.11 Community Enhancement Committee Update

#076-2023-05-08 Councillor Judy Kokotilo-Bekkerus
CARRIED: That the Committee of the Whole accepts this update for information.

6.12 Economic Development Committee

#077-2023-05-08 Councillor Cody Moulds
CARRIED: That the Committee of the Whole accepts this update for information.

7.0 TOPICS FOR NEXT AGENDA:

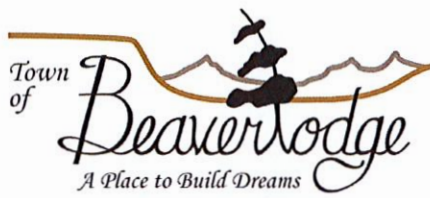
- Firehall Building Committee Update
- Mountview Health Complex Committee Update
- Community Enhancement Committee Update
- Economic Development Committee Update
- Artwalk June 9, 2023 – Councillor Moulds

8.0 ADJOURNMENT: Mayor Rycroft adjourned the meeting.

7:02 PM

Mayor Gary Rycroft

Deputy Mayor Cal Mosher



SPECIAL COUNCIL MEETING MINUTES

HELD MONDAY MAY 8, 2023 @ 6:00 P.M.

COUNCIL CHAMBERS, 400-10 ST, BEAVERLODGE

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

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

2.0 **ADOPTION OF AGENDA**

#003-2023-05-08 Councillor Judy Kokotilo-Bekkerus

CARRIED: That the agenda be adopted as presented.

6.0 **NEW BUSINESS:**

6.1 Review & Assign Committees of Council Appointments

#004-2023-05-08 Councillor Hugh Graw

CARRIED: That Council accepts the Committees of Council document as amended.

10.0 **ADJOURNMENT** Mayor Gary Rycroft adjourned the Special Council Meeting **6:17 PM**

Mayor Gary Rycroft

CAO Jeff Johnston

Town of Beaverlodge
Committee and Organization Appointments

Council as a Whole
Chair: Mayor Gary Rycroft
Members: Councillor Judy Kokotilo-Bekkerus, Councillor Cal Mosher, Councillor Cyndi Corbett, Councillor Hugh Graw, Councillor Cody Moulds, Councillor Ryier Hommy
The Deputy Mayor position as appointed by Council

NOTE: Mayor and CAO are ex-officio members to every committee of the Town

COMMITTEES OF COUNCIL	MEMBERS	DESCRIPTION	MEETINGS
Beaverlodge Firehall Building Committee	Chair: Hugh Graw Council: Cal Mosher County of GP: Peter Harris, Bob Marshall Beaverlodge Firefighter Association: Kish Wickramasinghe Staff: CAO, Fire Chief Stan Metcalfe	Oversee the Beaverlodge Fire Hall project. Consider and provide feedback regarding design and construction.	Monthly
Town of Beaverlodge Library Board	Trustee: Cal Mosher	Local Library	5 times per year
Community Economic Development	Chair: Cyndi Corbett Council: Cody Moulds BL Chamber: Tracy Ferguson 3 Members at Large Staff: CAO	Advisory: CED Opportunities & Sustainable Retention, Growth & Dev. including Town Assets, Tourism, Marketing/Promotion	Quarterly
Community Enhancement & Welcoming	Chair: Cody Moulds Council: Judy Kokotilo-Bekkerus, Ryier Hommy Staff: CAO 4 Members at Large	Beautification – Build A Dream, Welcoming/ Enriching Community Working Group	Monthly/Quarterly as per sub-committee need
HR Committee	Chair: Gary Rycroft Council: Hugh Graw, Judy Kokotilo-Bekkerus Staff: CAO	Town Human Resources	As needed
Mount View Health Complex Committee	Chair: Gary Rycroft Council: Judy Kokotilo-Bekkerus County Council: Bob Marshal & Peter Harris Grande Spirit Foundation: GM Steve Madden Staff: CAO	Advisory, Planning, Fundraising	As needed
Protective Services Committee	Chair: Hugh Graw Council: Cal Mosher Fire Chief, RCMP Member Staff: Peace Officer, CAO 2 Members at Large: To Be Decided	Fire, Rescue, Bylaw, Enforcement, Emergency Preparedness	As needed
Subdivision & Development Board	Chair: Judy Kokotilo-Bekkerus Council: All of Council, except SD&D Appeal Board Member Staff: Tina Letendre	Subdivision and Development	As needed
ORG/GROUP APPOINTMENTS	MEMBERS	DESCRIPTION	MEETINGS
Beaverlodge & District Chamber of Commerce	Council: CAO Staff: Deputy CAO		Monthly
Community Rail Advocacy Alliance	Council: Gary Rycroft Alternate: Ryier Hommy	Provincial	Monthly
Community Futures	Council: Gary Rycroft	Business and Development	Monthly
FCSS Advisory Committee	Council: Judy Kokotilo-Bekkerus Alternate: Ryier Hommy	Social Planning	Quarterly
Grande Prairie Regional Emergency Partnership	Council: Cal Mosher Alternate: Hugh Graw Staff: CAO	Emergency Response Planning	Semi-Annually
Grande Prairie Regional Recreation Committee	Council: Cody Moulds Alternate: Ryier Hommy	Implementation of Regional Recreation Master Plan	2 times per year
Grande Prairie Regional Tourism	Council: Cyndi Corbett	Tourism	Monthly
Grande Spirit Foundation	Council: Judy Kokotilo-Bekkerus	Seniors Housing	Monthly
ICF – Intermunicipal Collaboration Framework	Council: Gary Rycroft, Hugh Graw, Cyndi Corbett,	Intermunicipal Collaboration	As needed

IDP – Intermunicipal Development Plan	Council: Gary Rycroft, Cyndi Corbett, Judy Kokotilo-Bekkerus		As needed
Inter-Municipal Group	All Council Staff: CAO	Regional Emerging Items	2 times per year
Intermunicipal Subdivision & Development Appeal Board	Council: Cyndi Corbett	Handle appeals	As needed
Peace Library System	Council: Cal Mosher	Regional Representation	Quarterly
South Peace Physician Attraction & Retention Committee	Council: Judy Kokotilo-Bekkerus Public: Member-at-large	Regional– recruit/retain physician/health professionals	Quarterly
Regional Landfill	Council: Hugh Graw Alternate: Gary Rycroft	Regional Municipal Group	4 Annual – 1 st Wed
WASP (Wapiti Area Synergy Partnership)	Council: Cyndi Corbett	Regional	
Water North Coalition	Council: Cal Mosher	Regional	
Other Council Committee	Council appointees and ex officio	Regional	As needed

Minutes for the Town of Beaverlodge Economic Development Committee Meeting

9:30 AM on Thursday, April 13, 2023 CHAIR– Cyndi Corbett

ATTENDANCE:

Cyndi Corbett – Chair

Tracy Ferguson – Member

Mike Wells - Member

Jeff Johnston - CAO

Cody Moulds – Councillor

Wael Ammar – Member - absent

Donna Haight - Member

Recording Secretary - Nichole Young

1.0 CALL TO ORDER:

The meeting commenced at 9:30 AM.

2.0 ADOPTION OF AGENDA:

#013-2023-04-13 Member Tracy Ferguson

CARRIED: That the agenda be accepted as presented.

3.0 ADOPTION OF MINUTES:

#014-2023-04-13 Councillor Cody Moulds

CARRIED: That the minutes of the February 16, 2023 meeting be accepted as presented.

4.0 OLD BUSINESS:

Nil

5.0 NEW BUSINESS:

5.1 Easter Egg Selfie Contest 2023 – March 31-April 12

This year we had 46 entries, the most ever, including one senior. Three names were drawn as prize winners and we will pick up a small prize for our only senior entrant.

5.2 Economic Development Workshop

Provide structure for this committee, future planning, goal setting, training for members including what we should be focusing on. Invitations for President & Executive Director of the BDCC and school principals. Reach out to Sexsmith to find out how they operate their committee. Perhaps look at sitting in on an EDC meeting from the County.

#015-2023-04-13 Councillor Cody Moulds

CARRIED: That the Economic Development Committee contact Holly Sorgen about running the workshop and get some possible dates.

5.3 WINGS Mural – Around the Block

#016-2023-04-13 Member Tracy Ferguson

CARRIED: That the Economic Development Committee proceed with the WINGS Mural project, including a signed agreement, as discussed.

5.4 Economic Development Week – May 8-12, 2023

#017-2023-04-13 Member Mike Wells

CARRIED: That the Economic Development Committee devote a page in the Newsletter to past accomplishments and future plans.

5.5 #exploreNWAB 2023

#018-2023-04-13 Councillor Cody Moulds

CARRIED: That the Economic Development Committee accepts this for information.

5.6 2023 Budget Approval

#019-2023-04-13 Member Tracy Ferguson

CARRIED: That the Economic Development Committee accepts this for information.

6.0 ROUND TABLE:

- Cody Moulds – approached BRHS about any film students to do local business videos – 2 media students are interested
- Wael Ammar – absent
- Tracy Ferguson – nil
- Donna Haight – nil
- Mike Wells – nil
- Cyndi Corbett – will make contact regarding the WINGS mural.

7.0 CLOSED SESSION:

Nil

8.0 ADJOURNMENT:

The meeting was adjourned at 10:08

Next meeting will be May 18, 2023 at 9:30 am.

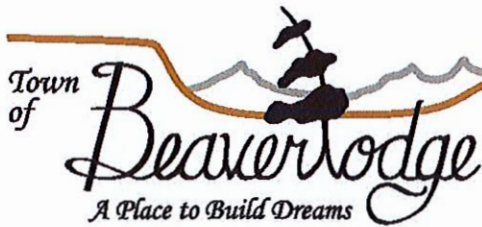
Chair, Cyndi Corbett

Councillor Cody Moulds

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	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	9/30/2023
3	Grande Prairie & District Catholic School Board	26-Oct-20	CAO/Admin	Met with SuperIntendent and Principal. Requested a meeting between the Board and Council.	In progress	9/30/2023
4	PWSB Joint Agreement	22-Nov-21	CAO	agreement is being ammended -	In progress	6/30/2023
5	Selfie Stand @ Beaver Statue	27-Jun-22	CAO/Admin	Council directs Admin to look into the cost of installing a Selfie stand	In progress	
6	Aquatera Presentation	27-Feb-23	CAO	Invite Aquatera to present to council. Contact has been made with mid-June as a target date.	In progress	6/30/2023
7	Beaverlodge Health & Wellness	11-Apr-23	CAO	Agreement as per Council direction	Completed	
8	Community Rail Advocay Alliance	11-Apr-23	Admin	Pursue full membership with CRAA	Completed	
9	SPPARC Member-at-large	11-Apr-23	Admin	Advertise for a Member-at-large to join a Councillor on this committee.	Completed	
10	Livestream Meetings	8-May-23	Admin	Look for any legalities for livestreaming & recording meetings	Completed	
11	Community Bus Policy	8-May-23	Admin	Review and update this policy and it's fees and charges.	In progress	6/12/2023

Current as of: **Tuesday, May 23, 2023**

9,1



Department: Fire Department

Date: April 2023

From: Stan Metcalfe, Fire Chief.

In the month of April, the Beaverlodge Fire Department responded to 18 calls for service.

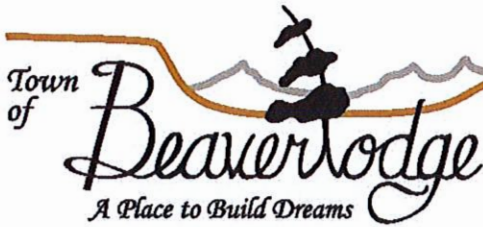
Town of Beaverlodge	8	
County Of GP	10	
Alarms	2	2 in Town.
Brush Fire	8	1 in Town. 7 in County.
Structure Fire	1	1 in County.
Motor Vehicle Collision	2	2 in County.
Medical Co-Response	5	5 in Town.

April was a busy month for the Fire Department, with a significant & early increase in wildfires. Reduced snow pack, low subsoil moisture from two previous drought years, and unseasonably warm weather has pushed the fire danger to very high. The lone structure fire also encompassed approximately 300 acres of farmland that was caught up in a wildfire. A County wide Fire Restriction was put into effect on May 1st, 2023.

One new recruit joined the department mid April, and is attending training & calls.

Two senior members will be attending the Northern Heat Training Conference in Peace River in May, & bringing back new skills & knowledge to the department.

One member is set to retire in May, due to getting hired full time with the County of GP Regional Fire Service.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Monthly Report to Council
Date: Period ending April 2023

From: Tina Letendre

Department: Administration

Project/Event	Highlights/Concerns
Financial Administration	<ul style="list-style-type: none"> • Completed Audit • Closed 2022 LAPP • Submitted Statement of Financial Expenditures required for CCBF, MSP and MSI Funding
Other Initiatives	<ul style="list-style-type: none"> • Completed 2 course for NACCLA Level 2 – Municipal Law II received a B- • Started 3rd core course for NACCLA Level 2 – Policy Planning & Program Evaluation • Completed appointment of Weed Inspectors • Annual meeting with Shawna from ATB to discuss any issues with new online platform and implementation of additional security features to assist with potential scammers.
Development	<ul style="list-style-type: none"> • 1 Institutional Development Permit – value \$150,000 • 1 Residential Development Permit – value \$12,000



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Monthly Report to Council

Date: May 16th 2023

From: Nick Kebalo

Department: PW/Recreation

Project/Event	Highlights/Concerns
Pot hole filling	Asphalt plant will be open on May 23 rd 2023, we will start filling pot holes on the 23 rd . expect this to take 4 to 5 days total.
Sweeping/Garbage cleanup	Both of these items have been completed through out town , 2 nd round of sweeping will occur where required.
Chiller/Arena equipment	Have reviewed expectations on starting the plant early to ensure we have additional cooling time for the slab with staff and contractors. If all goes as planned we will be ready to operate by Aug 15 th 2023.
Tree removal/planting	Tree removal and stump grinding will occur over the next few weeks, tree planting will occur in the fall per the arborist recommendation.
Dust control	All areas of town that require calcium are currently being prepped for dust control, and will be completed by May 21 st at the latest.
Baseball fencing	Diamond off of 11 th has been taken down and new diamond is currently being installed, additional repairs and removals are scheduled for the main baseball diamonds within the next week or two.

Monthly Report to Council

Date: May 2023

From:

Department: Recreation

Project/Event	Highlights/Concerns
Recreation Center	<p>Aquatics:</p> <ul style="list-style-type: none"> • School lessons for the 2023/2024 school year were released and are fully booked. • Summer camps and similar programs in the area have booked re-occurring rentals or swim lessons. This includes Camp Tamarac, Beaverlodge Day Care and Wembley's recreation department. • School swim lessons are coming to an end with fun swims beginning the last week in May. • Barracuda's regular seasons practices have begun and run Monday-Thursday until mid-August. • May public swim lessons are running with 48 of the 75 available spots filled. June public swim lessons are open for registration with 42 of the 75 available spots currently filled. <p>Fitness Center & Fitness Programs:</p> <ul style="list-style-type: none"> • St. Mary Junior High students are accessing the fitness center every Friday afternoon for their health and wellness options class. • Instructed fitness classes run at a variety of times Monday through Thursday. Evening classes continue to be well received.
Community Kitchen/Gym	<ul style="list-style-type: none"> • Rebels Volleyball has completed their rental for the season. • Pickleball continues to rent the gym weekly. • Town of Beaverlodge summer camps are scheduled to use the gymnasium as 'home-base'.
Community Center/Multipurpose Room	<ul style="list-style-type: none"> • Elections Alberta has rented the Community Centre for the provincial election at the end of May. • NuVista hosted a staff lunch in the Multi-Purpose Room followed by a tour of the facility which was well received. • NuVista hosted a stakeholder Open House in the Community Centre.



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Arena	<ul style="list-style-type: none">• 2023/2024 ice rentals for local schools have begun.• Circus Wonderland finalized their booking for July 6, 2023.• Satin Slippers hosted their annual dance recital.• The Grand March and Dinner has the arena booked for the week prior to their event on May 27th.
Staffing	<ul style="list-style-type: none">• Seasonal Camp Counsellor was secured to begin in May to start with planning.• 2 lifeguards (LG1) were hired in May.• Four lifeguards received their Swim Instructor certification and have begun teaching swim lessons.

Monthly Report to Council

Date: May 16, 2023

From: Reanna Stockman

Department: FCSS

Project/Event	Highlights/Concerns
Administrative Tasks	<ul style="list-style-type: none"> ○ Newsletter, Newspaper, and posters are ongoing ○ Provincial Report Completed and submitted
Meetings	<ul style="list-style-type: none"> ○ May 17 Advisory meeting – postponed until June 13
Programs	<ul style="list-style-type: none"> ○ Volunteer Awards went well. 107 registered but only 83 showed up. ○ Stretch and Mobility Program for Seniors 60+ started May 10 for 6 weeks (6 participants the first week) ○ Meals have FINALLY arrived for Meals on Wheels. Will be starting pilot program with only 5 clients to start. Once up and running, will look for a volunteer to take over. Requires 4-6 hours per month. ○ Trauma Dram happening May 31st in Hythe. Six schools with 137 grade 9 students participating. ○ Intergenerational Day – June 1st Arranged a Grade 5 class from BES to go to Amisk to play games and connect with seniors. ○ June 2 – Babysitting course ○ June 6 – Senior’s Social 2-4pm Ice Cream Sundaes and performances by B.E.S. Kindergarten and JK as well as Rio Grande Band. ○ June 16 – Home Alone Course ○ Partnership with University of Calgary for Social Work and Nursing practicum students. Will have 9 students in the Fall working together on some programming/presentations.
Staffing	<ul style="list-style-type: none"> ○ Bus drivers have returned so back to consistent availability. ○ 2 part-time Home Support Workers
Training & Development	<ul style="list-style-type: none"> ○ Directors Network Conference May 3-5 ○ Spring Regional postponed due to wildfire situation
Other	<ul style="list-style-type: none"> ○ Food Bank: April 11 – May 15: 225 people served. \$5175 in gift cards given out. Food Bank intake has increased steadily with new families signing up almost weekly. ○ Probation has been using the office bi-weekly for meeting with clients. ○ Have worked 56 hours at the GPREP Evacuation Center in GP since fires in GP began. ○ Odyssey House program is running in the basement of the pool (5 clients currently) ○ Currently 19 Home Support Clients



Box 30, 400 - 10th Street
Beaverlodge, AB T0H 0C0

Monthly Report to Council

Date: May 18, 2023

**From: Bradley Thibeault
Senior Peace Officer
Municipal Enforcement Department**

Projects/Events

Highlights/Concerns

<p>Calls to Service</p>	<p><u>Calls to Service:</u> 34 total incidents reported from last Monthly Report to Council. The calls consisted of the following categories:</p> <ul style="list-style-type: none"> • 20 Municipal/Bylaws; • 9 Provincial Statutes; • 5 Parking. <p>The month of May has seen an increase of Bylaw related incidents. These incidents include dog attacks, dogs at large, unsightly premises, parking violations, permit violations, fire ban violations, and nuisance/disturbing the peace violations.</p>
<p>Violations Tickets/Warnings</p>	<p><u>Violation Tickets/Warnings Issued:</u></p> <ul style="list-style-type: none"> • 66 Violation Tickets/Summons issued; • 7 Bylaw Tickets issued; • 75 Warnings were issued for Provincial/Bylaw Infractions; • Total Tickets issued 73 issued.
<p>Proactive Patrols/Public Engagement</p>	<p><u>Proactive Patrols/Public Engagement:</u></p> <p>This month saw an increase in speeds travelled on Municipal and Provincial Roadways.</p> <ul style="list-style-type: none"> • The highest speed captured on Municipal roadways was 125 KM/H in posted 50 KM/H along 11th Avenue and 3rd Street. Person(s) was present upon the highway at the time of the offences. The vehicles involved were engaged in racing and stunting activities upon the congested highway. Both vehicles involved fled from the attempted traffic stop. RCMP were notified of the incident.

	<ul style="list-style-type: none"> • The average speed captured upon municipal roadways – including playground zones and school zones – being 65 KM/H both in 30 KM/H zones and 50 KM/H zones. • The highest speed captured on Provincial Highways was 135 KM/H in posted 50 KM/H zone along Highway 43 and 5th Street. The driver engaged in dangerous driving activities by fleeing the attempted traffic stop and driving into oncoming traffic – passing over double solid lines at a high rate of speed. RCMP were notified of the incident. The average speed captured on Highway 43, during the month of May, was 80 KM/H in posted 50 KM/H zone. • A distressing number of stunting and dangerous driving activities was reported during the month of May within the Town of Beaverlodge. The calls consisted of stunting, reckless driving, dangerous speeds with families present upon the roadways, and not abiding by rules of the road and traffic control devices. Charges were laid for multiple reported offences. RCMP have been notified of the reported offences and drivers involved in captured incidents. We will continue to aggressively enforce these dangerous driving behaviors, and hope to collaborate with RCMP and other agencies with joint traffic operations.
<p>Meetings/Functions</p>	<p><u>Meetings/Functions:</u></p> <ul style="list-style-type: none"> • Law Enforcement Agencies (Alberta Crown Prosecution Service) monthly meeting attended. Bi-weekly TPM Peace Officer meeting attended; • Trauma Drama meeting attended. Function dated for May 31, 2023. • Attended courses which consisted of Vicious Dog training and Bylaw Enforcement: Applied Law & Investigational Considerations. These courses are applicable to the Town of Beaverlodge's Enforcement requirements.



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Monthly Report to Council

Date: 22 May 2023

From: Tracy Deets

Department: Library

Project/Event	Highlights/Concerns
Programming / Events	<p>Our Grab n Go book event was a success once again. We had received book donations from the public that were of excellent quality, so lots of them went home with new owners</p> <p>We have a concert coming up on May 25th. Doors open at 7, tickets available at door or in advance</p>
Administrative	<p>Prepared documents for and was present for Library Board meeting</p> <p>Attended Friends of the Library meeting</p> <p>Finished and submitted grant application for Provincial funding</p>
Staff	<p>Continued training of new staff in tandem with Library Coordinator</p>
Other	<p>Worked the poll for the municipal byelection</p> <p>Hosted open house for Northern Lights Fiber Optic the evening of May 4th</p>