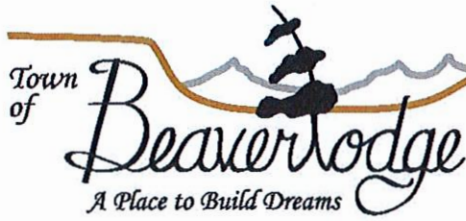


AGENDA FOR THE TOWN OF BEAVERLODGE COMMITTEE OF THE WHOLE MEETING  
 TO BE HELD MONDAY JUNE 10, 2024 @ 6:00 PM  
 COUNCIL CHAMBERS, 400 10 ST BEAVERLODGE, AB  
 Microsoft Teams Meeting ID: 219 418 553 557 Passcode: yx5Ymo

<b>1.0</b>	<b><u>CALL TO ORDER</u></b> <i>Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23</i>	
<b>2.0</b>	<b><u>LAND ACKNOWLEDGEMENT</u></b>	PP 2
<b>3.0</b>	<b><u>ADOPTION OF AGENDA</u></b>	
<b>4.0</b>	<b><u>DELEGATION</u></b>	
<b>5.0</b>	<b><u>OLD BUSINESS:</u></b>	
<b>6.0</b>	<b><u>NEW BUSINESS:</u></b> 6.1 Community Bus Policy AD2405 6.2 Parks & Recreation Appreciation Month Lunch – June 28 <sup>th</sup> @ 11:30am 6.3 Joint Workplace Health & Safety Committee - Staff Training & Orientation 6.4 Mountview Health Complex Committee Update – Mayor Rycroft 6.5 Community Enhancement Committee Update – Councillor Moulds 6.6 Economic Development Committee Update – Councillor Corbett	PP 3-14     PP 15
<b>7.0</b>	<b><u>TOPICS FOR NEXT AGENDA:</u></b>	
<b>8.0</b>	<b><u>ADJOURNMENT:</u></b>	



Box 30, Beaverlodge, AB T0H 0C0

**Phone: 780.354.2201**

**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.



Policy Title: USAGE OF TOWN OF BEAVERLODGE OWNED HANDI-BUS	Policy #: 07-1-2 (Amendment)
Authority Approval: Town Council & CAO	Resolution #: Effective Date: November 26, 2018
Distribution:	<input checked="" type="checkbox"/> Master <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Council <input checked="" type="checkbox"/> FCSS
	<input checked="" type="checkbox"/> Fire Department <input checked="" type="checkbox"/> Library <input checked="" type="checkbox"/> Public Works <input checked="" type="checkbox"/> Recreation

Purpose: To regulate and control usage of the Handi-Bus.

Policy Statement:

1. As the Town of Beaverlodge has purchased a Handi-Bus with funding provided by the Town and Community Lottery Board Region 11, which by virtue of funding regulates the use of the bus is a "community bus".
  
2. This policy specifies the major use of this bus be for transportation and enjoyment of seniors, handicapped persons, and community organizations, etc., to points within the Province of Alberta no further than 300 km, one way, from the Town of Beaverlodge. Any further destinations, a request must be submitted in writing to the Town explaining where and for what event. Approval will be granted at the discretion of Town Administration. The Handi-Bus will NOT travel on gravel roads unless an exception is granted, this will be done on a per case basis with consultation with Administration. Usage/Booking of the Handi-Bus and driver must be arranged with Town Administration. The driver shall have discretion of cancelling travel due to extreme weather conditions. For regular schedule trips (i.e. every Wednesday to Grande Prairie for seniors). A minimum of eight (8) passengers is required.
  
3. The Town of Beaverlodge shall establish mileage rates and user fees in accordance with the operation costs of the bus:
  - o Mileage Rates/Current Fees: Shall be charged to the organization using the bus. And shall be established at a sufficient rate to recover the cost of fuel, repairs and maintenance, insurance, vehicle inspections, and the driver. (See attached Schedule "A", which shall be reviewed on a yearly basis).


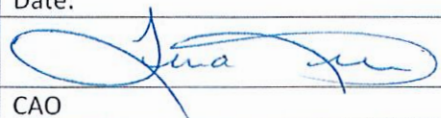


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- Driver Wages & Travel Entitlement: Shall be paid by the Town of Beaverlodge, directly to the driver, at rates established by the Town. A list of qualified drivers will be maintained by the Town. (See attached Schedule "B" regarding bus driver guidelines and requirement)

Reviewed/Amended	Date:
	
Mayor	CAO



### Schedule "A"

#### Town of Beaverlodge Schedule of Mileage Rates/Current Fees for Handi-Bus

##### Mileage Charges:

*For Travel over 40km Outside of Beaverlodge:*

To be paid by the organization using the bus at a flat rate of \$3.00/km and a refundable damage deposit of \$500 (at the discretion of the CAO). This rate includes the hire of a driver at \$19.00/hr. when driving and \$15.00/hr. when waiting

*For Travel within Beaverlodge and under 40km from Beaverlodge:*

To be paid by the organization using the bus at \$40/hr and a refundable damage deposit of \$500 (at the discretion of the CAO). Minimum of one (1) hour charge. This rate includes the hire of a driver at \$19.00/hr. when driving and \$15.00/hr. when waiting.

##### *Special Rate:*

For individuals with social needs, other than Town resident and Town Organizations the charge shall be \$50/hr and a refundable damage deposit of \$500 (at the discretion of the CAO), including the driver and a minimum of four (4) hours.

*Regularly Scheduled trips to Grande Prairie:*

Passengers shall be required to pay a rate of \$5.00 per trip, this includes the hire of a driver at \$19.00/hr. when driving and \$15.00/hr. when waiting.

##### Passenger Fees:

Should the organization renting the bus wish to charge a fee for passengers boarding, to assist in covering the cost to the organization, the rate will be set at their discretion within reasonable limits.

##### Driver Wages & Travel Entitlements:

The Town of Beaverlodge will pay the driver at a rate of \$19.00/hr. when driving and \$15.00/hr. when waiting, from the monies collected from the organization(s)/individuals using the Handi-Bus. The driver shall be contracted by the Town of Beaverlodge and not be a Town employee. Thus, the driver is responsible for all contributions to Revenue Canada. Should the driver require accommodations or meals this must be paid by the organization using the bus and will not be the responsibility of the Town.

If a contracted driver cannot be found, the organization(s)/individual using the bus may supply their own driver, if the driver meets the requirements of Schedule "B".

Schedule "B"

Town of Beaverlodge

**Bus Driver/Town Guidelines and Requirements**

The Driver (when operating the Town owned Handibus) is a representative of the Town and should conduct himself/herself in a manner that is courteous to all parties that choose to utilize the bus.

The Bus Driver shall:

- Enter into a contract with the Town;
- Operate the bus in a safe and courteous manner;
- Be properly licensed for operating a bus (Class II);
- Be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of the Act;
- Prior to driving, provide Town Administration with a driver's abstract from the Motor Vehicles Branch;
- Abstract must be submitted to the Town office annually;
- Provide the Town with a satisfactory medical upon renewal of the Class II licence;
- Be thoroughly familiar with and adhere to this policy;
- Driver will assist passengers when getting on and off the bus, which will include the security of passengers and wheelchairs (stabilize clients when entering bus, anchor all wheelchairs, and also discharging passengers in an area that is unobstructed.)
- Ensure safe operation of the electric ramp for wheelchairs.
- Not drive the bus for 24 hours after consuming alcohol/drugs or cannabis. Failure to comply with these guidelines will result in being prohibited from driving the Handi-Bus.
- Be reviewed by Town Administration if license has been suspended for any driving infractions;
- Provide Town Administration with a phone number at which the driver can be reached in case of emergency;
- Not smoke in the bus;
- Not take drugs/medications while driving the bus that will affect his/her driving capabilities;
- Decide whether or not outdoor conditions are suitable for travel;
- Maintain accurate logs for each trip, with the following information:
  - kilometers traveled
  - waiting time and driving time
  - Organization/Individual and organizations/individual's billing information (if applicable)
- Maintain a driving record with no more than 6 demerits;
- Use of cell phones prohibited while driving the bus;
- Ensure the bus is filled with gasoline at the end or beginning of each trip;

- Advise Town Administration of any maintenance or cleaning required for the Handi-Bus.

The Town shall:

- Ensure the bus and equipment are in safe mechanical condition;
- Ensure that the bus interior is clean and that the exterior lights are free of any obstacles;
- Provide a fuel card for the Handi-Bus;
- Maintain the booking of the handi-bus and ensure that the driver is given the schedule of rentals in a timely manner.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

THIS AGREEMENT made in duplicate this -- day of Month, 2018.

BETWEEN:

THE TOWN OF BEAVERLODGE a Municipal Corporation  
(hereinafter called the "Town")

AND:

Name of Driver  
(hereinafter called the "Driver")  
PO BOX 0000  
BEAVERLODGE, AB T0H 0C0

WHEREAS, Driver's Name agrees to do drive the Town owned Handi-bus for the Town of Beaverlodge,  
on a contractual basis for an hourly fee.

NOW THEREFORE THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

- The driver will adhere to Schedule "B" of the Town of Beaverlodge Usage of Town of Beaverlodge owned Handi-bus Policy #07-1-2 and any amendments thereto.
- The Town agrees to pay the driver the hourly wages as set forth in the Policy #07-1-2 and any amendments thereto.

1. Failure to adhere to these duties will result in immediate termination.  
I agree to the above terms and conditions.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Town of Beaverlodge Representative)

\_\_\_\_\_  
(Date)



# Community Bus Policy

---

Policy Number: AD2405

Council Resolution #:

Policy Review:

Next Review Date:

Policy Owner (Dept.):

Adopted by Council:

References:

Replaces:

## 1.0 POLICY STATEMENT:

The Town of Beaverlodge provides a Community Bus for the purpose of providing reliable and safe transportation for community members and/or groups with a focus of facilitating attendance at medical, social, recreational and cultural programs, activities and events.

## 2.0 PURPOSE:

To ensure the safe operation and appropriate use of the Community Bus, and to clearly define the operation, maintenance, scheduling and user fees.

## 3.0 DEFINITIONS:

Council: means the Municipal Council of the Town of Beaverlodge

Chief Administrative Officer (CAO): means the Chief Administrative Officer for the Town of Beaverlodge.

Program Coordinator: means the Family and Community Support Services (FCSS) Program Coordinator for who is responsible for the Community Bus Program including drivers, bookings & invoicing.

Community Bus Drivers (Driver): means drivers who are authorized to drive the Community Bus

Emergency Response Information Kit: means a pouch or binder that contains all of the contact numbers forms, vehicle insurance, vehicle registration, collision procedures, and Passenger Information Sheet that can be accessed in one location in the event of an incident, collision, and/or emergency.

Public Works Department: means the Town staff responsible for maintenance and storage of the Community Bus.

User Groups: means for-profit and non-profit groups/organizations and community members within the Town of Beaverlodge.

#### 4.0 ROLES & RESPONSIBILITIES:

A. Council shall:

- I. Approve Policy
- II. Approve grants and/or fee waivers to User Groups

B. Chief Administrative Officer shall:

- I. Approve Procedures
- II. Ensure the policy and procedures are known and adhered to
- III. Administer the policy

C. Program Coordinator shall:

- I. Administer the Community Bus Program

D. Town of Beaverlodge Public Works Department shall:

- I. Organize maintenance, provide pre-trip/post-trip assistance, and provide storage of the Community Bus

#### 5.0 POLICY DETAILS:

A. This policy specifies the primary use of Community Bus is to be for the transportation and enjoyment of seniors, people with disabilities, and community organizations.

- i. Travel is to points within the Province no further than 300 km, one way, from the Town of Beaverlodge. For any further destinations, a request must be submitted in writing to the Town explaining where and for what event. Approval will be granted at the discretion of the Chief Administrative Officer.
- ii. The Community Bus SHALL Not travel on gravel roads unless an exception is granted, and this will be done on a case-by-case basis in consultation with the CAO.
- iii. Usage and booking of the Community Bus and driver must be arranged through the Program Coordinator. All bookings will be subject to driver availability.
- iv. The driver shall have discretion regarding cancellation of travel due to extreme weather conditions.
- v. For regularly scheduled trips (i.e. weekly to Grande Prairie for Seniors), a minimum of six (6) passengers is required.

B. The Town of Beaverlodge shall establish mileage rates and user fees in accordance with the operational costs of the bus:

- i. Mileage Rates / Current Fees: Shall be charged to the organization using the bus and shall be established at a sufficient rate to recover the cost of fuel and the driver. Bus maintenance, insurance and inspections are the responsibility of the Town (See attached Schedule "A" which shall be reviewed on an annual basis.)
- ii. Driver Wages & Travel Entitlement: Shall be paid by the Town of Beaverlodge, directly to the driver, at rates established by the Town. A list of qualified drivers shall be maintained by the Town. (See attached Schedule "B" regarding bus driver guidelines and requirements.)
- iii. Grants, Fee Reductions or Fee Waivers are available for specific user groups upon written request to and approval from Council, prior to use.

## 6.0 PROCEDURES / RISK MITIGATION:

- A. Community Bus bookings will take place through the Program Coordinator whose office is located at the Town Office.
- B. The drivers will be responsible for keeping the Community Bus clean, both inside and out upon completion of the journey.
- C. The driver is responsible for the safe operation of the vehicle and the safety of the passengers. The driver will ensure that the Community Bus is driven and operated in a safe, responsible, and courteous manner at all times.
- D. The driver will not leave the Community Bus unattended at any time while the vehicle is idling.
- E. The Town of Beaverlodge is not responsible for covering food or lodging costs for passengers and/or the driver, should the bus become involved in an incident, collision, emergency or breakdown. These costs will be incurred by the organization/agency/business using the bus.
- F. The maximum number of occupants, including the driver is twenty (20) persons.
- G. All passengers must remain seated while the vehicle is in motion and are only permitted to stand when the bus is parked and stationary.
- H. Absolutely NO alcohol, illegal and/or recreational drugs, smoking, cannabis, vaping, food consumption, or unruly behavior is permitted on the Community Bus.
- I. The driver will be legally, civilly, and financially responsible for all violations, prosecutions, charges, court appearances and processes, fines and legal and/or civil costs. The Town of Beaverlodge will not be responsible for these costs. All motor vehicle collisions, accidents, incidents, violations, prosecutions, charges, and fines must be reported to the Town of Beaverlodge IMMEDIATELY, and required information will be found in the Emergency Response Information Kit located on the Community Bus.
- J. The Community Bus is not equipped to support the usage of child safety restraints and though equipped with seatbelts, they are not anchored, therefore, the transportation of infants and children requiring child seats is not allowed.
- K. The Community Bus can provide for one (1) wheelchair and has an electric lift installed for bus access.
- L. The Community Bus is not equipped to carry ambulatory equipment that cannot be locked in and secured (motorized scooters, etc.).
- M. All responsibility and liability for all occupants and passengers of any age is entirely the responsibility of the organization, business, parents/guardians of each individual passenger of the Community Bus. The Town of Beaverlodge assumes no responsibility or liability.
- N. The driver is responsible to immediately report any Community Bus defects that may/or may not require repair and to note them on the Inspection sheet and notify the Program Coordinator.
- O. If the Community Bus breaks down or is in an accident, the driver is required to contact the Program Coordinator so the Town of Beaverlodge can make arrangements for towing and other mechanical support. An incident report shall be completed and submitted immediately.
- P. The driver shall ensure that all windows and doors are locked when there are no passengers including the driver on the bus

Schedule "A"

**Town of Beaverlodge**

Schedule of Mileage Rates / Current Fees for Community Bus

Bus usage by businesses and for-profit and non-profit organizations will be charged user fees for the Community Bus usage as follows:

**Non-Profit Organization:**

- \$47.50 per hour for the bus and driver, not to exceed 8 hours per day billing for a total of \$350 per full day rental, plus \$0.20 per kilometer

**All Other Organizations:**

- \$65 per hour for the bus and driver, not to exceed 8 hours per day billing for a total of \$500 per full day rental plus \$0.40 per kilometer

Any discretion on these rates will need to be pre-approved by the Chief Administrative Officer prior to travel.

- A. User fees for the Community Bus will be invoiced by the Program Coordinator. Invoicing will be determined by the kilometers noted on the Pre-Mid-Post Trip Inspection Report and fee for usage guidelines.
- B. Failure to pay the invoice will result in the user group not being able to access the community Bus until payment is received.
- C. The number of kilometers determined for invoicing will be at the discretion of the Town of Beaverlodge based upon the information provided by the driver. If there is a discrepancy regarding the number of kilometers, the Town of Beaverlodge will have the final approval for invoicing purposes.
- D. Travel limit is a 300-kilometer radius from Beaverlodge.
- E. A refundable damage deposit of \$500 may be charged at the discretion of the Program Coordinator or the Chief Administrative Officer.

*Regularly Scheduled Trips to Grande Prairie:*

Passengers shall be required to pay a flat rate of \$10.00 per trip per passenger. Must have a minimum of six (6) riders to proceed.

## Schedule B

### Town of Beaverlodge

#### Bus Driver / Town Guidelines and Requirements

The Driver (when operating the Town owned Community Bus) is a representative of the Town and should conduct themselves in a manner that is courteous to all parties that choose to utilize the bus.

The Bus driver shall:

- Enter into a contract with the Town of Beaverlodge;
- Operate the bus in a safe and courteous manner;
- Be properly licensed for operating a bus (Class 2);
- Be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of the Act;
- Prior to driving, provide the Town with a driver's abstract from the Motor Vehicles Branch;
- Abstract must be provided to the Town annually;
- Be thoroughly familiar with and adhere to this policy;
- Driver will assist passengers when getting on and off the bus, which will include the security of passengers and wheelchairs (stabilize clients when entering the bus, anchor all wheelchairs, and also discharging passengers in an area that is unobstructed.);
- Ensure safe operation of the electric ramp for wheelchairs;
- Not drive the bus for 24 hours after consuming alcohol, drugs or cannabis. Failure to comply with these guidelines will result in being prohibited from driving the Community Bus;
- Be reviewed by Chief Administrative Officer or Program Coordinator if license has been suspended for any driving infractions;
- Provide the Program Coordinator with a phone number at which the driver can be reached in case of emergency;
- Not smoke on the bus;
- Not take drugs or medications while driving the bus that will affect their driving capabilities;
- Maintain accurate logs for each trip, with the following information:
  - Kilometers travelled (starting odometer reading and trip end reading)
  - Organization / Individual riders and organization/individual's billing information (if applicable)
- Maintain a driving record with no more than 6 demerits;
- Use of cell phones is prohibited when driving the bus;
- Ensure the bus is filled with fuel at the beginning and end of each trip;
- Advise Town Administration of any maintenance or cleaning required for the bus.

The Town shall:

- Ensure the bus and equipment are in safe mechanical condition;
- Provide a fuel card for the Community Bus;
- Maintain the booking of the Community Bus and ensure that the driver is given the schedule of rentals in a timely manner.

**THIS AGREEMENT** made in duplicate this \_\_\_\_ day of \_\_\_\_\_(month), 20\_\_.

**BETWEEN:**

THE TOWN OF BEAVERLODGE a Municipal Corporation  
(hereinafter called the "Town")

**AND:**

Name of Driver \_\_\_\_\_

(hereinafter called the "Driver")

PO Box \_\_\_\_

Beaverlodge, AB T0H 0C0

WHEREAS, *Driver's Name* agrees to drive the Town owned Community Bus for the Town of Beaverlodge, on a contractual basis for an hourly fee.

NOW THEREFORE THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

- The driver will adhere to Schedule "B" of the Town of Beaverlodge Community Bus Policy AD2405 and any amendments thereto.
- The Town agrees to pay the driver an agreed upon hourly wage.

Failure to adhere to these duties will result in immediate termination.

I agree to the above terms and conditions.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Town of Beaverlodge Representative)

\_\_\_\_\_  
(Date)



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

**Town of Beaverlodge Joint Workplace Health & Safety Committee  
Staff Training & Orientation Week  
June 10 – 14, 2024**

Monday June 10, 2024 <a href="#">Chainsaw Training</a>	Monday June 10, 2024 <a href="#">Confined Space Entry &amp; Basic Rescue</a>
Tuesday June 11, 2024 <a href="#">Live Fire Extinguisher Training (FEHM Compliant)</a>	Tuesday June 11, 2024 <a href="#">JWHSC Presenting:</a> <ul style="list-style-type: none"> <li>- Updated &amp; Revised Orientation</li> <li>- Workplace Harassment &amp; Violence Prevention Policies</li> <li>- WHMIS</li> <li>- De-escalation Techniques</li> </ul>
Wednesday June 12, 2024 <a href="#">Live Fire Extinguisher Training (FEHM Compliant)</a>	Wednesday June 12, 2024 <a href="#">JWHSC Presenting:</a> <ul style="list-style-type: none"> <li>- Updated &amp; Revised Orientation</li> <li>- Workplace Harassment &amp; Violence Prevention Policies</li> <li>- WHMIS</li> <li>- De-escalation Techniques</li> </ul>
Thursday June 13, 2024 <a href="#">Emergency First Aid – CPR Level C &amp; AED</a>	
Friday June 14, 2024 <a href="#">Ground Disturbance 201</a>	

June 10, 2024

**Rural Renewal Stream (RRS) Program**

**Background:**

The community partnership of the County of Grande Prairie, the Town of Beaverlodge, the Town of Sexsmith, the Town of Wembley and the Village of Rycroft is a designated community partnership for the Alberta Advantage Rural Renewal Stream (RRS) Program. This means that any business located within these communities can apply to participate. Businesses must be in good standing with the Municipality, Alberta Corporations, WCB, and Alberta Occupational Health and Safety. This program is designed to assist rural employers fill the workforce gaps by allowing them to hire newcomers, without the process of a Labour Market Needs Assessment. This also allows newcomers to settle and create a life in our communities within Rural Alberta and obtain their Permanent Residency status.

To date the following employers and endorsement letters have been approved:

	Employers	Endorsement Letters
Town of Beaverlodge	5	6
County of Grande Prairie	37	83
Town of Sexsmith	7	10
Town of Wembley	1	7
Village of Rycroft	0	0

The program has been running since 2022 on a three-year cycle with an option to renew for an additional two years. The partners are encountering some challenges with administering the program and want a pause be placed on accepting any new applications at this time. There are a number of factors leading to this pause which are discussed below in greater detail.

**Discussion:**

The partners noted that many foreign workers under the RRS Program are being hired at a minimum wage of \$15/hr to \$20/hr from India, followed by the Philippines. These wages are not enough for a newcomer to live in the Grande Prairie area. The situation is especially dire as many of these foreign workers are coming with their spouses and children.



The partners have also noted high turnovers of foreign workers in some businesses, and they are requesting endorsements to hire replacements from overseas. Some businesses appear to be leasing office spaces for short-term in the partner communities with bare minimum investments and requesting approval for enlisting under RRS and/or hiring a relatively large number of foreign workers.

Housing within each municipality is already at a crunch and the province has enforced the regulation that the newcomer needs to live within the municipality that is writing the endorsement letter.

- Recently there have been newcomers asking things such as: "Am I allowed to rent a camper and live on my bosses land?" "If I move into a shared apartment with my friend, is an email or letter from my friend equivalent to a rental agreement?"

We are receiving unsolicited emails from immigration consultants on behalf of companies seeking information to move into the region, or on behalf of newcomers looking for jobs.

Things that we have heard from other municipalities that are participating in the program:

- Forged endorsement letters have been circulated.
- Employers receive the endorsement letter and are holding the newcomer hostage with the letter.
- Employers are holding newcomer's passports or other documentation.
- Employers are charging newcomers upwards of \$ 50,000 for an endorsement letter.

Other municipalities that have paused the program are Sylvan Lake, Barhead, and Town of Edson.

#### **Conclusion:**

As there are 7 alternative immigration streams that are available to assist with immigration into the community, including the following three streams that are available to employers: Tourism and Hospitality Stream, Alberta Opportunity Stream, and Alberta Express Entry Stream, the partners have to pause the program for an undetermined amount of time. The County of Grande Prairie will be making their decision to pause at their meeting on June 24<sup>th</sup>