

AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
 MONDAY SEPTEMBER 9, 2024 AT 7:00 PM, COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE
 Microsoft Teams Meeting ID: 222 667 887 04 Passcode: FhhEjk

1.0	<p><u>CALL TO ORDER:</u></p> <p><i>Town of Beaverlodge’s Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23.</i></p>	
2.0	<p><u>LAND ACKNOWLEDGEMENT:</u></p>	PP 2
3.0	<p><u>ADOPTION OF AGENDA:</u></p>	
4.0	<p><u>ADOPTION OF MINUTES:</u></p> <p>4.1 August 12, 2024 - Regular Council Meeting Minutes</p>	PP 3,4
5.0	<p><u>DELEGATIONS:</u></p>	
6.0	<p><u>OLD BUSINESS:</u></p>	
7.0	<p><u>NEW BUSINESS:</u></p> <p>7.1 Karman Willis Park Replacement – from Committee of the Whole August 12, 2024 #096-2024-08-12 <i>Deputy Mayor Cody Moulds</i> “CARRIED: <i>That the Committee of the Whole recommends this item be moved to the Council meeting scheduled on September 9, 2024 for approval of \$50,000 in the 2025 budget towards this park.”</i></p> <p>7.2 Updated 2022-2026 Strategic Plan</p> <p>7.3 Agreement RE: Intermunicipal Subdivision & Development Appeal Board</p> <p>7.4 Bylaw # 1028 Intermunicipal Subdivision and Development Appeal Board Bylaw</p> <p>7.5 Bylaw # 1029 Joint Assessment Review Boards Bylaw</p>	<p>PP 5,6</p> <p>PP 7-15</p> <p>PP 16-23</p> <p>PP 24,25</p> <p>PP 26 -33</p>
8.0	<p><u>CORRESPONDENCE:</u></p> <p>8.1 Minutes from the August 12, 2024 Committee of the Whole Meeting</p>	PP 34-36
9.0	<p><u>COMMITTEE AND STAFF REPORTS:</u></p> <p>9.1 Action List</p>	



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	9.2 Council Reports	
10.0	<u>CLOSED SESSION:</u> 10.1 Personnel – Evaluation – CAO – FOIP Section 17	
11.0	<u>ADJOURNMENT:</u>	



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

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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 AUGUST 12, 2024 AT 7:00 PM

COUNCIL CHAMBERS 400-10 ST, BEAVERLODGE, ALBERTA

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

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

2.0 **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**

#157-2024-08-12 Councillor Cyndi Corbett

CARRIED: That Council adopts the agenda as presented.

4.0 **ADOPTION OF MINUTES**

4.1 July 15, 2024 – Regular Council Meeting Minutes

#158-2024-08-12 Councillor Cyndi Corbett

CARRIED: That Council adopts the Minutes of the July 15, 2024 Regular Council Meeting as presented.

5.0 **DELEGATIONS:**

6.0 **OLD BUSINESS:**

7.0 **NEW BUSINESS:**

7.1 Rail Safety Week Proclamation

#159-2024-08-12 Mayor Gary Rycroft

CARRIED: It is hereby Resolved that Rail Safety Week is September 23 to 29, 2024.

Karman Willis Park Replacement

Committee of the Whole Meeting June 27, 2022:

4.4 Karman Willis Park – Mayor Gary Rycroft

#056-2022-06-27 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole accepts this for information and refers the item to the Community Enhancement Committee.

Community Enhancement Committee July 12, 2022

Karman Willis Park – This used to be the park at the outdoor pool that was replaced in 2012. Discussion of what and where this could be re-established. A suggestion of partnering with Peace Wapiti School Division to dedicate one of the play areas at the school was made by Member Megan Hauger.

#010-2022-07-12 Councillor Cody Moulds

CARRIED: That the Committee establish it on Action Item List.

CEC Action Item List

Item Number	Subject	Requested On	Person Responsible	Item Notes	Status	Target date of Completion
1	John Wallace Park	6/23/2022	Admin	survey results		
2	Karman Willis Park	12-Jul-22	Admin	Approach Peace Wapiti about dedicating one of the play areas - Council Oct 11, 2022.		

October 11, 2022 Committee of the Whole

Community Enhancement Committee – Councillor Kokotilo-Bekkerus

#082-2022-10-11 Deputy Mayor Hugh Graw

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

June 29, 2023 – CEC Meeting – Action Item List Update:

2. **Karman Willis Park** - Council just finalized their JUPA so can be approached in the fall about this.

July 3, 2024 CEC Meeting – Delegation from BES Parent Council Representative Brianna Longson
Brianna Longson attended as a representative of the BES Parent Council. They consulted with the Beaverlodge Elementary School Principal and staff and presented a number of equipment options and pricing. The agreed location is the Grade 3 & 4 play area. Will inquire further about accessibility options as to whether it can be properly certified if the equipment company doesn't do the installation and how long would it take to install it.

#012-2024-07-03 Member Megan Hauger

CARRIED: That the Committee recommends this item be taken to the July 15, 2024 Committee of the Whole meeting to inquire what the Town of Beaverlodge could contribute and permission to move forward with this initiative.

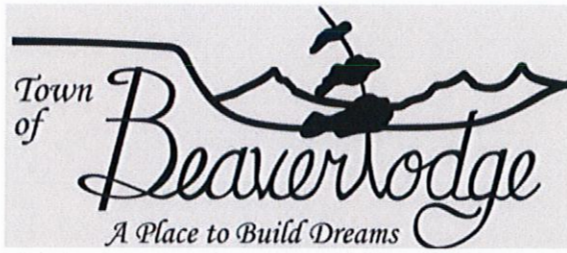


Box 30, 400 - 10th Street
 Beaverlodge, AB T0H 0C0

1. If we were to install ourselves, would it still be safety approved or does it need to be installed by your company. If it does, would we be able to supply some of the equipment and sand or gravel to cut down on cost? **We can offer a supervised volunteer installation (depending on the unit's size), where we send out one or two certified installers to help your group of volunteers or maintenance crew built your park.**
2. Are any of the playgrounds you gave me quotes on able to be adapted to be inclusive to children with disabilities such as adding a ramp? **We can absolutely customize any playground to add on a wheelchair ramp or transfer station to make it more accessible! If there are parts of one playground, and parts of a different one you love, we can absolutely build a playground that best suits your school!**
3. How long does it generally take to install the playgrounds? **This depends on the size of playground, but if we were to build any of the options, I had sent you our crew would take a week to two weeks depending on the scope. If we have your volunteers do some of the site work and we do the install of the equipment itself, that is also an option! If we were to do a supervised volunteer of the equipment only, and your crews do the rest of the work, it would maybe take 5- days with 8-12 volunteer per day.**

Equipment Cost Options:

Name	Equipment Cost	Commercial Install – Sand	Commercial Install – Pea Gravel	Commercial Install - EWF
COSMOS	\$73,384	\$114,222	\$114,222	\$117,187
GARDEN PARTY	\$65,754	\$108,936	\$108,936	\$111,939
JOURNEY	\$63,072	\$108,110	\$108,110	\$111,532
PIPESTONE	\$39,895	\$75,725	\$75,725	\$78,489



2022-2026



**STRATEGIC
PLAN**



COUNCIL'S MESSAGE

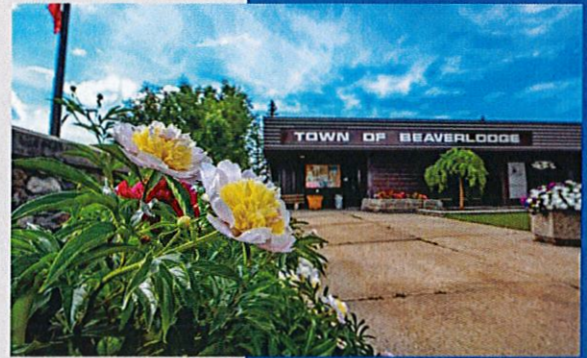
This strategic plan provides a road map for this Council term (2021 to 2025) bridging the 2025 Election and providing the next Council (2025 to 2029) a foundation to build on. This plan is intended to be forward thinking as we continue to transition from a reactive to a more proactive model of service delivery. We are committed to increasing value to residents and business by understanding the needs and wants of the community and adapting the way we do business.

Council acknowledges that the demographic of the Town is changing. This presents both challenges and opportunities that need to be actioned. We wish to honor our history and those that built this Town while embracing the increase in young people and their families. Both groups have specific needs that our municipality needs to address to ensure the sustainability of the Town of Beaverlodge and enable its future success.



VISION:

THE TOWN OF BEAVERLODGE:
A PLACE TO BUILD DREAMS



CORE VALUES:

INTEGRITY

We approach governance with Transparency, honesty, and in consideration of resident values

RESPONSIBILITY

We provide high quality, efficient and effective services utilizing best practices and a commitment to continuous improvement.

COOPERATION

We seek to collaborate with our neighbours including the Province, regional municipalities, industry, community groups and residents.

COMMUNITY

We foster a sense of community by focussing on safety for all, continued beautification of the Town, and being welcoming to both new residents and visitors.

PRIORITY FOCUS AREAS

IMPROVED COMMUNICATION

SUSTAINABLE INFRASTRUCTURE

SERVICE EXCELLENCE

VIBRANT ECONOMY

GOOD GOVERNANCE

COMMUNITY IMAGE





Priority Focus Area 1

IMPROVED COMMUNICATION

We will continue to broaden the way we communicate to and get communication from residents and businesses ensuring increased public engagement and two-way conversations on information that matters.

Priority Focus Area 2

SUSTAINABLE INFRASTRUCTURE

We will take a proactive approach to asset management using best practices to plan the maintenance and renewal of critical infrastructure; maximizing the value per dollar spent and mitigating service disruptions to residents.



Priority Focus Area 3

SERVICE EXCELLENCE

We will continue to evaluate the way we do business and the level of services provided with the focus of meeting the changing needs of residents and businesses now and into the future.

Priority Focus Area 4

VIBRANT ECONOMY

We will pursue opportunities to increase Town and regional tourism while supporting and promoting local businesses and community partnerships.



Priority Focus Area 5

GOOD GOVERNANCE

We will govern in alignment with our Core Values and the best practices for municipalities with emphasis on increased transparency and accountability for our decisions and actions.

Priority Focus Area 6

COMMUNITY IMAGE

We will promote our municipality embracing its history and maintaining the small-town feel while leveraging the many services and amenities that makes us distinct in the region.



Council Term Priorities for 2021-2025

Health Complex

Infrastructure Renewal

Residential Development

Master Plans

Community Engagement & Enhanced Communication

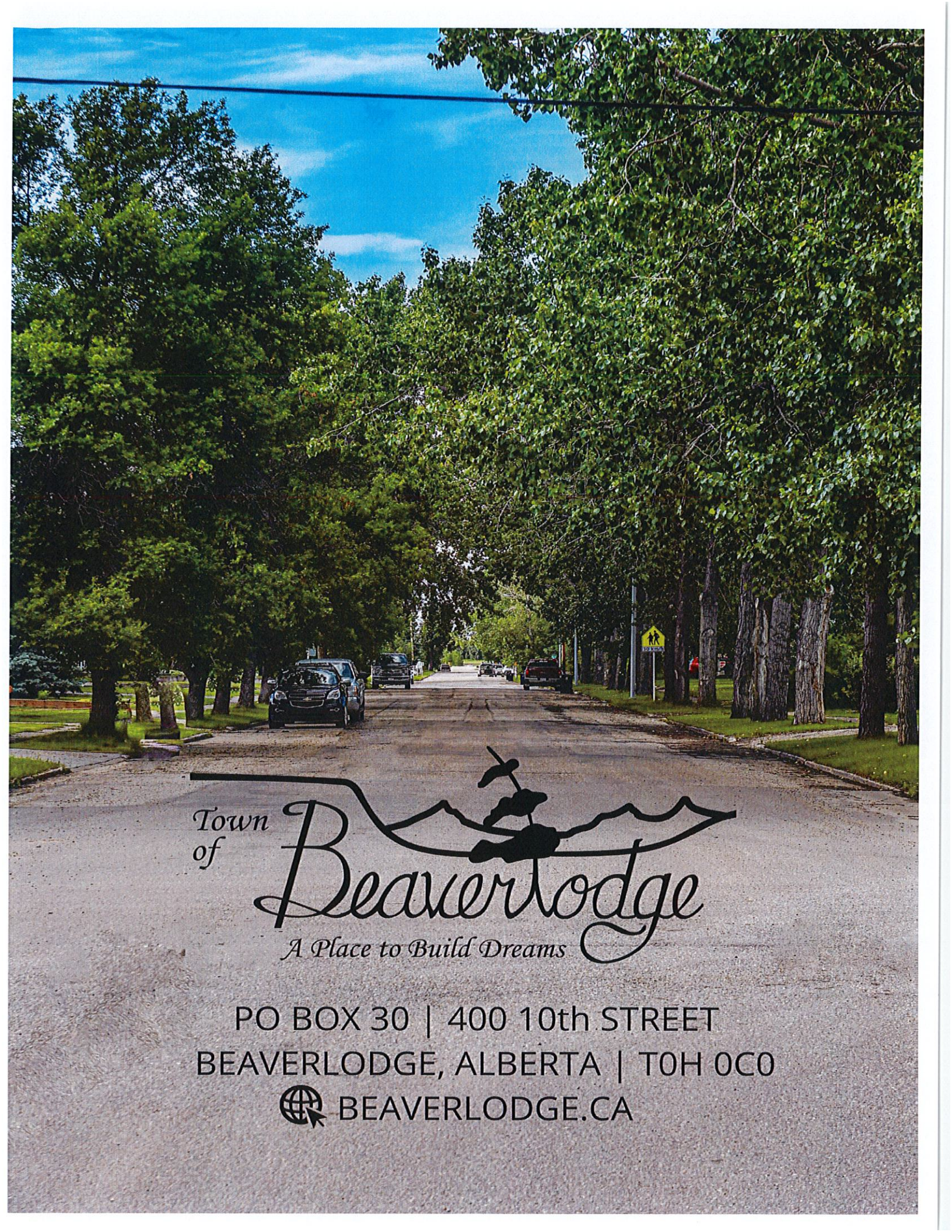
Economic Development Plan

Walkability - Walking Trails & Sidewalks

Splash Park

New Arena Plan

Disclaimer - Items are subject to change



Town
of
Beaverlodge
A Place to Build Dreams

PO BOX 30 | 400 10th STREET
BEAVERLODGE, ALBERTA | T0H 0C0



BEAVERLODGE.CA

AN AGREEMENT DATED THIS ___ DAY OF _____, 2024.

BETWEEN:

COUNTY OF GRANDE PRAIRIE NO. 1

"County"

- and -

TOWN OF BEAVERLODGE

"Beaverlodge"

and

TOWN OF SEXSMITH

"Sexsmith"

and

TOWN OF WEMBLEY

"Wembley"

(Hereinafter collectively referred to as the "Participating Municipalities")

COUNTY OF GRANDE PRAIRIE NO. 1, TOWN OF BEAVERLODGE, TOWN OF SEXSMITH and TOWN OF WEMBLEY INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD AGREEMENT

WHEREAS Section 627 of the Municipal Government Act, RSA 2000, Chapter M-26, and amendments thereto, authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board; and

WHEREAS the Councils for the respective Municipalities have determined that it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purposes of hearing appeals from decisions made by the subdivision authority and development authority of each respective municipality;

NOW THEREFORE in consideration of the premises and mutual terms, conditions, and covenants to be observed and performed by each of the parties hereto, the Participating Municipalities agree as follows:

DEFINITIONS

1. **"Act"** means the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto.

2. **"Agreement"** means the Intermunicipal Subdivision and Development Appeal Board Agreement dated _____, 2024.
3. **"Appellant"** means a person who, pursuant to the Act, has filed a notice of appeal with the Intermunicipal Subdivision and Development Appeal Board.
4. **"Board"** means the ISDAB.
5. **"Clerk"** means the person appointed by the Council of the County to act as Clerk for the ISDAB.
6. **"Closed Session"** means a meeting of the Board which is closed to the public pursuant to s.197 of the Act.
7. **"Council"** means the individual Councils of the County, Beaverlodge, Sexsmith, and Wembley.
8. **"Intermunicipal Subdivision and Development Appeal Board" ("ISDAB")** means the appeal board established by the Participating Municipalities by this Agreement pursuant to s. 627 and 628 of the Act.
9. **"Member"** means a member of the ISDAB.
10. **"Participating Municipalities"** means the County of Grande Prairie No.1, Town of Beaverlodge, Town of Sexsmith and Town of Wembley.
11. **"Regulations"** means the Matters Related to Subdivision and Development Regulation, Alberta Regulation 84/2022 and amendments thereto.
12. All other terms used in this Agreement shall have meanings as assigned in the Act.

TERM OF AGREEMENT

13. The term of this Agreement shall commence on the effective date, as outlined in the Bylaw that establishes this agreement and continue unless terminated in accordance with Section 14 herein.
14. A Participating Municipality may withdraw from the ISDAB at any time by providing one (1) year's written notice of termination to each of the other Participating Municipalities. In the event of the withdrawal of a Participating Municipality pursuant to this subsection, the ISDAB shall continue and this Agreement shall remain in full force and effect with respect to the remaining Participating Municipalities.

ESTABLISHMENT

15. The Intermunicipal Subdivision and Development Appeal Board is hereby established.
16. The ISDAB has all the powers, duties and responsibilities of a Subdivision Development and Appeal Board under the Act and the Regulations passed pursuant to the Act.

FUNCTION AND DUTIES

17. The ISDAB shall hear all subdivision and development appeals, as set out in Part

17, Division 10 of the Act, in accordance with the requirements of the Act and this Agreement.

MEMBERSHIP

18. The ISDAB shall consist of up to five (5) Members at large, from the Participating Municipalities, appointed by resolution of the Council for the County of Grande Prairie No.1 at its annual Organizational Meeting.
19. A written notice will be provided to the Administration of the Participating Municipalities (if any vacancy/vacancies were filled) with the names of the Members appointed following the County of Grande Prairie No. 1's annual Organizational Meeting.
20. Members shall be appointed for a term of up to four (4) years and in a manner that the expiry dates of their appointments are staggered.
21. All Members must meet the qualifications prescribed in the Act and the t Regulations.
22. The County shall make reasonable efforts to attract candidates and appoint Members who are residents in each of the Participating Municipalities. Notwithstanding the foregoing, Council for the County may appoint a Member who is not a resident of any of the Participating Municipalities if:
 - 22.1. The County does not receive a sufficient number of applications from candidates who are residents of the Participating Municipalities, or;
 - 22.2. In the opinion of Council for the County the Member has particular qualifications, skills or experience which will assist the Board in determining appeals before it.
23. Council for the County may by resolution, appoint additional Members to fill a vacancy on the Board caused by an absence, retirement or resignation of a Member, to allow the Board to continue to conduct business to ensure quorum requirements are fulfilled.
24. No person shall be appointed as a Member of the ISDAB who is an employee of a Participating Municipality, carries out subdivision and development powers, duties and functions on behalf of a Participating Municipality or is a member of a municipal planning commission of a Participating Municipality.
25. Council for the County may, by resolution, remove a Member from the ISDAB at any time if:
 - 25.1. in the majority opinion of Council for the County or the majority opinion of the Board, a Member is not performing their duties satisfactorily in accordance with this Agreement and the Act; or
 - 25.2. A Member is consistently unresponsive or unavailable to participate in a hearing in order for the Clerk to achieve quorum.
26. In the event Council for the County or the Board has determined the removal of a Member is being considered, Council for the County must give the Member or the Member's representative a reasonable opportunity to be heard by Council for the

County and thereafter provide the Member with a decision in writing with reasons.

27. Any Member may resign from his position on the Board by sending written notice to the Council for the County.

ISDAB MEMBER RULES OF CONDUCT

28. No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
29. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, all provisions of section 170 of the Act shall apply, substituting the term "Councillor" for the term "Member".
30. No Member shall participate in the hearing of any matter before the Board in which that Member has an actual or perceived bias for or against the Appellant or any parties that appear before the Board.
31. Where a Member has a pecuniary interest in the matter before the Board, or an actual or perceived bias for or against the Appellant or any parties that appear before the Board, that Member shall disclose that interest or bias to the Board and Clerk as soon as possible and remove him/herself from participating in the hearing of the appeal.
32. The Clerk shall cause a record to be made in the summary of the hearing of the Member's absence and the reasons for it.
33. Members shall:
 - 33.1. Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - 33.2. Keep discussions of the Board in Closed Session and legal advice provided to the Board confidential, except where required to disclose that information by law;
 - 33.3. Attend all Board hearings to which he or she has been assigned unless prior written notice has been received; and
 - 33.4. Participate in the deliberation and decision making process on all matters to which he or she has been assigned and has attended the public hearing for.

CHAIR

34. Before the commencement of an ISDAB hearing, the Members shall elect from among themselves a Chair to preside over the hearing.
35. In addition to any other duties and functions prescribed in the Act or the Regulations, the Chair:
 - 35.1. Will preside over and be responsible for the conduct of hearings;
 - 35.2. Will sign orders, decisions and documents issued by the Board;
 - 35.3. Shall ensure that all ISDAB hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act

and the Regulations and the rules of natural justice;

- 35.4. Is authorized to rule evidence presented at a hearing as irrelevant to the matter at issue and may direct the Members to disregard the evidence;
- 35.5. Is authorized to accept evidence presented at a hearing if deemed relevant to the matter at issue;
- 35.6. May limit a submission if it is determined to be repetitious.

QUORUM

- 36. Three (3) Members shall constitute a quorum of the Board.

ISDAB CLERK

- 37. The County Manager for the County shall designate one or more person(s) to act as Clerk for the ISDAB.
- 38. The responsibilities of the Clerk for the ISDAB are as follows:
 - 38.1. Convene a panel of Members to hear the appeal;
 - 38.2. Ensure all statutory requirements of the ISDAB are met;
 - 38.3. Inform all parties of the appeal hearing in accordance with the Act;
 - 38.4. Compile all necessary documentation for distribution to the Members and parties;
 - 38.5. Attend all ISDAB hearings;
 - 38.6. Provide services for the recording of the proceedings of the ISDAB and for retention of evidence, including all written submissions to the ISDAB;
 - 38.7. Communicate decisions of the ISDAB to all parties in accordance with the Act; and
 - 38.8. Such other matters as the ISDAB may direct.

APPEAL HEARINGS

- 39. The Board shall hear, consider and decide all subdivision and development appeals and Stop Order appeals (section 645 of the Act) arising within the Participating Municipalities which have been properly filed with the County in accordance with the Act.
- 40. The Board shall hold a public hearing respecting the appeal within 30 days from the date of receipt of the written notice of appeal.
- 41. The Board shall give notice of the hearing in accordance with the Act.
- 42. The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- 43. The Board shall hear from parties in accordance with the Act.

44. Any documents previously submitted to a Municipality's subdivision or development authority will not be considered by the Board unless resubmitted for the appeal hearing. The author must be identified on the document.
45. The Board shall hear appeals in public, but it may at any time recess and deliberate in a Closed Session.
46. Following the close of the public hearing, the Board shall deliberate and make its decision. The Board will deliberate and make its decision in Closed Session.
47. If the Board desires at the hearing of the appeal, to request further technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.
48. Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk. The Board shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the hearing.
49. The Board shall give a written decision together with the reasons for the decision in accordance with the Act.

CONDUCT AT HEARINGS

50. Members of the public in attendance at a hearing:
 - 50.1. Shall address the Board through the Chair;
 - 50.2. Shall maintain order and quiet; and
 - 50.3. Shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.
51. The Chair may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Chair may request assistance from a Peace Officer to remove the person.

MEMBER CONDUCT

52. A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
53. When a Member or member of the public is addressing the Chair, every other Member shall:
 - 53.1. Remain quiet and seated;
 - 53.2. Not interrupt the speaker except on a Point of Order;
 - 53.3. Not carry on a private conversation; and
 - 53.4. Not cross between the speaker and the Chair.

DECISIONS

54. Only Members present for the entire hearing shall participate in the making of a

decision on any matter before the Board.

55. The decision of the majority of Members present at the hearing shall be deemed to be the decision of the Board. In the event of a tie vote, the appeal is lost.
56. The Board may make its decision with or without conditions in accordance with the Act.
57. If an appeal is recessed to another specific time and date only those Members present at the original hearing shall render a decision on the matter of appeal.
58. The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

MEMBER REMUNERATION

59. Members shall be entitled to such remuneration as outlined in the County's Policy F10 – Council and Board Member Honoraria & Expense Reimbursement.

COSTS

60. The fee for an appeal will be the fee as set in the County's Schedule of Fees, Rates and Charges Bylaw. A refund of the appeal fee may be granted by the County if a withdrawal is received in writing and has been delivered to the Clerk prior to notifications of the appeal hearing being sent out.
61. All ISDAB costs and expenses, including the costs of holding the hearing and any legal or other fees the ISDAB may incur shall be paid by the respective Participating Municipality to the County on a cost-recovery basis, with the appeal fee applied to offset the cost.
62. Notwithstanding the foregoing, the County will not offset the cost so as to pay any portion of the appeal fee to the respective Participating Municipality.

GENERAL

63. ISDAB Hearings will be held at the County Administration Building or other such location as determined by the County and advertised in accordance with the Act from time to time.
64. The County will provide the administrative resources for ISDAB Hearings.

IN WITNESS WHEREOF, the Participating Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

COUNTY OF GRANDE PRAIRIE NO. 1 TOWN OF WEMBLEY

Per: _____ Per: _____
Reeve Mayor

Per: _____ Per: _____
County Manager Chief Administrative Officer

TOWN OF SEXSMITH

TOWN OF BEAVERLODGE

Per: _____ Per: _____
Mayor Mayor

Per: _____ Per: _____
Chief Administrative Officer Chief Administrative Officer

BYLAW # 1028

Intermunicipal Subdivision and Development Appeal Board Bylaw

BEING A BYLAW OF THE TOWN OF BEAVERLODGE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR THE COUNTY OF GRANDE PRAIRIE NO. 1, TOWN OF BEAVERLODGE, TOWN OF SEXSMITH, AND TOWN OF WEMBLEY.

WHEREAS Section 627 of the *Municipal Government Act*, RSA 2000, c. M-26, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the agreement must provide for the function, duties, procedures and conduct of the intermunicipal subdivision and development appeal board and its members;

AND WHEREAS the Council of the Town of Beaverlodge deems it necessary to establish an Intermunicipal Subdivision and Development Appeal Board to hear subdivision and development appeals within the municipal boundaries of the County of Grande Prairie No. 1, Town of Wembley, Town of Sexsmith, and the Town of Beaverlodge;

NOW THEREFORE the Council of the Town of Beaverlodge duly assembled hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the "Intermunicipal Subdivision and Development Appeal Board Bylaw".

2. ESTABLISHMENT

- 2.1. The Council of Town of Beaverlodge is hereby authorized to enter into an agreement with The County of Grande Prairie No. 1, The Town of Wembley, and The Town of Sexsmith, to establish an Intermunicipal Subdivision And Development Appeal Board and provide for the following:
 - a. The hearing of subdivision and development appeals within the boundaries of the municipalities;
 - b. The function and duties of the Intermunicipal Subdivision and Development Appeal Board, and;
 - c. The procedure and conduct of the Intermunicipal Subdivision and Development Appeal Board and its members.

3. GENERAL PROVISIONS

- 3.1. Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

4. REPEAL

- 4.1. Bylaw #973 and amendments thereto are hereby rescinded.

5. EFFECTIVE DATE

- 5.1. This Bylaw shall come into force and effect upon the date it is passed.

READ a first time this 9th day of September, 2024.

READ a second time this 9th day of September, 2024.

READ a third time and finally passed this 9th day of September, 2024.

Gary Rycroft, Mayor

Jeff Johnston, CAO

BYLAW # 1029

Joint Assessment Review Boards Bylaw

BEING A BYLAW OF THE TOWN OF BEAVERLODGE IN THE PROVINCE OF ALBERTA TO ESTABLISH JOINT ASSESSMENT REVIEW BOARDS FOR THE TOWN OF BEAVERLODGE, THE COUNTY OF GRANDE PRAIRIE NO.1, TOWN OF SEXSMITH, AND TOWN OF WEMBLEY.

WHEREAS: pursuant to Section 455 of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, two or more councils may agree to jointly establish the local assessment review board or the composite assessment review board or both to have jurisdiction in their municipalities;

WHEREAS: the Councils for the respective Municipalities have determined that it is appropriate to establish a joint local assessment review board and a joint composite assessment review board to hear assessment appeals within the municipal boundaries of the County of Grande Prairie No.1, Town of Wembley, Town of Sexsmith and Town of Beaverlodge;

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the TOWN OF BEAVERLODGE, in the Province of Alberta, hereby enacts as follows:

INTERPRETATION

1. This Bylaw shall be cited as the "Joint Assessment Review Boards Bylaw".
2. Headings in this Bylaw are for reference purposes only.
3. Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
4. Words in the singular shall include the plural or vice versa whenever the context so requires.

DEFINITIONS

5. Except as otherwise provided herein, words in this Bylaw shall have the meanings as prescribed in the Municipal Government Act.
6. In this Bylaw, unless the context otherwise requires:
 - 6.1. "Act" means the Municipal Government Act, RSA 2000, c M-26, and amendments thereto;
 - 6.2. "Clerk" means the person appointed by the Council of the County to act as Clerk for the Joint Assessment Review Boards;

- 6.3. "County" means the County of Grande Prairie No.1;
- 6.4. "Joint Assessment Review Boards" means the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board;
- 6.5. "Joint Composite Assessment Review Board" means a board established to hear and make decisions on complaints about any matter referenced in section 460.1 (2) of the Municipal Government Act;
- 6.6. "Joint Local Assessment Review Board" means a board established to hear and make decisions on complaints about any matter referenced in section 460.1(1) of the Municipal Government Act;
- 6.7. "Member" means a member of the Joint Assessment Review Boards as appointed by Council for the County of Grande Prairie No.1;
- 6.8. "Participating Municipalities" means the County of Grande Prairie No.1, the Town of Wembley, the Town of Sexsmith and the Town of Beaverlodge; and
- 6.9. "Regulations" means the Matters Relating to Assessment Complaints Regulation, 2018 Alberta Regulation 201/2017, and any other applicable regulations established under the Municipal Government Act.

ESTABLISHMENT

7. The Councils of the Participating Municipalities hereby jointly establish a Joint Local Assessment Review Board to exercise the functions of a Local Assessment Review Board in their municipalities.
8. The Joint Local Assessment Review Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board under the provisions of the Act in respect of assessment complaints made by taxpayers of the Participating Municipalities.
9. The Councils of the Participating Municipalities hereby jointly establish a Joint Composite Assessment Review Board to exercise the functions of a Composite Assessment Review Board in their municipalities.
10. The Joint Composite Assessment Review Board shall have jurisdiction to exercise the functions of a Composite Assessment Review Board under the provisions of the Act in respect of assessment complaints made by taxpayers of the Participating Municipalities.

MEMBERSHIP

11. The Joint Assessment Review Boards shall consist of up to eight (8) Members from the Participating Municipalities, appointed by resolution of the Council for the County at its Annual Organizational Meeting. Members shall be appointed for a term of up to four (4) years and in a manner that the expiry dates of their appointments are staggered.
12. A written notice will be provided to the Administration of the Participating Municipalities (if any vacancy/vacancies were filled) with the names of the Members appointed following the County of

Grande Prairie No. 1's annual Organizational Meeting.

13. All Members must meet the qualifications prescribed in the Act and the Regulations.
14. All Members shall be considered jointly appointed to both the Joint Local Assessment Review Board and the Joint Composite Assessment Review Board.
15. The County shall make reasonable efforts to attract candidates and appoint Members who are residents in each of the Participating Municipalities. Notwithstanding the foregoing, Council for the County may appoint a Member who is not a resident of any of the Participating Municipalities if:
 - 15.1. Council for the County does not receive a sufficient number of applications from candidates who are residents of the Participating Municipalities;
 - 15.2. In the opinion of Council for the County, the Member has particular qualifications, skills or experience which will assist the Joint Assessment Review Boards in determining appeals before them.
16. Council for the County may, by resolution, appoint additional Members to the Joint Assessment Review Boards for a specific term of up to six (6) months, as the Council for the County sees fit or to fill a vacancy on the Board caused by an absence, retirement or resignation of a Member, to allow the Joint Assessment Review Boards to continue to conduct business to ensure quorum requirements are fulfilled.
17. No person shall be appointed as a Member of the Joint Assessment Review Boards who is:
 - 17.1. An employee of a Participating Municipality;
 - 17.2. An assessor on behalf of a Participating Municipality;
 - 17.3. A designated officer having authority to grant or cancel tax exemptions or *deferrals under the Act*;
 - 17.4. A person who regularly acts for assessed persons or taxpayers during the assessment complaint process or at hearings before a panel of any assessment review board.
18. Council for the County may, by resolution, remove a Member from the Joint Assessment Review Boards at any time if in the opinion of Council for the County, a Member is not performing their duties satisfactorily in accordance with this Bylaw and the Act; or
19. A Member is consistently unresponsive or unavailable to participate in a hearing in order for the Clerk to achieve quorum
20. In the event Council for the County is considering the removal of a Member, Council for the County shall provide the Member or the Member's representative a reasonable opportunity to be heard by Council for the County and thereafter provide the Member with a decision in writing with reasons.
21. Any Member of the Joint Assessment Review Boards may resign by sending written notice to Council for the County.

MEMBER RULES OF CONDUCT

22. A Member of the Joint Assessment Review Boards must not hear or vote on any decision that relates to a matter in respect of which the Member has a pecuniary interest.
23. A Member has a pecuniary interest in a matter to the same extent that a councillor would have a pecuniary interest in the matter as determined in accordance with section 170 of the Act.
24. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a pecuniary interest in the matter before the panel, the Members shall immediately disclose their pecuniary interest, and shall immediately recuse themselves from the proceedings. If the panel still has quorum as defined in this bylaw and the Act after the Member's recusal, it may continue to hear the appeal. If the panel does not have quorum as defined in this bylaw and the Act after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the appeal.
25. The Clerk shall cause a record to be made in the summary of the hearing of the Member's absence and the reasons for it.
26. Where a Member of the Joint Assessment Review Boards is of the opinion that they have a conflict of interest in respect of a matter before the Board, the Member must absent themselves from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the Member:
 - 26.1. Declared a conflict of interest; and
 - 26.2. Describes in general terms the nature of the conflict of interest.
27. If a Member is appointed to a panel hearing a complaint, and discovers during the complaint hearing that they have a conflict of interest in the matter before the panel, the Member shall immediately disclose that they are in a conflict of interest and shall immediately recuse themselves from the proceedings. If the panel still has a quorum as defined in this bylaw and the Act after the Member's recusal, it may continue to hear the appeal. If the panel does not have quorum as defined in this bylaw and the Act after the Member's recusal, the panel must cease the hearing, and a new panel be appointed to hear the appeal.
28. The Clerk shall cause a record to be made in the summary of the hearing of the Member's absence and the reasons for it.
29. For further clarity, a Member has a conflict of interest in respect of a matter before the Joint Assessment Review Boards when the member is of the opinion that:
 - 29.1. They have a personal interest in the matter which would conflict with their obligation as a Member to fairly consider the issue; or
 - 29.2. Substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of the matter.

A MEMBER SHALL

30. Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process;
 - 30.1. Keep discussions of the Joint Assessment Review Boards held in Closed Session and legal advice provided to the Boards confidential, except where required to disclose that information by law; and
 - 30.2. Attend all Joint Assessment Review Boards hearings as assigned unless prior written notice has been received.
 - 30.3. Participate in the deliberation and decision-making process on all matters to which they have been assigned and has attended the public hearing for.

PRESIDING OFFICER

31. Before the commencement of a Joint Local Assessment Review Board hearing, the Members shall elect from among themselves a Presiding Officer to preside over the hearing.
32. The Presiding Officer of the Joint Composite Assessment Review Board shall be the Provincial Member assigned by the Province for each hearing. i.
33. In addition to any other duties and functions prescribed in the Act or the Regulations, the Presiding Officer:
 - 33.1. Will preside over and be responsible for the conduct of hearings;
 - 33.2. Will sign orders, decisions and documents issued by the Board; and
 - 33.3. Shall ensure that all Joint Assessment Review Board hearings are conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and Regulations and the rules of natural justice;
 - 33.4. Is authorized to rule evidence presented at a hearing as irrelevant to the matter at issue and may direct the Members to disregard the evidence;
 - 33.5. Is authorized to accept evidence presented at a hearing if deemed relevant to the matter at issue;
 - 33.6. May limit a submission if it's determined to be repetitious.

QUORUM

34. Where a panel of the Joint Composite Assessment Review Board consists of three (3) Members, a quorum is two (2) Members, one (1) of whom must be a provincial Member.
35. Where a panel of the Joint Local Assessment Review Board consists of three (3) Members, a quorum is two (2) Members.

CLERK

36. The Clerk shall be appointed by resolution of the Councils of the Participating Municipalities at their respective Annual Organizational Meeting.
37. The responsibilities of the Clerk are as follows:
 - 37.1. Ensure all statutory requirements of the Joint Assessment Review Boards are met;
 - 37.2. Schedule Members to hear an appeal in accordance with the Act;
 - 37.3. Inform all parties of the appeal hearing in accordance with the Act;
 - 37.4. Compile all necessary documentation for distribution to the Members and parties;
 - 37.5. Attend all hearings of the Joint Assessment Review Boards;
 - 37.6. Provide services for the recording of proceedings of the Joint Assessment Review Boards and for retention of evidence, including all written submissions to the Joint Assessment Review Boards;
 - 37.7. Communicate decisions of the Joint Assessment Review Boards to all parties in accordance with the Act; and
 - 37.8. Such other matters as the Joint Assessment Review Boards may direct.

JOINT ASSESSMENT REVIEW BOARD PROCEDURES

APPEAL HEARINGS

38. The Joint Assessment Review Boards shall give notice of the hearing in accordance with the Act.
39. The Joint Assessment Review Boards shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal in accordance with the Act.
40. The Joint Assessment Review Boards shall hear from parties in accordance with the Act.
41. The Joint Assessment Review Boards shall hear appeals in public, but it may at any time recess and deliberate in Closed Session.
42. Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.
43. The Joint Assessment Review Boards shall make and keep a written record of its proceeding which may be in the form of a summary of the evidence at the hearing.
44. The Joint Assessment Review Boards shall give a written decision together with the reasons for the decision in accordance with the Act.

CONDUCT AT HEARING

45. Members of the public in attendance at a hearing:

- 45.1. Shall address the Joint Local Assessment Review Board or Joint Composite Assessment Review Board through the Presiding Officer;
- 45.2. Shall maintain order and quiet; and
- 45.3. Shall not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Joint Local Assessment Review Board or Joint Composite Assessment Review Board.
- 45.4. The Presiding Officer may order a member of the public who disturbs or acts improperly at a hearing by words or actions be expelled. The Presiding Officer may request the assistance from a Peace Officer to remove the person.

MEMBER CONDUCT

46. A Member wishing to speak at a hearing shall obtain the approval of the Presiding Officer before speaking.
47. When a Member or member of the public is addressing the Presiding Officer, every other Member shall:
 - 47.1. Remain quiet and seated;
 - 47.2. Not interrupt the speaker except on a Point of Order;
 - 47.3. Not carry on a private conversation; and
 - 47.4. Not cross between the speaker and the Presiding Officer.

DECISIONS

48. Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Joint Assessment Review Boards.
49. The decision of the majority of Members present at the hearing shall be deemed to be the decision of the Joint Local Assessment Review Board or Joint Composite Assessment Review Board. In the event of a tie vote, the appeal is lost.
50. The decision is not final and binding until the decision has been signed and given in writing in accordance with the Act.

MEMBER RENUMERATION

51. Members and the Presiding Officer shall be entitled to such remuneration as outlined in the County's Policy F10 – Council and Board Member Honoraria & Expense Reimbursement.

GENERAL

52. Joint Assessment Review Board hearings will be held at the County Administration Building, or other location as provided in the Notice of Hearing.
53. The County will provide the administrative resources for Joint Assessment Review Board hearings.

COSTS

- 54. The fee for an appeal will be the fee as set in the County’s Schedule of Fees, Rates and Charges Bylaw. A refund of the appeal fee may be granted by the County if a withdrawal is received in writing and has been delivered to the Clerk prior to notifications of the appeal hearing being sent out and as per the Act.
- 55. All costs and expenses incurred by the Joint Assessment Review Boards, including the costs of holding the hearing and any legal or other fees incurred by the Boards shall be paid by the respective Participating Municipality to the County on a cost recovery basis, with the appeal fee applied to offset the cost.
- 56. Notwithstanding the foregoing, the County will not offset the costs of holding the hearing so as to pay any portion of the appeal fee to the respective Participating Municipality.

SEVERABILITY

- 57. Every provision of this Bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

REPEAL

- 58. Bylaw 991 and amendments thereto are hereby rescinded.

EFFECTIVE DATE

- 59. This Bylaw shall come into force and effect on the third and final reading thereof.

Read a FIRST time this ____ day of _____, 2024.

Read a SECOND time this ____ day of _____, 2024.

Read a THIRD time and finally passed this ____ day of _____, 2024.

Gary Rycroft, Mayor

Jeff Johnston, CAO



COMMITTEE OF THE WHOLE MEETING MINUTES

COUNCIL CHAMBERS 400 10 STREET, BEAVERLODGE AUGUST 12, 2024 @ 6:00 PM

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

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

2.0 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:

#095-2024-08-12 Councillor Ryier Hommy

CARRIED: That the Committee of the Whole adopts the agenda with the addition of New Business Item - Fees and Rates at NuVista Swimming Pool for people with disabilities.

4.0 DELEGATION:

5.0 OLD BUSINESS:

5.1 Karman Willis Park Replacement – Tabled from July 15, 2024

#096-2024-08-12 Deputy Mayor Cody Moulds

CARRIED: That the Committee of the Whole recommends this item be moved to the Council Meeting scheduled on September 9, 2024 for approval of \$50,000 in the 2025 budget towards this park.

6.0 NEW BUSINESS:

6.1 Art & Culture Days Invite from BACS

#097-2024-08-12 Deputy Mayor Cody Moulds

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

6.2 Your Region, Your Voice – Nov 14, 2024

098-2024-08-12 Councillor Cyndi Corbett

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

6.3 Service Provider Open House – September 25, 2024

#099-2024-08-12 Councillor Cal Mosher

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

Deputy Mayor Cody Moulds and Councillor Ryier Hommy recused themselves from the meeting due to a conflict of interest for Item 6.4

6:15 PM

6.4 Fee Waiver Request – Beaverlodge Blades Junior B Hockey Club – August 23, 2024

#100-2024-08-12 Councillor Cyndi Corbett

CARRIED: That the Committee of the Whole approves the 100% Fee Waiver for this annual fundraising event.

**Deputy Mayor Cody Moulds and Councillor Ryier Hommy returned to the meeting.*

6:18 PM

6.5 Deer in Town

#101-2024-08-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That the Committee of the Whole directs Administration to develop a pamphlet to provide educational information to the public regarding options for dealing with deer in the community.

6.6 Mountview Health Complex Committee Update

#102-2024-08-12 Councillor Ryier Hommy

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

6.7 Community Enhancement Committee Update – no update at this time

6.8 Economic Development Committee Update

#103-2024-08-12 Deputy Mayor Cody Moulds

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

6.9 Fees & Rates at NuVista Swimming Pool for People with Disabilities

- Administration is currently in the process of updating the rates and fees and will be bringing it to the Committee of the Whole in September 2024.

7.0 TOPICS FOR NEXT AGENDA:

- Mountview Health Complex Committee Update
- Community Enhancement Committee Update
- Economic Development Committee Update

8.0 ADJOURNMENT: Mayor Gary Rycroft adjourned the meeting.

6:44 PM

Mayor Gary Rycroft

CAO Jeff Johnston

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.	Deferred	
2	Recreation Centre Rate Review	27-Sep-21	CAO/Admin	CAO has received the rates and will review - bringing in September 2024	In progress	9/30/2024
3	Grande Prairie & District Catholic School Board	26-Oct-20	CAO/Admin	Sent Draft Joint Use Partnership Agreement to GPDCSD - following up for update April 15, 2024	In progress	
4	Amend Bylaw #1003	14-Nov-23	Admin	Repeal Bylaw #1003 - Fire Department Bylaw to reflect the signing of the Fire Services Agreement with the County of Grande Prairie	In progress	
5	Manhole Power	14-Nov-23	Admin	Investigate what running power to the manhole in the center of 10th St and 2nd Ave would look like	In progress	
6	Decommission Peace Officer Program	13-May-24	CAO/Admin	Work with Alberta Justice and Solicitor General to decommission the Town of Beaverlodge Peace Officer Program.	In progress	
7	Letter to Minister of Public Safety and Emergency Services	13-May-24	CAO/Admin	Write a letter to the Minister of Public Safety and Emergency Services requesting increased enforcement support from Alberta Sheriffs.	In progress	6/28/2024
8	Letter to RCMP K Division	13-May-24	CAO/Admin	Write a letter to RCMP K Division requesting increased community policing from the Beaverlodge Detachment.	In progress	6/28/2024
9	Deer Pamphlet	12-Aug-24	Admin	Create an informational pamphlet/brochure to be given to the public on alternatives to dealing with deer in the community.	In progress	9/23/2024

Current: Monday, September 9, 2024