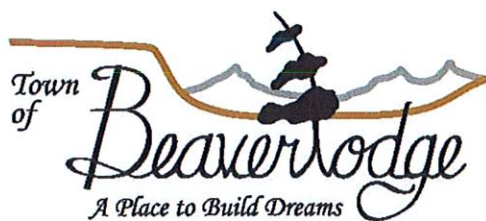


AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
 MONDAY MARCH 24, 2025 AT 6:00 PM, COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE
 Microsoft Teams Meeting ID: 246 125 354 791 Passcode: gJ7FK3Fr

1.0	<u>CALL TO ORDER:</u> <i>Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23.</i>	
2.0	<u>LAND ACKNOWLEDGEMENT:</u>	PP 2
3.0	<u>ADOPTION OF AGENDA:</u>	
4.0	<u>ADOPTION OF MINUTES:</u> 4.1 March 10, 2025 - Regular Council Meeting Minutes	PP 3-6
5.0	<u>DELEGATIONS:</u> 5.1 Beaverlodge & District Chamber of Commerce	PP 7
6.0	<u>OLD BUSINESS:</u> 6.1 Beaverlodge & District Chamber of Commerce – Annual Contribution and Support for Chamber Operations and Events 6.2 2025 Budget Meeting – March 26, 2025 at 9:30 AM 6.3 Bylaw #1034 – Land Use Bylaw Amendment & Public Hearing Date Change	PP 8-11
7.0	<u>NEW BUSINESS:</u> 7.1 Library Board Motions Request 7.2 Alberta Munis Virtual Meeting April 2, 2025 1:30pm – 2:30pm 7.3 Request for Decision – Uncollectable Accounts	PP 12 PP 13 PP 14
8.0	<u>CORRESPONDENCE:</u>	
9.0	<u>COMMITTEE AND STAFF REPORTS:</u> 9.1 Action List 9.2 Staff Reports	PP 15 PP 16-20
10.0	<u>CLOSED SESSION:</u>	
11.0	<u>ADJOURNMENT:</u>	



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.



REGULAR COUNCIL MEETING MINUTES FOR MONDAY, MARCH 10, 2025

6:00 PM IN COUNCIL CHAMBERS #400 – 10 ST. BEAVERLODGE, ALBERTA

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

#053-2025-03-10 Councillor Ryier Hommy

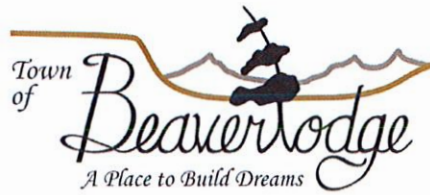
CARRIED: That Council adopts the agenda as presented with the addition of New Business Item 7.7 Appointment of Cyndi Corbett as Deputy Mayor.

4.0 ADOPTION OF MINUTES:

#054-2025-03-10 Deputy Mayor Cyndi Corbett

CARRIED: That Council adopts the minutes of the February 24, 2025 Council meeting as presented.

5.0 DELEGATIONS:



6.0 OLD BUSINESS:

6.1 Committees of Council:

a) Committee of the Whole

#055-2024-03-10 Mayor Gary Rycroft

CARRIED: That Council directs Administration to no longer schedule Committee of the Whole meetings prior to every Council meeting unless it is required.

b) Community Economic Development Committee

#056-2025-03-10 Councillor Hugh Graw

CARRIED: That Council directs that the Community Economic Development Committee be put on hold until after the 2025 Municipal Election.

c) Community Enhancement Committee

#057-025-03-10 Councillor Cody Moulds

CARRIED: That Council directs that the Community Enhancement Committee be put on hold until after the 2025 Municipal Election.

6.2 Livestreaming

#058-2025-03-10 Councillor Ryier Hommy

CARRIED: That Council directs Administration to continue Livestreaming Council meetings.

6.3 Beaverlodge & District Chamber of Commerce – Annual Contribution and Support for Chamber Operations and Events

#059-2025-03-10 Councillor Hugh Graw

CARRIED: That this item be tabled until the information requested by Council has been provided.

6.4 LaGlace Ag Society – Letter of Support

#060-2025-03-10 Councillor Cal Mosher

CARRIED: That Council disapproves writing a letter of support to the County of Grande Prairie for this project.

7.0 NEW BUSINESS:

7.1 Bylaw #1033 – Municipal Borrowing Bylaw



#061-2025-03-10 Councillor Ryier Hommy

CARRIED: That Council does the 1st reading of Bylaw #1033, the annual Municipal Borrowing Bylaw.

#062-2025-03-10 Councillor Cody Moulds

CARRIED: That Council does the 2nd reading of Bylaw #1033, the annual Municipal Borrowing Bylaw.

#063-2025-03-10 Deputy Mayor Cyndi Corbett

CARRIED: That Council unanimously moves to go to a 3rd reading of Bylaw #1033, the annual Municipal Borrowing Bylaw.

#064-2025-03-10 Councillor Hugh Graw

CARRIED: That Council does a 3rd reading of Bylaw #1033, the annual Municipal Borrowing Bylaw and passes said bylaw.

7.2 Bylaw #1034 – Land Use Bylaw Amendment

#065-2025-03-10 Councillor Ryier Hommy

CARRIED: That Council does the 1st reading of Bylaw #1034 – Land Use Bylaw Amendment.

#066-2025-03-10 Deputy Mayor Cyndi Corbett

CARRIED: That Council sets April 14, 2025 at 6:15 PM as the date and time for Public Hearing of Land Use Bylaw #1034.

7.3 Sports Excellence Awards Invitation – April 11, 2025

#067-2025-03-10 Councillor Hugh Graw

CARRIED: That Councillor Cody Moulds will attend the awards on behalf of Council.

7.4 Report on Asset Retirement Obligations – Associated Engineering

#068-2025-03-10 Councillor Ryier Hommy

CARRIED: That Council accepts this report for information as presented.

7.5 Facility & Fee Waiver – Beaverlodge Girls Hockey Fundraiser

#069-2025-03-10 Councillor Cal Mosher

CARRIED: That Council approves the requested 50% fee waiver, totaling \$475.00, for this event.

7.6 Bulk Water Rate for Fire Use

#070-2025-03-10 Deputy Mayor Cyndi Corbett



CARRIED: That Council directs Administration to negotiate a Letter of Understanding with the County of Grande Prairie.

7.7 Appointment of Cyndi Corbett as Deputy Mayor

#071-2025-03-10 Mayor Gary Rycroft

CARRIED: That Cyndi Corbett be appointed as Deputy Mayor, effective February 1, 2025.

8.0 **CORRESPONDENCE:**

9.0 **COMMITTEE & STAFF REPORTS:**

9.1 Action List

#072-2025-03-10 Councillor Cody Moulds

CARRIED: That Council accepts for information.

9.2 Council Reports

#073-2025-03-10 Councillor Hugh Graw

CARRIED: That Council accepts the Council reports as presented.

10.0 **CLOSED SESSION:**

11.0 **ADJOURNMENT:** Mayor Gary Rycroft adjourned the meeting.

7:06 PM

Mayor Gary Rycroft

Jeff Johnston, CAO

DELEGATIONS TO COUNCIL

Name of Delegates(s): Beaverlodge & District Chamber of Commerce
Executive Board

Representing: Beaverlodge & District Chamber of Commerce

Phone Number: 780-876-3744


Email: beavercc@telus.net

Topic: Working together for our thriving community and financial
assitance to reach these common goals

Staff Familiar with topic: Jeff and all of Council

Attached Information: Will present at meeting

Notes: Limit presentation to 15 minutes

Delegate Signature: 

Date: March 20, 2025

All notifications and documentations must be sent to nyoung@beaverlodge.ca
If you have materials/documentation to be included in the Agenda, they must be received by 1:00pm the
Tuesday before the meeting you are scheduled to appear before Council.

**Any documentation submitted (including this Delegate Application)
is considered "Public Information" and will appear in a Council Agenda.**

FOR OFFICE USE ONLY

Date and Time of Council Meeting to attend: March 24 / 25

Approved to Present by: Jeff Johnston Date: Mar 20/25

*Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023
via Council resolution #145-2023-05-23*

BYLAW #1034
TOWN OF BEAVERLODGE

A BYLAW TO AMEND LAND USE BY-LAW #1004 OF THE TOWN OF BEAVERLODGE, IN THE PROVINCE OF ALBERTA.

WHEREAS, Council of the Town of Beaverlodge, in the Province of Alberta had adopted the Land Use By-Law; and

WHEREAS, the Council has the authority under the provisions of the Municipal Government Act, Chapter M-26 and amendments thereto, to amend the Land Use By-Law;

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

- 1) THAT the Land Use ByLaw #1004 is hereby amended as follows:

Addition to "Definitions"

2.1

"ACCESSORY DWELLING" can mean a "Backyard Suite", "Garden Suite or "Coach House" and is an independent suite and is a self-contained dwelling unit that is detached from and is accessory to the principal dwelling unit.

"GARAGE SUITE" can mean a "Carriage Suite" and is an independent suite above the garage and is separate from the main house.

"SELF- STORAGE FACILITY" Means a commercial development where multiple individual storage units, lockers, or containers are rented or leased to the public for the temporary storage of personal or business goods, vehicles, or equipment. These facilities are typically accessed directly by customers and may be located in a single building or multiple structures. Outdoor storage of vehicles, trailers, or recreational equipment may be permitted as an accessory use, subject to specific regulations.

Addition to Section 9 General Regulations

9.23 Accessory Dwelling

9.23.1 An accessory dwelling may only be developed on a parcel where a single detached dwelling is the principal use.

9.23.2 A maximum of one accessory dwelling per parcel shall be allowed.

9.23.3 An accessory dwelling shall have an entrance independent of the principal dwelling unit.

9.23.4 An accessory dwelling shall utilize the same water and sewer system as the principal dwelling unit.

9.23.5 Shared mechanical rooms and common areas shall be excluded from the floor area calculation of an accessory dwelling unit.

9.23.6 An accessory dwelling shall not be subject to separation from the principal dwelling unit through a condominium conversion or subdivision.

9.23.7 An accessory dwelling shall not exceed 45% of the floor area, including basement, of the principal dwelling unit.

9.23.8 An accessory dwelling shall have a separate entrance that is at the side or rear of the principal dwelling, or through a separate entrance from a common landing.

9.23.9 An accessory dwelling shall have a residential character and shall be finished in a manner compatible with the character and appearance of the principal building.

9.24 Garage Suite

9.24.1 A garage suite shall not exceed a maximum of 65.0 m² (700.0 ft²) or the floor area of the garage, whichever is less.

9.24.2 A garage suite shall comply with the setback requirements for accessory buildings in the applicable district.

9.24.3 A garage suite shall only be located within a detached garage and in the rear yard of a parcel.

9.24.4 A garage suite shall not exceed the height of the principal dwelling unit.

9.24.5 Windows contained within a garage suite shall be sized and placed such that they minimize overlook into yards and windows of abutting properties.

9.24.6 A garage suite shall have a residential character and shall be finished in a manner compatible with the character and appearance of the principal building.

Addition to Discretionary Uses

11.1.2 (b) Discretionary Uses to include:

- Accessory Dwelling
- Garage Suite
- Basement Suite

11.3.2 (b) Discretionary Uses to include:

- Accessory Dwelling
- Garage Suite
- Basement Suite

11.4.2 (b) Discretionary Uses to include:

- Accessory Dwelling
- Garage Suite
- Basement Suite

11.7.2 (b) Discretionary Uses to include:

- Self-Storage Facility
- Child Care Facility

2) THIS bylaw comes into effect upon the date of it finally being passed.

READ A FIRST TIME on this _____ day of _____ 2025.

Mayor Gary Rycroft

CAO Jeff Johnston

READ A SECOND TIME on this ____ day of _____ 2025.

Mayor Gary Rycroft

CAO Jeff Johnston

READ a third and final time on this ____ day of _____ 2025.

Signed this ____ day of _____ 2025.

Mayor Gary Rycroft

CAO Jeff Johnston

REVISED DRAFT

<p>If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.</p>

March 17, 2025

There has been a request by Alberta Municipal Affairs Public Library Services to have clarification on the motions made by Council, appointing or re-appointing, members to the boards as well as appointing representatives to the boards (Town of Beaverlodge Library Board & Peace Library System).

As per their request the following motions have been requested:

Council Motions -

1. Council approves the re-appointment of Iris Arberry for another 3-year term to the Town of Beaverlodge Library Board, to *expire Sept 23, 2027*.
2. Council approves the appointment of Amie Greene, Kirsten Clark and Torey Lowe to the Town of Beaverlodge Library Board for a 3-year term that is set to *expire April 22, 2027 for Amie Greene and October 15, 2027 for Kirsten Clark and Torey Lowe*.
3. Council approves the appointment of Cal Mosher to be the Town of Beaverlodge representative for the Town of Beaverlodge Library Board until October 27, 2025.
4. Council approves the appointment of Cal Mosher to be the Town of Beaverlodge representative for the Peace Library System until October 27, 2025

Nichole Young

Subject: FW: {External} Invitation for Towns West Zone Meeting: April 2nd, 2025, 1:30 - 2:30pm

Subject: {External} Invitation for Towns West Zone Meeting: April 2nd, 2025, 1:30 - 2:30pm

Hello Towns West Mayors, Councillors and CAOs,

We are excited to announce a virtual meet and greet event with our new CEO Dana Mackie. This is a wonderful opportunity for Dana to connect with you to learn about your local priorities.

As the purpose of the session is to provide Dana context on municipal priorities that will inform his approach to leading the organization, he would appreciate hearing from you about the following topics:

- ABmunis is conducting a financial research project looking at trends in provincial transfers, downloading, municipal revenues, the infrastructure deficit among other topics. What is the biggest financial issue facing your community?
- ABmunis is pursuing initiatives related to access to healthcare, policing, housing, FCSS funding, mental health, and addictions. What are the most pressing social issues in your municipality right now?
- Fires, floods, and droughts - municipalities are facing no shortage of risks and ABmunis is involved in various initiatives from water conservation planning to wildfire prevention. What risks are keeping you up at night?
- ABmunis and RMA are collaborating to develop candidate training resources for the next election, and to roll out our Elected Officials Education Program Munis 101 courses after the election. In addition, ABmunis just hosted a President's Summit on Civility. What is the state of local democracy in your community?

These are just a few examples to spark conversation. We welcome you to bring forward any topics that would enhance our understanding of your needs, together. Here are the meeting details:


Zone Meeting: April 2nd, 2025, 1:30 - 2:30pm

Meeting Link: [Click Here](#)

Following this email, a calendar invitation from Alberta Municipalities CEO, Dana Mackie, will be sent.

Your input is invaluable. We appreciate your thoughts on these topics and look forward to your attendance and feedback!

Thanks,
Krista


TOWN OF
CALMAR
Krista Gardner
Councillor
Director Towns West, Alberta
Municipalities

Request for Decision

Meeting:	Council
Meeting Date:	March 24, 2025
Title:	Accounts Collection, Write off and Refund/Credits Policy AD-02
Presenter & Position:	Tina Letendre, Deput CAO
Agenda Category:	New Business

Background/Proposal:

As per Policy AD-02 Accounts Collection, Write Off and Refund/Credits any accounts considered uncollectable as of December 31st of any given year are to be brought forth to Council for consideration to be written off. The following accounts have been deemed uncollectable by Administration:

Accounts Receivable:

1. Dozers - \$1,192.25 – This account has been outstanding since 2023 and it is unknown if the Dozers still exist. They have not utilized our Arena since February 2023.
2. Daniel Oliver – \$625.00 - This invoice was for a vehicle accident on October 5, 2021. The Town invoices the registered owner and the insurance company for these types of invoices, neither one has paid.

Conclusion

Administration asks that for benefit of clearing the accounting system and audit that Council deems these accounts uncollectable and instructs Administration to write them off as Allowance for Doubtful Accounts for the 2024 Audit.

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	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. January 2025 Draft JUPA returned to CAO for review. Jeff and Tina are meeting with on April 10, 2025.	In progress	
3	Invitation to Library Board Chair	24-Feb-25	CAO/Admin	Invite the Library Board Chair to attend and update Council.	In progress	
4	Bulk Water for Fire Use	10-Mar-25	CAO	Negotiate a Letter of Understanding with the County regarding Bulk Water Rates for Fire Use.	In progress	
5						

Current: Monday, March 24, 2025

21

Monthly Report to Council

Date:

March 2025

From: Nick Kebalo

Department: PW/H&S

Project/Event	Highlights/Concerns
Health and Safety committee	March 5 th Health and Safety committee meeting reviewed element #1 of the health and safety manual. We also did an inspection of the pool. Next meeting scheduled for early May.
Snow removal	Hopefully season is close to an end, we are plowing the last snowfall currently, and have been removing snow piles as opportunities arise.
Town Hydrovac	Currently in Edmonton being refurbished, will be back at the end of February or early March. Arrangements have been made in case of emergency.
Capital planning	Capital planning for FY2025 - planning document reviewed with Jeff. Have road, Sidewalk, curb and gutter, fleet, building maintenance plans laid out if budget allows.
Culvert steaming	Have been cleaning ditches and steaming culverts as required. We also have a scheduled replacement of one of the culverts in the industrial area as soon as weather permits.
Town Loader	Loader had a major failure, replaced the units engine, unit is now back in service.

Monthly Report to Council

Date: 24 March 2025

From: Tracy Deets

Department: Library

Project/Event	Highlights/Concerns
Programming / Events	<p>Children's programming has included a variety of after-school craft and Lego days. We've run 3 Lego Club days, a Valentine's Day Craft, and a Spring Craft. An Easter one will be run in the next couple of weeks. Staff are busy planning summer take-home craft and activity bags.</p> <p>We're currently holding a Beading Night on select Wednesday evenings (next dates are Apr 9th & 30th) and we've had very good turnout.</p> <p>We've run a jigsaw puzzle exchange since the first of January, and it's been extremely popular and well-used. Will be wrapping up at end of March and bringing it back next January.</p> <p>Held Home Routes concerts in both February and March. Last one of the season is in April.</p> <p>Toddler Time has been held twice in March and will be in place again for April.</p> <p>The weekly knitting/crochet group continues to meet every week.</p> <p>Our annual Grab and Go book re-homing event will be in late April, we're just finalizing the date.</p>
Administrative	<p>Completed and submitted the library's Annual Report to the Public Library Services Branch at the Alberta government. The reviewer brought up a couple of issues which I understand will be on the agenda for this meeting.</p> <p>Have been updating records in anticipation of doing inventory later this year.</p> <p>Have taken part in several regularly-scheduled Zoom-based meetings with the PLS Tech Advisory Council, and monthly chat with PLS staff and other library managers.</p>
Other	<p>The Friends of the Library recently purchased an AED for the library. We think it's a great investment given the number of after-hour programming we do.</p>

Monthly Report to Council

From: Reanna Stockman

Date: March 19, 2025

Department: FCSS

Project/Event	Highlights/Concerns
Clients	<ul style="list-style-type: none"> From February 14- March 19, FCSS has served 187 clients. This includes booked appointments, walk-in's and phone calls for service.
Administrative Tasks	<ul style="list-style-type: none"> Newsletter and posters are ongoing. FCSS Provincial Grant
Meetings	<ul style="list-style-type: none"> February 19 – Rural Homelessness Task Force February 20 – Navigator Meeting February 28 – Career Services Practicum Meeting March 5 – Child Care Needs Assessment March 6 – Passionate Hearts Wrap Up Meeting March 11 – Senior's Week meeting w/City of GP March 20 – Food Security Presentation to RDN
Programs	<ul style="list-style-type: none"> February 20 – Teen Skill – Emergency First Aid February 21 – Teen Chill – Lego Challenge February 24 – Seniors Fair March 1 – Pre-Teen Social/Emotional Workshop March 4 – CVITP begins March 5 – April 9 – 60+ Stretch, Mobility & Connection March 6- Babysitting Course March 7 – Home Alone Course March 13 – Teen Skill – Learner's License Prep March 14 – Teen Chill – Mario Kart Tournament April 1 – Service Canada Walk-in clinic 10am – noon. April 1 – Parent & Tot Program starts
Staffing	<ul style="list-style-type: none"> 3 casual Bus drivers 2 part-time Home Support Workers
Training & Development	<ul style="list-style-type: none"> February 19 – Gender & Sexual Diversity Webinar February 27 – E.S.S. – RRCP Training March 17 & 18 – Mental Health First Aid for Older Adults

Other	<ul style="list-style-type: none">○ Family Day event saw over 250 people take part in the day's events.○ Senior's Fair was a huge success with over 130 older adults attending.○ Currently 63 tax returns have been filed through the CVITP (Community Volunteer Income Tax Program)○ Probation has been using the office bi-monthly for meeting with clients.○ Odyssey House is now using the old Peace Officer office every other Wednesday○ Currently 23 Home Support Clients○ Submitted the Rural Transportation Grant through Housing & Infrastructure and Communities Canada.○ FCSS Provincial Report Due in April○ From February 18th – March 17- \$2275 was handed out in gift cards and 96 individuals served.○ Partnership with CRAVEE to deliver meals outside of Beaverlodge free of charge. Seven deliveries so far.○ BRHS rents the bus every Tuesday/Thursday to transport their work-experience students to placements.
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Monthly Report to Council

Date: March 2025

From: Tanya Harvey

Department: Recreation

Project/Event	Highlights/Concerns
NuVista Energy Centre	<p>Aquatics:</p> <ul style="list-style-type: none"> March/April swim lessons are currently running and have a high registration rate. May/June swim lessons will be released on April 17th. Our 'Bronze Medallion' course finished with three qualifying candidates. This is the first of three certifications needed to become a lifeguard. Our weekend private pool rentals are fully booked for both March and April. <p>Fitness Center & Fitness Programs:</p> <ul style="list-style-type: none"> Annual equipment maintenance was completed. The fitness centre is seeing a 40% increase in daily use compared to one year ago.
Community Kitchen & Gym	<ul style="list-style-type: none"> Pickleball has increased its rental from once to twice weekly. Club Volleyball continues to rent the gymnasium for twice-weekly practices.
Community Center/Multipurpose Room	<ul style="list-style-type: none"> Pickleball is running Tuesday-Friday 9:30am-12:30pm. Schools and birthday parties fill the Multi-Purpose Room during the day.
Arena	<ul style="list-style-type: none"> Beaverlodge Regional High School used several hours of daytime hours 4 days per week. The Arena closes for the season at the end of March.