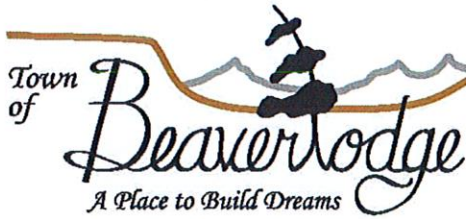


AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
 MONDAY MAY 26, 2025 AT 6:00 PM, COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE
 Microsoft Teams Meeting ID: 210 986 676 490 Passcode: tF67yD3n

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 May 12, 2025 - Regular Council Meeting Minutes	PP 3-7
5.0	<u>DELEGATIONS:</u>	
6.0	<u>OLD BUSINESS:</u>	
7.0	<u>NEW BUSINESS:</u> 7.1 Town Office Closure June 16 - Training 7.2 Library Board Appointment 7.3 County Fire Chief Report 7.4 2025 Seniors Week Bingo Event Invitation 7.5 Beaverlodge Soccer	PP 8-10 PP 11-25 PP 26, 27 PP 28, 29
8.0	<u>CORRESPONDENCE:</u>	
9.0	<u>COMMITTEE AND STAFF REPORTS:</u> 9.1 Action List 9.2 Staff Reports	PP 30 PP 31-35
10.0	<u>CLOSED SESSION:</u>	
11.0	<u>ADJOURNMENT:</u>	



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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, MAY 12, 2025 @ 6:00 PM

IN COUNCIL CHAMBERS #400 – 10 ST. BEAVERLODGE, ALBERTA

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

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

#128-2025-05-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council adopts the agenda for the May 12, 2025 Council meeting as presented.

4.0 **ADOPTION OF MINUTES:**

#129-2025-05-12 Councillor Hugh Graw

CARRIED: That Council adopts the minutes of the April 28, 2025 Council meeting as presented.

5.0 **DELEGATIONS:**

5.1 Dan Lemieux – City of Grande Prairie Chief Public & Protective Services Officer to formally introduce Jamie Hannaford as GPREP Manager

Delegation was not present so Council moved to Delegation 5.2



#130-2025-05-12 Deputy Mayor Cyndi Corbett **6:01 PM**

CARRIED: That Council moves into Closed Session for Item 5.2 County of Grande Prairie Fire Chief – Services Evaluation – FOIP Act Section 19 – Confidential Evaluations.

#131-2025-05-12 Deputy Mayor Cyndi Corbett **6:38 PM**

CARRIED: That Council moves out of Closed Session.

5.2 County of Grande Prairie Fire Chief – Services Evaluation – FOIP Act Section 19 – Confidential Evaluations

#132-2025-05-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts this presentation for information.

5.1 Dan Lemieux – City of Grande Prairie Chief Public & Protective Services Officer to formally introduce Jamie Hannaford as GPREP Manager

#133-2025-05-12 Councillor Cody Moulds

CARRIED: That Council accepts the formal introduction for information.

6.0 **OLD BUSINESS:**

7.0 **NEW BUSINESS:**

7.1 **PUBLIC HEARING** for Land Use Bylaw Amendment #1034

#134-2025-05-12 Deputy Mayor Cyndi Corbett **6:45 PM**

CARRIED: That Council moves out of the Regular Council Meeting and into the scheduled Public Hearing for Land Use Bylaw Amendment #1034.

#135-2025-05-12 Councillor Judy Kokotilo-Bekkerus **6:46 PM**

CARRIED: That Council closes the Public Hearing and moves back into the Regular Council Meeting.



7.1 Land Use Bylaw Amendment - #1034

#136-2025-05-12 Councillor Cody Moulds

CARRIED: That Council gives a 2nd reading to Land Use Bylaw Amendment #1034.

#137-2025-05-12 Councillor Cal Mosher

CARRIED: That Council gives a 3rd reading and passes Land Use Bylaw Amendment #1034.

7.2 2025 National Public Works Week Proclamation

#138-2025-05-12 Mayor Gary Rycroft

CARRIED: That Council proclaims the week of May 18 - 24, 2025 as National Public Works Week.

7.3 Bylaw #1036 – 2025 Property Tax Bylaw

#139-2025-05-12 Councillor Hugh Graw

CARRIED: That Council gives a 1st reading to Bylaw #1036 – 2025 Property Tax Bylaw.

#140-2025-05-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council gives a 2nd reading to Bylaw #1036 – 2025 Property Tax Bylaw.

#141-2025-05-12 Councillor Cal Mosher

CARRIED: That Council moves to a 3rd reading of Bylaw #1036 – 2025 Property Tax Bylaw.

#142-2025-05-12 Deputy Mayor Cyndi Corbett

CARRIED: That Council gives a 3rd reading and passes Bylaw #1036 – 2025 Property Tax Bylaw.

7.4 Community Garden Request

#143-2025-05-12 Mayor Gary Rycroft

CARRIED: That Council directs Administration to look at this request and bring back potential solutions to Council.



7.5 Bylaw #1014-1 – Revised Garbage and Recycling Bylaw with Revised Schedule A-1.

#144-2025-05-12 Deputy Mayor Cyndi Corbett

CARRIED: That Council gives a 1st reading to Bylaw #1014-1 – Revised Garbage and Recycling Bylaw with Revised Schedule A-1.

#145-2025-05-12 Councillor Cody Moulds

CARRIED: That Council gives a 2nd reading to Bylaw #1014-1 – Revised Garbage and Recycling Bylaw with Revised Schedule A-1.

#146-2025-05-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council moves to a 3rd reading of Bylaw #1014-1 – Revised Garbage and Recycling Bylaw with Revised Schedule A-1.

#147-2025-05-12 Councillor Cal Mosher

CARRIED: That Council gives a 3rd reading and passes Bylaw #1014-1 – Revised Garbage and Recycling Bylaw with Revised Schedule A-1.

7.6 Beaverlodge Agriculture Society Letter of Support Request

#148-2025-05-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council directs Administration to work with the President of the Beaverlodge Agriculture Society to create a letter of support to be signed by Mayor Rycroft.

7.7 Development Permit – DC-M

#149-2025-05-12 Councillor Judy Kokotilo-Bekkerus

CARRIED: That Council approves the Development Permit as presented.

8.0 CORRESPONDENCE:

8.1 County Bylaw Enforcement Report for April 2025

#150-2025-05-12 Deputy Mayor Cyndi Corbett

CARRIED: That Council accepts this report for information.



9.0 COMMITTEE & STAFF REPORTS:

9.1 Action List

#151-2025-05-12 Councillor Cody Moulds

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

9.2 Council Reports

#152-2025-05-12 Deputy Mayor Cyndi Corbett

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

10.0 CLOSED SESSION:

11.0 ADJOURNMENT: Mayor Gary Rycroft adjourned the meeting.

7:20 PM

Mayor Gary Rycroft

Jeff Johnston, CAO

May 26, 2025

New Business Item 7.2 – Library Board Appointment

Suggested Council Motions:

1. Council approves the appointment of Amy Cheetham to the Town of Beaverlodge Library Board for a 3-year term that is set to expire June 1, 2028.

OR

2. Council declines to approve the appointment of Amy Cheetham to the Town of Beaverlodge Library Board.

OR

3. As Council directs.



**TOWN OF BEAVERLODGE LIBRARY BOARD
APPLICATION FOR MEMBERSHIP**

The Town of Beaverlodge Library Board ensures the Beaverlodge Public Library operates in accordance with the Alberta Libraries Act by providing a comprehensive and efficient public library service that reflects the community's unique needs. The Board usually meets five times per year.

Complete the following application and submit to the Beaverlodge Public Library, in person, at 406 10th Street. Submissions can also be mailed to the library at PO Box 119 Beaverlodge AB T0H 0C0.

CANDIDATE INFORMATION

Name Amy Cheetham

Residential Address 714 7st Beaverlodge

Mailing Address Box 1980 Beaverlodge

Home Phone — Cell Phone 780.978.6479

Email Address amycheetham@gmail.com

QUALIFICATIONS

Explain your interest in applying to become a member:

I believe healthy libraries are a part
of a health community Libraries are one of
the last community spaces that are multi generational

Briefly state the skills, strengths, education, and experience that would make you an asset to this Board:

· worked at the library
· served on numerous boards in position: chair, secretary
· current job is nonprofit executive functions treasurer
· administrative mindset

+ multi socioeconomic
status
I want
to be
a part
of that

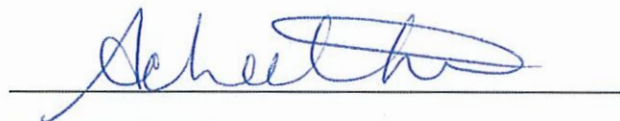
• work well w/ different people
• have understanding of board governance + policies

History of community involvement (past and present):

• Friends of library • volunteer at church
• Victim Services
• Soccer, coach
hockey board rep/manager

DECLARATION AND CONSENT OF THE APPLICANT

I solemnly declare that I am eligible to be appointed to the Town of Beaverlodge Library Board, am not an elected official, officer, or employee of the Town of Beaverlodge or the Beaverlodge Public Library, and I reside in the Town of Beaverlodge or the County of Grande Prairie.



Signature of Applicant

Apr 3/25

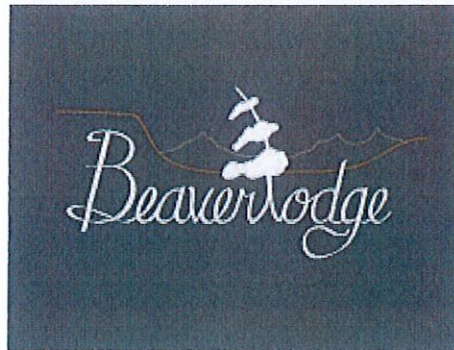
Date (month/date/year)

Amy Cheetham

Name of Applicant (please print)

For more information regarding the duties and responsibilities of this position, please contact the Beaverlodge Public Library at 780-354-2569 or librarian@beaverlodgelibrary.ab.ca

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act, and is protected under the Act.



Beaverlodge Fire Department Service Review

Executive Summary

March 1, 2024 the Town of Beaverlodge and County of Grande Prairie entered into an agreement for Administration of the Beaverlodge Fire Department by the County of Grande Prairie Fire Service Administration.

After the implementation of this agreement the County of Grande Prairie was tasked by CAO Johnston to complete a comprehensive review of the Beaverlodge Fire Department to assess the current status of the department and provide feedback on areas that may require improvement. Areas of focus for this review include: Organizational Structure, Staffing, Training and Development, Response Times, Incident Management, Equipment and Resources, Public Education, and Prevention.

District Chief Matt Smith worked with Captains Wicks and Metcalf to get the information that has been provided in this review. This preliminary report has found that the dedication and passion of the members of the Beaverlodge fire department is strong and the firefighter association also is extremely supportive. Like many similar departments, a struggle for volunteers and daytime response is something that the department continues to face. There are additional areas that do require attention, but all of these should be achievable with systems and process implementation. The County has several options already in place that can be easily transitioned to support the Town of Beaverlodge and the Beaverlodge Fire Department.

The findings and recommendations in the preliminary review below are suggestions from Fire Chief Grant and Fire Administration. The priority of these items have not been outlined, but a timeline with deliverables will be developed after the initial review. Additionally, short of any OH&S requirements around records and training the Town of Beaverlodge may chose to adopt any the recommendations they see fit.



1. Introduction

- **Purpose of the Review:** Outline the main objectives of the review, such as assessing operational effectiveness, evaluating response times, and identifying areas for improvement.
- **Scope of the Review:** Describe the specific aspects of the fire service that were examined, including response protocols, equipment, training, and community engagement.

2. Organizational Structure

Overview of the Beaverlodge Fire Department's Organizational Structure

The Beaverlodge Fire Department operates with a distinctive organizational structure that includes several key positions, each with specific roles and responsibilities. Here is an overview of the department's current structure:

1. Captains

- **Full-Time Captain:** This individual is responsible for overseeing daily operations, managing the department's resources, and ensuring that all firefighting protocols and procedures are followed. The FTE Captain is often the company officer in the first out unit and is often the 1st Incident Commander until support arrives. This position needs to be proficient in emergency scene management, BlueCard Command, and knowing their 1st due area and response matrix.
- **Volunteer Captain:** This position supports the full-time captain and helps manage, and train volunteer firefighters. The volunteer captain plays a crucial role in maintaining operational readiness and supporting the department as a company officer when responding to an incident in a fire vehicle with a crew.

2. Fire Lieutenant (FL)

- The fire lieutenant is currently undergoing training to become NFPA 1001 certified. This certification is essential for ensuring that the lieutenant meets the national standards for professional firefighters. Once certified, the fire lieutenant will take on more responsibilities in fire suppression and emergency response, leading a crew, and becoming a supporting role for the captains as a company officer. The current lieutenant has not taken any leadership or emergency scene management training.



3. Medical First Responder Lieutenant (MFRL)

- This position is held by an individual with limited fire training but extensive expertise in medical response. The Medical First Responder Lieutenant coordinates and trains the department's medical co-response program, ensuring that medical emergencies are handled efficiently and effectively.

Challenges in Organizational Structure

The Beaverlodge Fire Department currently does not operate with a platoon system, which leads to a less structured hierarchy and reporting structure. This lack of structure results in a span of control that is currently beyond optimal limits. The department may benefit from reassessing and potentially restructuring to ensure clear lines of authority and more manageable spans of control.

Recommendations

- **Implementing a Platoon System:** Adopting a platoon system could help create a more organized hierarchy and improve the reporting structure. This would ensure better management of personnel and resources, enhancing overall efficiency and effectiveness.
- **Clarifying Roles and Responsibilities:** Clearly defining the roles and responsibilities of each position, especially as the fire lieutenant completes their NFPA 1001 certification, will help streamline operations.
- **Enhancing Training Programs:** Continuing to invest in comprehensive training programs for all personnel, including medical and fire training for the Medical First Responder Lieutenant, will ensure that the department remains prepared for all types of emergencies.

In conclusion, while the Beaverlodge Fire Department has a dedicated team with key positions filled, addressing the current structural challenges will be crucial for optimizing their operations and improving emergency response outcomes

Staffing Levels of the Beaverlodge Fire Department

The Beaverlodge Fire Department currently operates with a dedicated team of responders, each contributing to the department's ability to handle emergencies effectively. Here is an analysis of the current staffing levels compared to national standards and best practices:

Current Staffing Levels

- **Total Active Responders:** 17
- **Fire Cadets:** 4 (not eligible to respond until they reach the age of 18)
- **Breakdown of Active Responders:**
 - **Recruits:** 10 (only one recruit is currently undergoing regional fire training to become certified as an interior firefighter)



- **Qualified Interior Firefighters:** 5 (these members have obtained their NFPA 1001 Levels 1 and 2, making them qualified for interior firefighting and hazardous materials operations)
- **Partially Certified Firefighter:** 1 (this member has obtained NFPA 1001 Level 1 certification)
- **Medical First Responder Lieutenant:** 1 (this individual is a Primary Care Paramedic with limited fire training)

Comparison to National Standards and Best Practices

When comparing the Beaverlodge Fire Department's staffing levels to national standards and best practices, several areas emerge that require attention:

1. Certification and Training:

- National standards, such as those set by the National Fire Protection Association (NFPA), typically recommend that all active firefighting personnel be fully certified to NFPA 1001 Levels 1 and 2 to ensure they can safely and effectively perform interior firefighting operations.
- Currently, only 5 out of 17 active responders meet this standard. With 10 recruits and only one currently in the process of obtaining certification, there is a significant gap in training and qualifications.

2. Staffing Levels:

- Best practices suggest that fire departments maintain a robust pool of fully trained and certified responders to ensure adequate coverage and safety during emergency operations.
- Given the department's current composition, there is a reliance on a small number of fully certified firefighters, which could impact operational effectiveness and safety.

Recommendations

To align more closely with national standards and best practices, the Beaverlodge Fire Department should consider the following actions:

1. Enhanced Training Programs:

- Accelerate the training process for the 10 recruits, ensuring more of them become certified as interior firefighters. Partnering with regional training facilities or implementing internal training programs could help expedite this process.
- Encourage continuous education and certification upgrades for all members, including the partially certified firefighter and the MFT Lieutenant.

2. Recruitment and Retention:

- Focus on recruiting more individuals who are already certified or willing to undergo immediate training.
- Implement retention strategies to maintain a stable and experienced workforce, which is crucial for the department's long-term success.

In conclusion, while the Beaverlodge Fire Department has a committed team, there is a need for enhanced training and certification to meet national standards and best practices



fully. Addressing these areas will be crucial for improving the department's operational readiness and ensuring the safety and effectiveness of its emergency response capabilities

Training and Development of the Beaverlodge Fire Department

An evaluation of the training programs in place for firefighters and support staff at the Beaverlodge Fire Department reveals several strengths and areas needing improvement. This assessment focuses on the current training initiatives, highlights deficiencies, and offers recommendations for enhancing the department's training and development efforts.

Current Training Programs and Strengths

1. **Weekly Training and Skill Maintenance:**
 - The department conducts weekly training sessions, which are crucial for maintaining and enhancing the skills of its members. These sessions ensure that firefighters can operate safely and efficiently during emergencies.
2. **Regional Training Programs:**
 - The County of Grande Prairie Regional Fire Service, along with the Towns of Wembley and Sexsmith, offers a comprehensive regional training program. This program includes basic firefighting, wildland firefighting, driver operator training for fire trucks, BlueCard command, and Incident Command System (ICS) training. These opportunities are promoted and provided free of cost, ensuring accessibility for all members.
3. **Vector Solutions:**
 - The department has access to Vector Solutions, a platform that allows members to see upcoming courses, engage in self-study, and stay updated on current practices. This resource is essential for continuous learning and professional development.

Areas Needing Improvement

1. **Basic Firefighter Training:**
 - There is a significant need for basic firefighter training, as highlighted in the staffing analysis. Ensuring that all recruits undergo and complete their certification process promptly is vital for the department's operational readiness.
2. **Leadership and Emergency Management Training:**
 - There is a notable gap in leadership and emergency management training. Prioritizing these areas will help develop the necessary skills for managing complex emergency situations effectively.
3. **Wildland Firefighting Training:**
 - Only three members are currently certified in wildland firefighting, despite this being a significant portion of the department's responsibilities. This training is critical due to the high level of danger associated with wildland firefighting operations.



- None of the members have attended provincial wildland-urban interface training despite its availability and relevance to the department's operations. Encouraging participation in this training should be a priority.
- 4. **Training Records Management:**
 - The department's records of training are sparse, which is understandable given the lack of formal certifications among many members. However, maintaining comprehensive and accurate training records is essential for tracking progress and ensuring compliance with standards.
 - The implementation of the First Due records management system (RMS) in the near future is expected to address this issue by providing a robust platform for managing and tracking training records.
- 5. **Utilization of Vector Solutions:**
 - While Vector Solutions is available, it is currently underutilized. Increasing its use with support from the County Fire Administration team can significantly enhance the department's training efforts by making full use of the platform's resources.

Recommendations

1. **Accelerate Basic Firefighter Training:**
 - Expedite the training and certification process for all recruits to ensure they meet the necessary standards for interior firefighting.
2. **Enhance Leadership and Emergency Management Training:**
 - Prioritize training programs focused on leadership and emergency management to develop the department's ability to handle complex emergencies.
3. **Increase Wildland Firefighting Training Participation:**
 - Encourage and facilitate participation in wildland firefighting and wildland-urban interface training programs. Ensure that all members, especially those frequently responding to such incidents, receive adequate training.
4. **Implement a Comprehensive Training Records System:**
 - Fully implement the First Due RMS as soon as it becomes available to manage and track all training activities and certifications. This system will ensure that training records are up-to-date and easily accessible.
5. **Maximize the Use of Vector Solutions:**
 - Promote the use of Vector Solutions among all department members. Provide additional support and guidance to ensure members are aware of and utilizing the platform to its full potential.

In conclusion, while the Beaverlodge Fire Department has several strong training initiatives, there are critical areas needing improvement. By addressing these gaps and enhancing the existing programs, the department can ensure that all members are well-trained, certified, and prepared to handle the diverse range of emergencies they may encounter



3. Operations and Performance

Response Times of the Beaverlodge Fire Department

Current Data and Challenges

The Beaverlodge Fire Department currently lacks an accurate and readily available process for obtaining detailed data on response times for various types of incidents, such as fires and medical emergencies. This limitation is due to the constraints of the existing record management systems in use.

General Observations

1. Daytime Response Delays:

- Similar to many small communities, Beaverlodge experiences delays in daytime responses because of the limited availability of members in town. Volunteer responders often have other commitments during the day, leading to slower mobilization.

2. Impact of Day Staff:

- The presence of one day staff member has significantly improved response times during daytime hours. This dedicated staff member ensures a quicker initial response, which is critical for managing emergencies effectively.

3. Response Requirements:

- For any incident with higher priority than a minor medical emergency, such as fires or motor vehicle collisions, a minimum of three members is required on a fire engine to perform the basic safety steps in the early stages of the incident. This requirement is crucial for ensuring both the safety of the responders and the effectiveness of the initial response efforts.

Benchmarks and Targets

Although specific data on response times is not currently available, comparing the department's general performance to established benchmarks or targets is helpful. National and regional standards typically recommend the following:

• Fire Incidents:

- A response time of 6 minutes or less from the time of call to arrival on the scene is considered optimal for urban areas.
- In rural or less densely populated areas, a response time of up to 14 minutes may be acceptable due to longer travel distances.

• Medical Emergencies:

- For critical medical emergencies, a response time of 8 minutes or less is the target to maximize the chances of positive outcomes.
- For non-critical medical calls, longer response times may be more acceptable, but timely arrival remains important.



Recommendations

To improve the accuracy and availability of response time data, as well as to enhance overall response efficiency, the following steps are recommended:

1. **Implement an Advanced Record Management System (RMS):**
 - Adopt and fully utilize an advanced RMS, such as the First Due system, which will soon be available regionally. This system will help track response times accurately and provide valuable data for analysis and improvement.
2. **Increase Daytime Staffing Levels:**
 - Continue to explore ways to increase the availability of daytime staff, whether through additional hires, incentives for volunteers, or partnerships with local businesses to release employees for emergency response.
3. **Conduct Regular Training and Drills:**
 - Ensure that all members are regularly trained and participate in drills that simulate various types of emergencies. This practice will help improve mobilization and response efficiency.
4. **Community Awareness and Recruitment:**
 - Raise awareness within the community about the need for more daytime responders. Encourage local residents to join the department as volunteers, particularly those who have flexible schedules or are available during the day.
5. **Monitor and Evaluate Performance:**
 - Once the RMS is in place, regularly monitor response times and evaluate performance against established benchmarks. Use this data to identify areas for improvement and implement targeted strategies to enhance response efficiency.

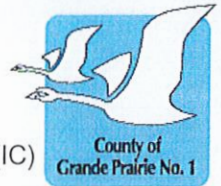
In conclusion, while the Beaverlodge Fire Department currently lacks detailed data on response times, there are clear steps that can be taken to improve tracking and performance. By addressing these challenges and leveraging new tools and strategies, the department can ensure timely and effective responses to all types of emergencies.

Incident Management of the Beaverlodge Fire Department

Overview of Procedures

The Beaverlodge Fire Department follows a structured process for managing incidents, from dispatch to resolution. This involves several critical steps to ensure the safety and effectiveness of emergency response operations:

1. **Dispatch:**
 - When an emergency call is received, the dispatch center alerts the Beaverlodge Fire Department. Depending on the nature and priority of the incident, appropriate resources are mobilized.
2. **Response:**
 - Responders are dispatched to the scene. For high-priority calls, multiple departments are often mobilized to provide additional support and resources.
3. **On-Scene Operations:**



- Upon arrival, the first responder assumes the role of Incident Commander (IC) until relieved by a more senior officer or chief. The IC is responsible for assessing the situation, establishing command, and coordinating the response efforts.
 - Key roles such as Safety Officer and Senior Advisor are assigned to ensure operational safety and provide strategic guidance.
- 4. Incident Resolution:**
- The response team works to stabilize and resolve the incident. This involves fire suppression, medical assistance, and any other necessary emergency response actions.
 - Once the incident is under control, the IC oversees the demobilization of resources and conducts a debriefing to review the incident and identify any lessons learned.

Assessment of Effectiveness

- 1. Training and Experience:**
 - The department has limited members with extensive training and experience in operating emergency scenes, which impacts the effectiveness of incident management. The roles of Incident Commander, Safety Officer, and Senior Advisor are critical, and the current limitations in trained personnel put the department at a disadvantage.
- 2. Regional Support Model:**
 - The regional model, which involves multiple departments being dispatched to high-priority calls, significantly enhances the department's capabilities. This model ensures that at least one chief officer is available to support the incident, providing essential leadership and expertise.
- 3. Coordination and Command:**
 - Effective coordination and command are crucial for managing complex incidents. The support from regional departments helps bridge the gap in local resources, ensuring that there is adequate command and control during high-stakes emergencies.

Recommendations

- 1. Enhanced Training Programs:**
 - Invest in comprehensive training programs to develop the skills of current members in key roles such as Incident Commander, Safety Officer, and Senior Advisor. This should include participation in regional training initiatives and certification programs.
- 2. Leverage Regional Resources:**
 - Continue to leverage the regional support model to supplement local capabilities. Strengthen partnerships with neighboring departments to ensure seamless coordination and mutual aid during high-priority incidents.
- 3. Standardize Procedures:**
 - Standardize incident management procedures across the department to ensure consistency and effectiveness. Implement best practices from regional partners and national standards to enhance incident command protocols.
- 4. Increase Participation in Regional Training:**



- Encourage and facilitate greater participation in regional training opportunities. This will not only improve individual skills but also enhance the overall coordination and interoperability between departments.
- 5. **Implement Regular Drills and Exercises:**
 - Conduct regular drills and exercises to simulate various emergency scenarios. These exercises will help identify gaps in training and procedures, providing opportunities for continuous improvement.
- 6. **Develop a Mentorship Program:**
 - Establish a mentorship program where experienced members can guide and train less experienced personnel. This will help build a pipeline of skilled responders capable of taking on leadership roles during incidents.

In conclusion, while the Beaverlodge Fire Department has established procedures for managing incidents, there are significant opportunities for improvement in training and resource allocation. By enhancing training programs, leveraging regional resources, and standardizing procedures, the department can improve its effectiveness in managing emergency scenes and ensuring the safety and well-being of the community

Equipment and Resources of the Beaverlodge Fire Department

Overview

The Beaverlodge Fire Department has made significant strides in enhancing its facilities and equipment. The new fire hall is a major addition to the community, poised to support the department's growth and operational needs for years to come. This state-of-the-art building provides opportunities for more in-depth training and can serve as a host site for regional training events. However, a few areas require attention to ensure optimal performance and safety.

Firefighting Personal Protective Equipment (PPE)

- **Condition and Availability:**
 - Firefighting PPE is in fair abundance and good condition. However, active members require a spare set of PPE to remain operational during cleaning and repairs. Having in-service spare gear is essential for continuous readiness.
 - Structural firefighting gear should undergo annual inspection and repairs, facilitated by a county program. This program ensures compliance with safety standards and ensures longevity of the gear.
- **Replacement Cycle:**
 - Firefighting PPE has a shelf life of 10 years. As new members join and become trained, it is crucial to ensure they have proper gear. Implementing a replacement cycle is necessary to maintain safety and compliance.

Self-Contained Breathing Apparatus (SCBA)

- **Condition and Maintenance:**



- The department's SCBAs are relatively new and in good condition. Partnering with the region for fit testing, flow testing, and minor repairs will keep the SCBAs compliant with annual testing requirements and in optimal working condition.

Firefighting Hose

- **Condition and Investment:**
 - During the review, it was noted that some hoses require investment over the next few years to ensure availability and compliance with NFPA standards. Proper hose availability is critical for efficient firefighting operations. Hose testing equipment is provided annually to ensure all hoses are testing and in good working order, and over the past couple years a large number of them have been failing testing.

Vehicle Extrication Tools

- **Condition and Maintenance:**
 - The vehicle extrication tools are new and in good order. Maintaining these tools through annual inspections and keeping detailed maintenance records by a certified technician is essential for operational readiness.

Vehicle Fleet

1. Engine 301:

- **Ownership and Replacement:**
 - County-owned, scheduled for replacement in 2026 based on the 15-year standard by the Underwriters Laboratories of Canada for insurance ratings.
- **Equipment Deficiencies:**
 - The truck was found to be extremely deficient in equipment and hose, with missing items including 44mm attack hose, gas-powered saws (chain and rotary), NY Hook, multiple fittings, 38mm Bale shut-off for nozzle, gas monitors (only one on the truck), and the RIC bag.
- **Standardization Issues:**
 - The truck did not meet the county's standards for rural engines, including pre-designated hose lengths and connections, nozzles, and appliances. A solution for the hose trays was identified but not implemented until spring 2024.
- **Additional Equipment:**
 - An additional portable pump and suction lines were added, which is unnecessary with the presence of a tender and should be removed.

2. Engine 312:

- **Dual Functionality:**
 - Serves as both a suppression fire engine and a rescue truck, making it a valuable asset due to its multifunctionality.
- **Condition:**
 - Despite being in great condition, it is nearing its 15-year mark, having been purchased in 2013. This Engine will either need to be recertified or replaced in 2028.

3. Squad 311:



- **Utility and Condition:**
 - A 2015 Tahoe donated by the County of Grande Prairie, serves as a rapid response vehicle for medical calls and manpower shuttling. It should not be used to haul the utility trailer, which is too heavy for the SUV.
- **Longevity:**
 - The Tahoe will continue to serve its purpose for many years.
- 4. **Brush 311:**
 - **Designation and Condition:**
 - A 2005 brush truck, formerly Rescue 311, is not bound by the 15-year service life standard due to its designation. With proper care and maintenance, it can continue to serve the community effectively.
- 5. **Utility 311:**
 - **Wildfire Response Trailer:**
 - Houses an older Honda ATV in great working order and a large supply of wildland fire support equipment. Despite its value, the trailer is underutilized due to the lack of a suitable towing unit.

Recommendations

1. **Fire Hall Enhancements:**
 - Address the need for a hose drying system to ensure proper maintenance of equipment.
2. **PPE Management:**
 - Ensure all active members have access to spare set of PPE. Utilize the county's program for annual gear inspections and establish a replacement cycle for gear.
3. **SCBA Maintenance:**
 - Continue partnering with the region for SCBA testing and repairs to maintain compliance and operational readiness.
4. **Hose Investment:**
 - Plan for future investments in firefighting hoses to meet NFPA standards and ensure availability.
5. **Vehicle and Equipment Standardization:**
 - Implement the county's standardization for rural engines on Engine 301 and address equipment deficiencies. Regularly review and update the equipment inventory to ensure compliance and readiness.
6. **Fleet Utilization:**
 - Avoid using Squad 311 to tow heavy trailers and consider acquiring a suitable vehicle for towing the wildfire response trailer to maximize its utility.

In conclusion, while the Beaverlodge Fire Department is well-equipped with modern facilities and some high-quality equipment, there are several areas that require attention to ensure the department's continued effectiveness and safety. By addressing these needs, the department can enhance its operational readiness and better serve the community



Public Education Efforts of the Beaverlodge Fire Department

Overview

The Beaverlodge Fire Department is recognized for its proactive and community-oriented approach to public education on fire safety and prevention. The department's members are highly active and involved in various community initiatives, making public education one of their more manageable and successful tasks.

Community Engagement

- **Events and Outreach:**
 - The department regularly schedules events and receives support from the Fire Association, enabling them to maintain a strong presence in the community. This includes educational visits to schools, senior homes, and open houses.
 - Fire Prevention Week is a key event, during which the department intensifies its efforts to educate the public on fire safety.
- **Seasonal Programs:**
 - In the spring, the department focuses on wildfire awareness, conducting educational sessions around the community and in schools to promote understanding and preparedness.

Recommendations for Improvement

1. **Collaboration with Regional Fire Prevention Division:**
 - Team up with the regional fire prevention division to enhance the department's efforts. This partnership can help expand the reach and effectiveness of public education initiatives.
 - Specifically, becoming more involved in the FireSmart program can drive wildfire awareness and prevention efforts, aligning with broader regional strategies.
2. **FireSmart Program Involvement:**
 - The FireSmart program offers valuable resources and strategies for mitigating wildfire risks. By participating more actively in this program, the department can provide the community with comprehensive education on wildfire safety and risk reduction.

Partnership with the Beaverlodge Firefighters Association

- **Funding and Support:**
 - The Beaverlodge Firefighters Association is a crucial partner for the department, significantly contributing to the funding of various projects. This partnership has the ability to alleviate the financial burden on taxpayers, with donations for firefighting equipment amounting to hundreds of thousands of dollars.
 - The association's support has enabled the department to acquire essential equipment and resources, enhancing overall service delivery and safety.
 - Any future contributions to the Beaverlodge Fire department should be in alignment with the approved capital plan or approval from the CAO.



Conclusion

The Beaverlodge Fire Department's efforts in public education are commendable, with strong community engagement and effective outreach programs. By leveraging partnerships and regional resources, the department can further enhance its public education initiatives, particularly in wildfire awareness and prevention. The support from the Beaverlodge Firefighters Association continues to be a vital asset.

Fire Prevention: The Need for a Robust Pre-Planning and Inspection Program

Introduction

A comprehensive pre-planning and inspection program is essential for the Beaverlodge Fire Department to effectively prepare for emergencies and safeguard community assets. Such a program not only enhances the department's operational readiness but also significantly improves the safety and resilience of the community.

Importance of Pre-Planning

1. Operational Preparedness:

- Pre-planning involves identifying and assessing potential risks within the community. This includes detailed knowledge of building layouts, fire protection systems, hazardous materials, and access routes. By having this information readily available, firefighters can respond more efficiently and effectively during emergencies.

2. Resource Allocation:

- Pre-planning allows the department to allocate resources strategically. Knowing the specifics of high-risk areas helps in ensuring that adequate personnel and equipment are available to manage incidents promptly.

3. Enhanced Safety:

- Detailed pre-plans contribute to the safety of both firefighters and residents. Understanding building structures and potential hazards enables responders to make informed decisions, reducing the risk of injury and property damage.

4. Improved Response Times:

- With pre-planned strategies, response times can be significantly reduced. Firefighters can immediately implement predefined action plans upon arrival, rather than spending critical minutes assessing the situation.

Importance of Inspection Programs

1. Fire Code Compliance:

- Regular inspections ensure that buildings comply with fire codes and safety regulations. This helps in identifying and rectifying potential fire hazards before they lead to emergencies.

2. Public Safety:



- Inspections play a crucial role in maintaining the safety of public spaces. By enforcing fire safety standards, the risk of fires in commercial, residential, and public buildings is minimized, protecting lives and property.
- 3. **Education and Awareness:**
 - Inspections provide opportunities to educate property owners and occupants about fire safety practices. This fosters a culture of safety and encourages proactive measures to prevent fires.
- 4. **Community Resilience:**
 - An effective inspection program enhances community resilience by ensuring that buildings and infrastructure are equipped to handle emergencies. This reduces the overall impact of fires and other incidents on the community.

Implementing a Robust Program

1. **Integration with Regional Resources:**
 - Collaborate with regional fire prevention divisions to standardize pre-planning and inspection procedures. Leveraging regional expertise and resources can enhance the effectiveness of the program.
2. **Technology Utilization:**
 - Implement advanced record management systems (RMS) to streamline pre-planning and inspection activities. Digital tools can facilitate efficient data collection, storage, and retrieval, making information readily accessible during emergencies.
3. **Training and Development:**
 - Provide ongoing training for firefighters in pre-planning and inspection techniques. Ensure that all members are equipped with the knowledge and skills needed to conduct thorough assessments and develop effective response plans.
4. **Community Involvement:**
 - Engage the community in fire prevention efforts. Conduct workshops and seminars to raise awareness about the importance of fire safety and the role of pre-planning and inspections.
5. **Regular Updates and Reviews:**
 - Continuously update pre-plans and inspection records to reflect changes in building structures, occupancy, and potential hazards. Regular reviews ensure that the information remains accurate and relevant.

Conclusion

A robust pre-planning and inspection program is vital for the Beaverlodge Fire Department to prepare for emergencies effectively and protect community assets. By enhancing operational preparedness, ensuring fire code compliance, and fostering community resilience, the department can significantly improve its response capabilities and contribute to a safer, more secure community.

Nichole Young

Subject: FW: Invitation to Council

From: Reanna Stockman <rstockman@beaverlodge.ca>

Sent: Tuesday, May 20, 2025 1:33 PM

To: Nichole Young <nyoung@beaverlodge.ca>

Subject: Invitation to Council

Hi Nichole,

I would like to **invite Beaverlodge Town Council to attend our Seniors Bingo event in celebration of Seniors Week.** The event will take place on **Wednesday, June 4th, from 1:30 p.m. to 3:30 p.m.**

If a member of Council is available to bring greetings during the event, it would be greatly appreciated.

Please let me know by **May 30, 2025**, how many councillors will be attending and whether any greetings will be brought, so we can include this in our schedule.

Thank you so much!

Reanna Stockman

Program Coordinator
Family & Community Support Services (FCSS)
Town of Beaverlodge
Box 506 Beaverlodge, AB T0H 0C0
Phone: (780) 354-4057 Fax: (780) 354-2207
Email: rstockman@beaverlodge.ca Web: beaverlodge.ca



As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nations & 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.

Stay Informed! Follow us on...



Note: This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.



SENIOR'S WEEK BINGO

Join us as we celebrate our amazing seniors with an unforgettable afternoon of laughter, friendly competition, and BIG wins! Grab your friends, bring your lucky charms, and mark your calendars—it's Bingo time! Don't miss out on the fun and camaraderie!

PRIZES | FUN | SNACKS



Wednesday, June 4
1:30pm - 3:30pm



NuVista Energy Centre
1024 - 4th Avenue

Pre-Registration is required by May 26, 2025

Call or email 780-354-4057 or rstockman@beaverlodge.ca

or

Scan to register



Dear Sponsor,

We are **very excited** to announce the start of a new beginning for the Beaverlodge Elementary School playground.

Beaverlodge Soccer Kits has been working with the Town of Beaverlodge since 2017 to find a suitable, permanent home for our club. For the past two years we have been able to create this home at the playground of the Beaverlodge Elementary School. Last year we were the beneficiaries of a club house, graciously donated to us by our counterparts in Grande Prairie, Swan City FC with whom we have merged since 2022. With the help of Beaverlodge Fire Department, Home Hardware, Ace Hardware, Anna's Pizza, IGA, Town of Beaverlodge and a group of youth volunteers this club house was cleaned up and brought to it's permanent home in the Recreation center parking lot. It was advised by the Town of Beaverlodge CAO that this would be the ideal location for this facility due to security reasons at other reasons in town.

The school playground offers us ample space to host all our players, with room to expand to host more players and tournaments in the future. We were ready to start leveling the play ground last year during summer break, it was however found that a cable runs under the soccer fields of the playground. The "cut and fill" approach that we had planned for no longer was an option.

Quitting, however, is a word we do not agree with. We have been working hard to get around this challenge and we have found it.

The Town of Beaverlodge had set aside a fund of \$25 000 previously to build a proper facility that is large enough to accommodate all our players in one location with future expansion in mind.

With an incredible donation from DRay Construction we are able to go to work this summer as soon as school is out for the summer. DRay Construction is donating all the clay to fill and level the low spots in the playground between the school building and parking lot of the Rec center (west side of the playground). This donation is worth just over \$16 000.

We need your help to fit all the pieces of the puzzle together.

Trucking for 64 loads of clay: \$85/load (We are fundraising for this currently, \$1000
donated by Stringam LLP, \$1000 donated by

Beaverlodge Elks and others are currently being contacted)

Top soil cost: \$15.300 (Funds previously set aside by Town of Beaverlodge)

Contractor cost for leveling dirt: \$ 8000 (Funds previously set aside by Town of Beaverlodge)

Sod for 5500 sq ft: \$2500 (Current fundraising)

Fertilizer: \$400 (Current fundraising)

Your assistance is very much appreciated by Beaverlodge Soccer Kits and the Beaverlodge Elementary School.

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 GPCSD - following up for update April 15, 2024. January 2025 Draft JUPA returned to CAO for review. Jeff and Tina met with on April 10, 2025. A new agreement is being drafted.	In progress	
3	Beaverlodge High School	24-Mar-25	CAO/Admin	Work with High School to address the garbage in the arena parking lot.	Done	
4	Peace Library System Agreement	14-Apr-25	CAO/Admin	Get a legal opinion on this agreement and bring back to Council. Waiting on a reply from lawyers.	In progress	
5	Community Garden Request	12-May-25	CAO/Admin	Look at the request and bring potential solutions back to Council.	In progress	
6	Beaverlodge Agriculture Society	12-May-25	CAO/Admin	Work with the President of the Beaverlodge Agriculture Society to create a Letter of Support to be signed by Mayor Rycroft.	In progress	

Current: Monday, May 26, 2025

Monthly Report to Council

Date: May 2025

From: Nick Kebalo

Department: PW/H&S

Project/Event	Highlights/Concerns
Health and Safety committee	The health and safety committee is preparing for its May meeting we will be reviewing element #2 in the health and safety manual and walking through the public works shop.
Street sweeping	Completed, will be sweeping if required for specific events in town over the summer.
Campground	Up and running, all fire pits have been dug in, and campground is open.
Old fire hall	Exterior has been painted, interior has been finished. New plumbing and lighting will be installed this week.
Main street trees	All of the coffin box grates have been removed, cleaned and new mulch added.
Fencing work	Fencing work in town has been started, will be complete in the next week.
Concrete work	Curb and gutter on 11 th has started, all concrete work should be completed by Aug 15 th 2025.

Monthly Report to Council

Date: 26 May 2025

From: Tracy Deets

Department: Library

Project/Event	Highlights/Concerns
Programming / Events	<p>Children's programming, including crafts and Lego days, have continued through the Spring. Summer to-go craft bags have been assembled and ready to be distributed at the end of June.</p> <p>Beading night continues through to the end of May (last night will be May 28th). Will bring it back in the Fall.</p> <p>Our annual Grab and Go book re-homing event was held on the front lawn the last week of April. Lots of visitors, lots of books taken, and a good amount of donation money gathered. These funds go back into children's programming, or community events such as the Puppy Parade.</p> <p>Planning has already begun for some of our bigger Fall & Winter events. We are taking some time away from doing concerts, and are looking forward to different adult events.</p>
Administrative	<p>I'm just finishing up the second part of my funding application to the Alberta government.</p> <p>Have been working with the IT team from Peace Library System in the implementation of switching our phones to Teams phones.</p> <p>As a member of the PLS Tech Advisory Council, I've had several Teams-based meetings dealing with the switchover to a web-based catalogue and circulation system.</p>
Other	<p>April was extremely busy with exam proctoring. During the last week we were fully booked, supervising final exams for distance students mornings and afternoons every day.</p>

Monthly Report to Council

From: Reanna Stockman

Date: May 20, 2025

Department: FCSS

Project/Event	Highlights/Concerns
Clients	<ul style="list-style-type: none"> From April 23- May 16, FCSS has served 137 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"> May 7 – C.A.R.E. Planning May 12 – FASD Community Presentations May 20 – Youth Community of Practice May 20 – Medical Home Supports Grant Funding C.O.P. Meeting May 21 – FCSS Advisory Meeting
Programs	<ul style="list-style-type: none"> May 8 – Youth Self-Defense Class May 8 – Presentation to AMISK re: Lodge Link & Transportation Services May 20 – LODGE LINK Begins May 23 – Babysitting May 27 – C.A.R.E. Creating Awareness, Reducing Exposure May 29 – Teen Skill May 30 – Teen Chill June 4 – Senior's Bingo June 6 – Home Alone
Staffing	<ul style="list-style-type: none"> 3 casual Bus drivers 2 part-time Home Support Workers 1- Parent & Tot Facilitator
Training & Development	<ul style="list-style-type: none"> May 7 – Men's Shed Webinar May 14 -15 FCSS Spring Regional Conference – Grande Cache May 23 – HOPE Hub Training

Other	<ul style="list-style-type: none">○ Currently 145 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 21 Home Support Clients○ From April 23 – May 20 \$1525 was handed out in gift cards and 68 individuals served.○ Partnership with CRAVEE to deliver meals outside of Beaverlodge free of charge.○ BRHS rents the bus every Tuesday/Thursday to transport their work-experience students to placements.○ June 16 & 17 – Community Bus goes in to get decals – No Monday GP run or Tuesday Lodge Link service.
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Monthly Report to Council

Date: May 2025

From: Tanya Harvey

Department: Recreation

Project/Event	Highlights/Concerns
NuVista Energy Centre	<p>Aquatics:</p> <ul style="list-style-type: none"> The Beaverlodge Barracudas annual swim meet is May 31st. The Wembley Parks & Recreation department has booked swim lessons for this summer. They organize registration and bus their local children to our facility to participate in this program. <p>Fitness Center & Fitness Programs:</p> <ul style="list-style-type: none"> Seniors Introduction to Fitness is a new program offered every other Thursday afternoon. It is now seeing up to 6 participants. Our 2nd Triathlon is scheduled for September 13th this year.
Community Kitchen & Gym	<ul style="list-style-type: none"> Pickleball rents the gymnasium twice weekly.
Community Center/Multipurpose Room	<ul style="list-style-type: none"> Pickleball is running Tuesday-Friday 9:30am-12:30pm and will continue throughout the summer season this year. The upgrades to the PA system have been ordered.
Arena	<ul style="list-style-type: none"> The Arena closed for the season at the end of March. Satin Slippers and the B.R.H.S. Grad Committee have the space rented for their events in May.