



AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
 MONDAY DECEMBER 8, 2025, AT 6:00 PM, COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE
 Microsoft Teams Meeting ID: 286 161 331 808 03 Passcode: rW92qN3C

1.0	<u>CALL TO ORDER:</u> Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023, via Council resolution #145-2023-05-23.	
2.0	<u>LAND ACKNOWLEDGEMENT:</u>	PP 2
3.0	<u>ADOPTION OF AGENDA:</u>	
4.0	<u>ADOPTION OF MINUTES:</u> 4.1 November 24, 2025 - Regular Council Meeting Minutes	PP 3-5
5.0	<u>DELEGATIONS:</u>	
6.0	<u>OLD BUSINESS:</u> 6.1 Growing the North 2026	PP 6,7
7.0	<u>NEW BUSINESS:</u> 7.1 Fee Waiver Request – Girls Hockey Dec 12, 2025 7.2 Interim Budget – 2026 7.3 AD2405 Community Bus Policy – Annual Review 7.4 Staff Appreciation Christmas Lunch – Dec. 18, 2025 7.5 Monthly Newsletter Council Article Schedule 7.6 Town Office Christmas Hours	PP 8-11 PP 12,13 PP 14-20 PP 21
8.0	<u>CORRESPONDENCE:</u> 8.1 Community Policing Report – S/Sgt Matthew Short	PP 22-28
9.0	<u>COMMITTEE AND STAFF REPORTS:</u> 9.1 Action List 9.2 Council & Staff Reports	PP 29 PP 30, 31
10.0	<u>CLOSED SESSION:</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

MONDAY NOVEMBER 24, 2025 @ 6:00 PM

COUNCIL CHAMBERS #400 – 10 ST. BEAVERLODGE, ALBERTA

COUNCIL	Mayor Gary Rycroft	Deputy Mayor Judy Kokotilo-Bekkerus
	Councillor Trevor Bartsch - absent	Councillor Hugh Graw
	Councillor Richard Lappenbush	Councillor Tyke Longmore
	Councillor Jen Wolan	
STAFF	Jeff Johnston, CAO	Tina Letendre, Deputy CAO
		Nichole Young, Legislative Serv. - absent

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:**

#297-2025-11-24 Councillor Tyke Longmore

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

- New Business 7.2 GPRTA Support Request

4.0 **ADOPTION OF MINUTES:**

4.1 November 10, 2025 – Regular Council Meeting Minutes

#298-2025-11-24 Deputy Mayor Judy Kokotilo-Bekkerus

CARRIED: That Council adopts the Minutes of the November 10, 2025 Council meeting as presented.

5.0 **DELEGATIONS:**

5.1 RCMP – Sgt. Matthew Short

#299-2025-11-14 Mayor Gary Rycroft

CARRIED: That Council accepts this presentation for information.



5.2 STARS – Glenda Farnden

#300-2025-11-24 Councillor Hugh Graw

CARRIED: That Council accepts this presentation for information.

#301-2025-11-24 Deputy Mayor Judy Kokotilo-Bekkerus

CARRIED: That Council directs Administration that the STARS sponsorship request of 4 years at \$5500 per year be moved to Budget.

6.0 OLD BUSINESS:

7.0 NEW BUSINESS:

7.1 ACP Grant – Red Tape Reduction Study for Development Applications in Small Alberta Municipalities

#302-2025-11-24 Councillor Hugh Graw

CARRIED: That Council recommends that we go into partnership with Wembley for the ACP Grant.

7.2 GPRTA Support Request

#303-2025-11-24 Councillor Tyke Longmore

CARRIED: That Council provide a letter of support for the Grande Prairie Regional Tourism Associations application to the Northern and Regional Economic Development Program to advance regional business and sporting event attraction initiatives.

8.0 CORRESPONDENCE:

8.1 Bylaw Officer Report – October 2025

#304-2025-11-24 Councillor Jen Wolan

CARRIED: That Council accepts this report for information.

9.0 COMMITTEE & STAFF REPORTS:

9.1 Action List

#305-2025-11-24 Councillor Tyke Longmore

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



9.2 Staff Reports

#306-2025-11-24 Deputy Mayor Judy Kokotilo-Bekkerus

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

10.0 **CLOSED SESSION:**

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

7:02 PM

Mayor Gary Rycroft

Jeff Johnston, CAO



Growing the North – Feb 17-19, 2026

PRE-EVENT NETWORKING MIXER

Tue, Feb 17, 2026

Delegates for the 17th Annual Growing the North Conference are welcome to join us for a Pre-Event Networking Mixer hosted by the Grande Prairie & District Chamber of Commerce on Tuesday, February 17, 2026 from 5:00 to 7:00 PM in the TARA Centre at Evergreen Park in the County of Grande Prairie. Admission is included in your conference registration. You will also be able to register for the conference and pick up your badge to avoid lineups!

Join us for an evening of networking, appetizers, refreshments including a cash bar and door prizes. For directions to the venue, please visit www.evergreenpark.ca.

DAY ONE (* subject to change) TBA

Wed, Feb 18, 2026

8:00 AM: Registration Open

8:30 AM: Welcome

9:00 AM: PLENARY KEYNOTE: Leonard Brody – Futurist

10:00 AM: Networking Break

10:30 AM: PLENARY SPEAKER: Chris Sankey – Indigenous Reconciliation

11:30 AM: Lunch

11:45 AM: FOUNDER SPOTLIGHT: CIA Solutions – Water Worlds Movie

12:30 PM: PLENARY SPEAKER: Mark Parsons – Chief Economist, ATB

1:30 PM: BREAKOUT SESSIONS:

- To be confirmed

2:30 PM: Networking Break

3:00 PM: PLENARY KEYNOTE: Doug Stephens – The Future of Competitive Advantage

4:00 PM: Close of Day One

DAY TWO (* subject to change) TBA

Thu, Feb 19, 2026

8:00 AM: Registration Open

8:30 AM: Welcome

9:00 AM: PLENARY KEYNOTE: Anne Belliveau – Cirque du Soleil

10:00 AM: Networking Break

10:30 AM: PLENARY SPEAKER: * To be confirmed

11:30 AM: Lunch

11:45 AM: FOUNDER SPOTLIGHT: * To be confirmed

12:30 PM: PLENARY SPEAKER: * To be confirmed

1:30 PM: BREAKOUT SESSIONS:

- To be confirmed

2:30 PM: Networking Break

3:00 PM: PLENARY KEYNOTE: Mike Downie – Telling Canada's Story

4:00 PM: Close of Conference

LOCAL MARKET

STAY TUNED FOR AN EXCITING NEW ADDITION TO OUR CONFERENCE!

Schedule subject to change. For more information, email info@gpchamber.com.

The conference takes place at Evergreen Park in the County of Grande Prairie.

Early Bird registration \$501.79 (\$449.00 + \$22.45 GST + \$30.34 fee)

Early Bird Ends Dec 31, 2025



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

Facility and Fee Waiver Application

Organization: Beaverlodge Girls Hockey Association

Type of business: ☐ Government ☒ Non-Profit ☐ For-Profit ☐ Other

Charity / Non Profit Registration Number: 741193544
You must attach a copy of the 501(c)3, if Non-Profit

Address: PO Box 1063

City: Beaverlodge Province: AB Postal-Code: T0H0C0

Contact Name: Christy Martin Title: President

Phone: 780-512-6540 Phone 2: _____ Fax: _____

Email: president@beaverlodgegirlshockey.com

Type of Event: ☐ Fundraiser ☐ Community Event ☒ Private Event

Date(s) of event: December 12, 2025

Requested Facility/Location of Event: Community Center Hall

Requested Equipment: Hall Plus Kitchen

Requested Percentage of Fees to be Waived: ☐ 25% ☒ 50%

NOTE: The maximum amount of any eligible application for waiver or fee reduction is 50%.

Requested Amount of Fees to be Waived: \$250.00

Brief Description and Purpose of Event (attach an additional page if needed):

BGHA Christmas Dinner for all of our female hockey players. We are building our female programs. A gathering is granting them the confidence while providing a fun structured environment beyond hockey.

The primary purpose of the organization is: Female Hockey Program providing on and off ice sessions in a fun, structured environment.

Include the following information with your Application:

- Organization profile (documentation may be requested confirming non-profit status);
- Membership information including the number of members residing in and around the Town of Beaverlodge;
- Funding profile and non-profit status (submission of documentation confirming non-profit status);
- An explanation of the purpose or nature of the event or activity and the perceived benefit of the event or activity to the local community;
- A budget for the event including:
 - Funding sources available and accessed by the organization; and, proposed expenses.
 - Additional sources of revenue including grant sources.
- Previous year's financial statement:
 - An Audited Financial Statement, a Balance Sheet, or an Income and Expense report are all examples of acceptable financial information from applicants. Only one type of statement is required to be submitted with an application.
- Incomplete applications will not be accepted.
- Applications to waive or reduce fees and charges must be made at least four (4) weeks prior to the event

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of facilities and/or equipment. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and/or equipment and paying a security deposit and booking fee. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and policies will be followed during and after the event.

Signature: *S. Martin* Date: November 26/2025

FOR OFFICE USE ONLY

Received By: _____ Date: _____

Permit #: _____ Total Amount of Permit: _____

Amount of Fees Waived: _____

Administration Approval: ☐ 0% ☐ 25%

Council Approval: ☐ 0% ☐ 25% ☐ 50%

Date: _____

Notified by: _____ Date: _____

Permit Contract

Town of Beaverlodge Recreation
P.O. Box 30
1016 - 4th Ave
Beaverlodge, AB T0H 0C0
Phone: (780) 354-2203
FAX: (780) 354-2203
Email: recreation@beaverlodge.ca

Permit #4790, Approved

Nov 27, 2025 2:14 PM



Company: Beaverlodge Girls Hockey Association
Box 1063
Beaverlodge, AB T0H 0C0

Customer Type: Other Organizations

Prepared By: Olivia Horne

Agent: Christy Martin
Email: christylmm45@gmail.com

Home: (780) 512-6540

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$476.19	\$23.81	\$0	\$500.00	\$250.00	\$0	\$0	\$0	\$750.00

RESERVATIONS

Event	Resource	Center	Notes
Girls Christmas Dinner #4790 Type: Community Centre Special Events Attend/Qty: 100	CC Whole	Beaverlodge/West County Pool 1016 4th Ave Beaverlodge, AB T0H 0C0 (780) 354-2201	--
Days Requested	Event Begins	Duration	Event Ends
Day	Date		Date
Friday	Dec 12, 2025	9:00 AM	10:00 PM
Summary	Notes		
Total Number of Dates: 1 Total Time: 13 hours	DAMAGE DEPOSIT WILL BE REFUNDED AFTER CLEANUP OF THE COMMUNITY CENTRE BY THE RENTER AS FOLLOWS: PUTTING ALL TABLES AND CHAIRS AWAY, SWEEPING AND SPOT MOPPING OF THE FLOOR, PROPER CLEANUP OF THE KITCHEN, BAR & WASHROOMS, ALL GARBAGE TAKEN OUTSIDE TO THE GARBAGE BIN, AND REMOVAL OF THE RECYCLE IF DESIRED. PLEASE CONFIRM HOW TO REFUND THE DAMAGE DEPOSIT (CHEQUE OR BY CREDIT TO ACCOUNT IN THE COMPUTER)		

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
CC Full Day	Girls Christmas Dinner #4790 CC Whole	\$500.00	1.00	GST (I): \$23.81	\$500.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
CC Damage Deposit	Girls Christmas Dinner #4790 CC Whole	\$250.00	\$0.00	\$0	\$0	\$250.00

Payment Schedule for Original Balance of \$750.00

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Dec 5, 2025	\$750.00	\$0.00	\$0.00	\$750.00
			Current Balance	\$750.00

▼ CUSTOM QUESTIONS

Question	Answer
What is the purpose of your function?	Christmas Dinner
Do you require use of the PA System?	No
Do you require the projector?	No
How will you be providing Facility User Group Insurance.	Will provide own insurance
Will your event be serving or selling alcohol?	No. I will not be serving or selling alcohol.
Do you require use of the stage?	No
Would you like to purchase the set-up?	No
Would you like to purchase the set-up?	No
Do you need tables or chairs?	Yes
Do you require wireless internet access?	No
Do you require a telephone for telephone conference?	No
Do you wish to purchases janitorial services?	No

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Special Events: a. Special Events include, but are not limited to, private pool rentals, rentals of the multi-purpose rooms, community centre, arena, or sports fields. b. 50% of the total booking fee is payable at the time of booking, including the refundable damage. c. Cancellation notice for Special Events must be at least seven (7) days prior to the event. Some events may require notice of more than seven (7) days and that notice period will be indicated on contracts. d. In case of a no-show, the booking fee will not be refunded.

Date: December 8, 2025

From: Tina Letendre

Department: Administration

Reference: Interim Budget – 2026

The fiscal year of all municipalities in Alberta is the calendar year i.e. starts January 1st and ends December 31st. Generally, the Town's annual budget is not passed until spring, since important information such as assessment numbers are not received prior to January 1st.

Municipalities need to adopt an operating budget to continue day to day operations; therefore, under section 242 (2) "A council may adopt an interim operating budget for part of a calendar year".

Staff is recommending passing an Interim Operating Budget based on 50% of the 2025 Approved Operating Budget as detailed in Appendix I. The 2026 Operating Budget is expected to be approved by Council early in 2026.

Motion: That Council approve the 2026 Interim Operating budget based on 50% of the Approved 2025 Operating Budget as detailed in Appendix I.

Appendix I – 2026 Interim Operating Budget

EXPENSES	2025 Approved Operating Budget	2026 Interim Operating Budget
COUNCIL	\$ 169,525.00	\$ 84,762.50
ADMINISTRATION	\$ 1,362,556.79	\$ 681,278.40
MOUNTVIEW HEALTH COMPLEX	\$ 30,680.00	\$ 15,340.00
RCMP POLICING	\$ 124,844.00	\$ 62,422.00
REQUISITIONS	\$ 950,479.28	\$ 475,239.64
PLANNING & ECONOMIC DEVELOPMENT	\$ 45,830.25	\$ 22,915.13
EMERGENCY MANAGEMENT	\$ 17,100.00	\$ 8,550.00
FIRE SERVICES	\$ 434,306.19	\$ 217,153.10
OLD FIRE HALL	\$ 11,816.00	\$ 5,908.00
ENFORCEMENT SERVICES	\$ 50,695.00	\$ 25,347.50
PUBLIC WORKS ADMINISTRATION	\$ 569,069.74	\$ 284,534.87
ROADS/STREETS & LIGHTING	\$ 473,950.00	\$ 236,975.00
GROUNDS & OPEN SPACES	\$ 230,946.53	\$ 115,473.27
WATER SUPPLY & DISTRIBUTION	\$ 893,544.31	\$ 446,772.16
SEWER SERVICE & TREATMENT	\$ 270,504.88	\$ 135,252.44
GARBAGE & RECYCLING	\$ 250,750.00	\$ 125,375.00
FCSS	\$ 203,115.93	\$ 101,557.97
LIBRARY	\$ 267,437.00	\$ 133,718.50
RECREATION FACILITIES DEBENTURE	\$ 292,216.38	\$ 146,108.19
CAMPGROUND	\$ 39,251.00	\$ 19,625.50
ARENA	\$ 419,130.21	\$ 209,565.11
RECREATION CENTRE	\$ 1,187,738.56	\$ 593,869.28
FITNESS CENTRE	\$ 15,000.00	\$ 7,500.00
COMMUNITY CENTRE & MPR	\$ 36,566.00	\$ 18,283.00
TOTAL OPERATING EXPENSES	\$ 8,347,053.05	\$ 4,173,526.53

Community Bus Policy

Policy Number: AD2405

Council Resolution #:151-2024-07-15

Policy Review: Yes, Annual

Next Review Date: 2025-09-30

Policy Owner (Dept.): Administration

Adopted by Council: YES

References: n/a

Replaces: 07-1-2 Usage of town of Beaverlodge
Owned Handi-Bus

1.0 POLICY STATEMENT:

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

2.0 PURPOSE:

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

3.0 DEFINITIONS:

Council: means the Municipal Council of the Town of Beaverlodge

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

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

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

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

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

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

4.0 ROLES & RESPONSIBILITIES:

A. Council shall:

I. Approve Policy

B. Chief Administrative Officer shall:

- I. Approve Procedures
- II. Ensure the policy and procedures are known and adhered to
- III. Administer the policy
- IV. Approve exceptions to the policy at their discretion or refer to Council

C. Program Coordinator shall:

- I. Administer the Community Bus Program

D. Town of Beaverlodge Public Works Department shall:

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

5.0 POLICY DETAILS:

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

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

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

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

6.0 PROCEDURES / RISK MITIGATION:

- A. Community Bus bookings will take place through the Program Coordinator whose office is located at the Town Office. Booking form must be signed and submitted with a detailed route description and the deposit at least 48 hours in advance of travel.
- B. The drivers will be responsible for keeping the Community Bus clean, both inside and out upon completion of the journey.
- C. The driver is responsible for the safe operation of the vehicle and the safety of the passengers. The driver will ensure that the Community Bus is driven and operated in a safe, responsible, and courteous manner at all times.
- D. The driver will not leave the Community Bus unattended at any time while the vehicle is idling.
- E. The Town of Beaverlodge is not responsible for covering food or lodging costs for passengers and/or the driver, should the bus become involved in an incident, collision, emergency or breakdown. These costs will be incurred by the organization/agency/business using the bus.
- F. The maximum number of occupants, including the driver is twenty (20) persons.
- G. All passengers must remain seated while the vehicle is in motion and are only permitted to stand when the bus is parked and stationary. All passengers are required to wear seat belts on the bus.
- H. Absolutely NO alcohol, illegal and/or recreational drugs, smoking, cannabis, vaping, food consumption, or unruly behavior is permitted on the Community Bus.
- I. The driver will be legally, civilly, and financially responsible for all violations, prosecutions, charges, court appearances and processes, fines and legal and/or civil costs. The Town of Beaverlodge will not be responsible for these costs. All motor vehicle collisions, accidents, incidents, violations, prosecutions, charges, and fines must be reported to the Town of Beaverlodge IMMEDIATELY, and required information will be found in the Emergency Response Information Kit located on the Community Bus.
- J. The Community Bus is not equipped to support the usage of child safety restraints and though equipped with seatbelts, they are not anchored, therefore, the transportation of infants and children requiring child seats is not allowed.
- K. The Community Bus can provide for one (1) wheelchair and has an electric lift installed for bus access. Wheelchair must be in good, safe working order.
- L. Passengers must be physically capable of getting themselves on and off the bus safely without assistance. Where assistance is required, the passenger must have someone ride with them.
- M. The Community Bus is not equipped to carry ambulatory equipment that cannot be locked in and secured (motorized scooters, etc.).
- N. All responsibility and liability for all occupants and passengers of any age is entirely the responsibility of the organization, business, parents/guardians of each individual passenger of the Community Bus. The Town of Beaverlodge assumes no responsibility or liability.
- O. The driver is responsible to immediately report any Community Bus defects that may/or may not require repair and to note them on the Inspection sheet and notify the Program Coordinator.
- P. If the Community Bus breaks down or is in an accident, the driver is required to contact the Program Coordinator so the Town of Beaverlodge can make arrangements for towing and other mechanical support. An incident report shall be completed and submitted immediately.
- Q. The driver shall ensure that all windows and doors are locked when there are no passengers including the driver on the bus

Schedule "A"

Town of Beaverlodge

Schedule of Mileage Rates / Current Fees for Community Bus

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

Non-Profit Organization:

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

All Other Organizations:

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

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

- A. User fees for the Community Bus will be invoiced by the Program Coordinator. Invoicing will be determined by the kilometers noted on the Pre-Mid-Post Trip Inspection Report and fee for usage guidelines.
- B. Failure to pay the invoice will result in the user group not being able to access the Community Bus until payment is received.
- C. The number of kilometers determined for invoicing will be at the discretion of the Town of Beaverlodge based upon the information provided by the driver. If there is a discrepancy regarding the number of kilometers, the Town of Beaverlodge will have the final approval for invoicing purposes.
- D. Travel limit is a 300-kilometer radius from Beaverlodge.
- E. A refundable damage deposit of \$500 may be charged at the discretion of the Program Coordinator or the Chief Administrative Officer.
- F. Changes or Cancellation must be communicated to the Program Coordinator or Chief Administrative Officer at least 24 hours prior to the event or there may be a 2-hour minimum charged to the booking group. CAO has discretion to waive or amend this charge.
- G. Driver's time is calculated from pick up of bus, prior to pre-trip inspection, until drop off of the bus, after post trip inspection, refueling and cleaning is complete. The additional hour of time is added to your booking.

Regularly Scheduled Trips to Grande Prairie:

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

Schedule B

Town of Beaverlodge

Bus Driver / Town Guidelines and Requirements

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

The Bus driver shall:

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

The Town shall:

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

THIS AGREEMENT made in duplicate this ____ day of _____(month), 20____.

BETWEEN:

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

AND:

Name of Driver _____
(hereinafter called the "Driver")

PO Box _____

Beaverlodge, AB T0H 0C0

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

NOW THEREFORE THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

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

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

I agree to the above terms and conditions.

(Print Name)

(Signature)

(Date)

(Town of Beaverlodge Representative)

(Date)

Staff Appreciation
Christmas Luncheon

December 18, 2025

11:30am - 1:30pm

At the Community Centre





November 14, 2025

Gary Rycroft
Mayor
Beaverlodge, AB

Dear Mr. Rycroft,

Please find attached the quarterly Community Policing Report covering the period from July 1st to September 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Beaverlodge Detachment.

In the past few months, Alberta RCMP has observed significant changes to our senior management team that I want to highlight in this quarter's update. In addition to our new Commanding Officer, Deputy Commissioner Trevor Daroux, we are pleased to welcome a new Criminal Operations Officer, Assistant Commissioner Wayne Nichols. Since entering his new role, the Commanding Officer and other members of the senior management team have been taking time to meet with community and elected officials throughout the province. The team is also looking forward to meeting with representatives from several communities during the upcoming meetings at Alberta Municipalities and Rural Municipalities of Alberta convention this November.

Deputy Commissioner Daroux is focused on prioritizing meeting opportunities between the senior management team and all communities that we serve. These meetings serve as an opportunity to further strengthen our relationship and allow us the chance to listen to the needs and concerns of our communities. If you are interested in meeting with our senior management team, please do not hesitate to reach out so that we can coordinate a time that is convenient for you.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any other questions or concerns.

Best regards,

S/Sgt Matthew Short
Chief of Police
Beaverlodge Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Beaverlodge

Detachment Commander

S/Sgt Matthew Short

Report Date

November 14, 2025

Fiscal Year

2025-26

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Enhance Road Safety**Updates and Comments:**

The second quarter saw a drop in Violations and warnings issued when compared with the first quarter. Clearer targets and expectations have been provided to Beaverlodge Members to help focus attention on this issue. The first quarter had 115 violations and warning issued, Q2 saw 60 violations and warnings issued. The initial target for contacts for the year is still expected to be met.

Priority #2: Crime Reduction**Updates and Comments:**

The second quarter saw 35 curfew checks being conducted which is decrease from Q1 where 173 were recorded. This issue has been noted and Q3 should reflect a better effort in this area.

Priority #3: Be Clear, Accountable and Transparent**Updates and Comments:**

The objective for this priority is 5 documented Community engagement activities each month. Documentation for this objective is incomplete. Beaverlodge detachment members have been improving in this area and clearer documentation will ensure that this can be reported to stakeholders more effectively in the 3rd quarter.





Community Consultations

Consultation #1

Date

July 1, 2025

Meeting Type

Community Connection

Topics Discussed

Canada Day

Notes/Comments:

Members participated in the Canada Day Parade in Beaverlodge.

Consultation #2

Date

August 21, 2025

Meeting Type

Meeting with Elected Officials

Topics Discussed

Quarterly Community Report

Notes/Comments:

Sgt. Lee presented the Quarterly Community Report for the Beaverlodge Detachment to the Council for the County of Grande Prairie.

Consultation #3

Date

September 5, 2025

Meeting Type

Choose an item.

Topics Discussed

Click or tap here to enter text.

Notes/Comments:

Cst. Kuster along with Detachment Public Service staff and Safety Bear participated in the Harvest Day Parade in Beaverlodge.





Consultation #4

Date

September 18, 2025

Meeting Type

Community Connection

Topics Discussed

Victim Services and Beaverlodge Det.

Notes/Comments:

Beaverlodge Member attended with Victim Services for a Service Provider open house being held at the Beaverlodge Community Centre.

Consultation #5

Date

September 26, 2025

Meeting Type

Community Connection

Topics Discussed

Terry Fox Run

Notes/Comments:

Member attended the Terry Fox Run with students from the Elmworth School.





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	12	10	2	0
Detachment Support	4	4	0	0

Notes:

1. Data extracted on September 29, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 12 established positions, ten officers are currently working. There are two officers on Medical leave. There are two positions with two officers assigned to each position. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is no hard vacancy at this time.





Beaverlodge Provincial Detachment Crime Statistics (Actual) July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		1	0	0	1	1	0%	0%	0.1
Sexual Assaults		4	5	5	2	0	-100%	-100%	-1.1
Other Sexual Offences		2	2	2	0	1	-50%	N/A	-0.4
Assault		37	43	23	38	30	-19%	-21%	-1.9
Kidnapping/Hostage/Abduction		0	0	0	1	1	N/A	0%	0.3
Extortion		1	1	0	1	0	-100%	-100%	-0.2
Criminal Harassment		5	5	5	10	5	0%	-50%	0.5
Uttering Threats		16	16	20	12	13	-19%	8%	-1.0
TOTAL PERSONS		67	72	55	65	51	-24%	-22%	-3.9
Break & Enter		15	30	14	5	17	13%	240%	-2.1
Theft of Motor Vehicle		36	62	15	20	16	-56%	-20%	-8.2
Theft Over \$5,000		10	12	8	7	6	-40%	-14%	-1.3
Theft Under \$5,000		64	59	30	36	44	-31%	22%	-6.3
Possn Stn Goods		25	37	20	7	4	-84%	-43%	-7.2
Fraud		16	26	16	21	5	-69%	-76%	-2.7
Arson		4	9	1	2	1	-75%	-50%	-1.3
Mischief - Damage To Property		42	49	20	21	40	-5%	90%	-3.2
Mischief - Other		20	26	11	10	25	25%	150%	-0.6
TOTAL PROPERTY		232	310	135	129	158	-32%	22%	-32.9
Offensive Weapons		4	2	5	3	5	25%	67%	0.3
Disturbing the peace		17	19	9	14	12	-29%	-14%	-1.5
Fail to Comply & Breaches		16	14	13	6	9	-44%	50%	-2.2
OTHER CRIMINAL CODE		10	19	13	15	12	20%	-20%	0.0
TOTAL OTHER CRIMINAL CODE		47	54	40	38	38	-19%	0%	-3.4
TOTAL CRIMINAL CODE		346	436	230	232	247	-29%	6%	-40.2



Beaverlodge Provincial Detachment

Crime Statistics (Actual)

July - September: 2021 - 2025

All categories contain "Attempted" and/or "Completed"

October 7, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	3	4	0	2	0%	N/A	-0.3
Drug Enforcement - Trafficking		7	4	1	3	0	-100%	-100%	-1.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		9	7	5	3	2	-78%	-33%	-1.8
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	2	3	0	0	-100%	N/A	-0.4
TOTAL FEDERAL		10	9	8	3	2	-80%	-33%	-2.2
Liquor Act		5	6	4	0	1	-80%	N/A	-1.4
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		19	27	12	31	26	37%	-16%	1.8
Other Provincial Stats		42	44	41	43	29	-31%	-33%	-2.7
Total Provincial Stats		66	78	57	74	56	-15%	-24%	-2.4
Municipal By-laws Traffic		0	1	0	2	2	N/A	0%	0.5
Municipal By-laws		3	5	2	13	16	433%	23%	3.4
Total Municipal		3	6	2	15	18	500%	20%	3.9
Fatals		2	2	1	1	0	-100%	-100%	-0.5
Injury MVC		7	9	9	8	4	-43%	-50%	-0.7
Property Damage MVC (Reportable)		47	53	43	43	26	-45%	-40%	-5.2
Property Damage MVC (Non Reportable)		10	8	4	15	7	-30%	-53%	0.1
TOTAL MVC		66	72	57	67	37	-44%	-45%	-6.3
Roadside Suspension - Alcohol (Prov)		4	3	10	3	0	-100%	-100%	-0.8
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
Total Provincial Traffic		320	337	301	295	220	-31%	-25%	-24.2
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		44	52	32	12	14	-68%	17%	-10.0
Common Police Activities									
False Alarms		18	14	16	19	18	0%	-5%	0.5
False/Abandoned 911 Call and 911 Act		20	23	37	37	68	240%	84%	11.0
Suspicious Person/Vehicle/Property		80	120	65	56	68	-15%	21%	-8.8
Persons Reported Missing		6	8	4	7	5	-17%	-29%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		23	26	32	22	25	9%	14%	0.0
Form 10 (MHA) (Reported)		2	3	0	0	1	-50%	N/A	-0.5

Item Number	Subject	Requested On	People Responsible	Item Notes	Status	Target Date of Completion
1	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 reviewed.	In progress	
2	Developer Tax Incentive	14-Oct-25	CAO/Admin	Process to provide tax exemption on unsold lots as well as any spec housing on them until sold or occupied. Bring back to Council for consideration.	In progress	26-Jan-26
3						
4						
5						

Current: December 8, 2025

Monthly Report to Council

Date: December 2025

From: Jenna Littman

Department: Recreation

Project/Event	Highlights/Concerns
NuVista Energy Centre	<p>Aquatics:</p> <ul style="list-style-type: none"> January/February Swim lessons will be released to the public on December 18, 2025. The annual aquatics shutdown was a success. We replaced the pool boiler system. All 3 public changerooms had a makeover. This included fresh paint, grout throughout, new plumbing fixtures and new countertops. The new water fountain and bottle refill station were installed - thank you to the Beaverlodge Barracudas. We continue to provide school lessons to the local towns. In the past couple of months, we have had Hythe Regional School, Clairmont Community School, Whispering Ridge Community School, and a couple of local homeschool groups through our facility. Providing school lessons to neighbouring communities is something we strongly believe in, as many of these children wouldn't have the opportunity to participate in swim lessons if it weren't for the school bringing them.
Community Kitchen & Gym	<ul style="list-style-type: none"> Pickleball rents the gymnasium twice weekly. Volleyball practices are underway at St. Mary's gym.
Community Center/Multipurpose Room	<ul style="list-style-type: none"> Pickleball is running Tuesday-Friday, 9:30 am-12:30 pm, and will continue throughout the summer season this year.
Arena	<ul style="list-style-type: none"> Hockey is in full swing. The arena is hosting many practices, some early mornings and lots of after-school practices. Games are underway, and tournaments have already taken place. We have new 2026 Town of Beaverlodge skating lessons that have opened for registration. A new arena attendant has started in December.
Community Programs	<ul style="list-style-type: none"> Christmas Craze is going to be the highlight of the month. We are hosting the market in the community center. CSW Day Camps have been a hit. These camps are for kids who don't have school on Fridays. They have been busy doing crafts, playing games and enjoying the swimming pool.

Monthly Report to Council

Date: 23 Nov 2025

From: Tracy Deets

Department: Library

Project/Event	Highlights/Concerns
Programming / Events	<p>Early Fall saw us doing a few craft and Lego days after school hours.</p> <p>Sat. Nov 1 was our 3rd annual Pub Trivia Night. There was a little concern about it being the same night as the 7th game of the World Series, and wondering whether teams would show up. Solved the problem by getting a 1-month subscription to SportsNet and streaming the game on the big screen during the trivia event. It turned out very well.</p> <p>Our Artisan Fair will take place on Sat. Nov 29 from 10am-3pm. Eighteen vendors this year, including a few new ones.</p> <p>The notice has gone out for letters to Santa to be collected at the library again. Kids will receive a handwritten personal reply from Santa.</p>
Administrative	<p>Attended the Fall regular Library Manager's Council meeting.</p> <p>Attended two virtual meeting for PLS Tech Advisory Council.</p> <p>Attended County of GP Library Board meeting (once per year they invite libraries not administered by them)</p>
Other	<p>Inventory was conducted in September. Usually done every 3 years. With weeding out old material and adding new, our number of items to lend remains at just under 25,000.</p> <p>Switched our phone system from Telus to Microsoft Teams phones. The process began in August and still has a few glitches, but we're starting to see the bumps flatten out.</p> <p>The switch in phone systems necessitated the installation of a different alarm system, so that was also installed in late August.</p> <p>All staff attended the Stronger Together Conference in Edmonton the first week of October. This conference include 2 other northern Alberta library systems, plus government and academic libraries.</p>