



TOWN OF BEAVERLODGE SPECIAL COUNCIL MEETING AGENDA
TO BE HELD DECEMBER 15, 2025 AT 6:00 PM
IN COUNCIL CHAMBERS, 400 10 ST, BEAVERLODGE

Microsoft Teams Meeting ID: 232 008 173 142 41 Passcode: QW7Hz7cv

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>DELEGATIONS:</u>	
5.0	<u>OLD BUSINESS:</u>	
6.0	<u>NEW BUSINESS:</u> 6.1 Establish Committees of Council	PP 3-10
9.0	<u>CLOSED SESSION:</u>	
10.0	<u>ADJOURNMENT:</u>	



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land.

We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.

Town of Beaverlodge

Committee and Organization Appointments

NOTE: Mayor and CAO are ex-officio members
to every committee of the Town

Council as a Whole

Chair: Mayor Gary Rycroft

Members: Councillor Trevor Bartsch, Councillor Hugh Graw, Councillor Richard Lappenbush,
Councillor Tyke Longmore, Councillor Judy Kokotilo-Bekkerus, Councillor Jennifer Wolan
The Deputy Mayor position as appointed by Council

COMMITTEES OF COUNCIL	MEMBERS	DESCRIPTION	MEETINGS
Town of Beaverlodge Library Board	Trustee: Jen Wolan	Local Library	5 times per year
Community Economic Development	<i>Chair:</i> _____ <i>Council:</i> _____ BL Chamber: 3 Members at Large Staff: CAO	Advisory: CED Opportunities & Sustainable Retention, Growth & Dev. including Town Assets, Tourism, Marketing/Promotion	Quarterly
Community Enhancement & Welcoming	<i>Chair:</i> _____ Council: Judy Kokotilo-Bekkerus, _____ Staff: CAO 4 Members at Large	Beautification – Build A Dream, Welcoming/ Enriching Community Working Group	Monthly/Quarterly as per sub-committee need
HR Committee	Chair: Gary Rycroft Council: Hugh Graw, Judy Kokotilo-Bekkerus Staff: CAO	Town Human Resources	As needed
Mount View Health Complex Committee	Chair: Gary Rycroft Council: Judy Kokotilo-Bekkerus, _____ County Council: <i>Brian Grant & Brian Lieverse</i> Grande Spirit Foundation: GM Steve Madden Staff: CAO	Advisory, Planning, Fundraising	As needed
Protective Services Committee	Chair: Hugh Graw <i>Council:</i> _____ Fire Chief, RCMP Member <i>Staff: Peace Officer, CAO</i> 2 Members at Large: To Be Decided	Fire, Rescue, Bylaw, Enforcement, Emergency Preparedness	As needed
Subdivision & Development Board	Chair: Judy Kokotilo-Bekkerus Council: All of Council, except SD&D Appeal Board Member Staff: Tina Letendre	Subdivision and Development	As needed

Town of Beaverlodge Economic Development Committee

Committee Terms of Reference

Type of Committee	Standing Committee
Purpose	To advocate for and seek out opportunities that have the potential to stimulate economic growth within the Town of Beaverlodge.
Establishment	Council formally establishes the Economic Development Committee (EDC) upon approval of the Committee Terms of Reference.
Authority	The EDC has an advisory role providing information/ recommendations to Council
Composition	Members shall be appointed by Council and include: Two (2) Town of Beaverlodge Council Representatives, one of whom will be appointed Chair by Council. Three (3) Members-At-Large, One (1) Member of the Beaverlodge & District Chamber of Commerce (BDCC) The Town of Beaverlodge Chief Administrative Officer (or designate)
Term	The term for all members at large is three (3) years.
Time Commitment	It is expected that Committee members volunteer approximately ten (10) hours including the formal meetings.
Attendance	Any Committee member not in attendance for three (3) consecutive meetings or three (3) meetings in a twelve (12) month period may have their appointment rescinded by Council.
Voting	There are six (6) voting members including the two (2) Town of Beaverlodge Council Representatives and three (3) Members-At-Large and one (1) Member of the Beaverlodge & District Chamber of Commerce
Quorum	Quorum will be established by 50% +1 of eligible voting committee members
Duties	<ul style="list-style-type: none"> • Promoting of the Town to potential businesses/investors • Identifying potential partnerships to stimulate economic growth in the Town and surrounding area • Identifying initiatives to market and create awareness of the Town and its services/amenities for business and tourism attraction • Promoting Tourism • Identifying incentives for existing business expansion and/or retention • Collaborating with the Town Community Enhancement Committee on initiatives that have synergies • Collaborating with Regional municipalities, and associations including the Beaverlodge & District Chamber of Commerce and Grande Prairie Regional Tourism Association • Recommending potential Committee members to Council • Reporting to Council quarterly on EDC meetings, initiatives and their progress • Making recommendations to Council for changes to Town of Beaverlodge Policies and/or By-Laws

Policies	Committee members are to review/understand all policies and/or bylaws that govern EDC activities.
Budgetary Allowances	The Committee shall prepare an I budget prior to February 28 to be included in the annual budget planning process and Council's consideration. The budget shall reflect the costs associated with planned economic development initiatives for the budget year. .
Meeting Frequency	Meetings are to be held a minimum of quarterly. The Committee can agree to a more frequent meeting schedule or additional meetings may be called as determined by the Chair.

Approved By Council: #088-2022-03-28

Town of Beaverlodge Community Enhancement Committee

Committee Terms of Reference

Type of Committee	Standing Committee
Purpose	
Establishment	Council formally establishes the Community Enhancement Committee (CEC) upon approval of the Committee Terms of Reference.
Authority	The CEC has an advisory role providing information/ recommendations to Council
Composition	Members shall be appointed by Council and include: Three (3) Town of Beaverlodge Council Representatives, one of whom will be appointed Chair by Council. Four (4) Members-At-Large, The Town of Beaverlodge Chief Administrative Officer (or designate)
Term	The term for all members at large is three (3) years.
Time Commitment	It is expected that Committee members volunteer approximately twenty (20) hours in addition to the formal meetings in support of CEC initiatives
Attendance	Any Committee member not in attendance for three (3) consecutive meetings or three (3) meetings in a twelve (12) month period may have their appointment rescinded by Council.
Voting	There are seven (7) voting members including the three (3) Town of Beaverlodge Council Representatives and four (4) Members-At-Large
Quorum	Quorum will be established by 50% +1 of eligible voting committee members
Sub-Committees	The CEC may establish sub committees to facilitate more effort on areas of focus including Recreation, Beautification, Events etc. Each sub-committee shall be chaired by a member of council have a minimum of two (2) members of the public. Sub -committees shall report and make recommendations to the CEC
Duties	<ul style="list-style-type: none"> • Collaborating with the Committee of the Whole Town Economic Development Committee, Service Clubs and Volunteer Organizations on initiatives that have synergies • Collaborating with Regional municipalities and associations • Recommending potential Committee members to Council • Reporting to Council quarterly on CEC meetings, initiatives, and their progress • Making recommendations to Council for changes to Town of Beaverlodge Policies and/or By-Laws
Policies	Committee members are to review/understand all policies and/or bylaws that govern CEC activities.
Budgetary Allowances	The Committee shall prepare a budget prior to February 28 to be included in the annual budget planning process and Council's consideration. The budget shall reflect the costs associated with planned community enhancement initiatives for the budget year.

Meeting Frequency

Meetings are to be held a minimum of quarterly. The Committee can agree to a more frequent meeting schedule or additional meetings may be called as determined by the Chair.

Approved By Council: April 25, 2022 #119-2022-04-25, amended Voting section 2023-06-29

Committee Terms of Reference

Type of Committee	Standing Committee
Purpose	Work with P3 Capital Partners Inc. to identify and recommend to council the process to attract capital and negotiation with partners in a joint venture agreement for the West County Health Complex.
Establishment	Members are appointed/approved by Council
Composition	The Mountview Health Complex Committee shall consist of the Mayor and two (2) Beaverlodge Municipal Council Representatives and the CAO of the Town of Beaverlodge. (2) representatives from the County of Grande Prairie, and the General Manager from the Grande Spirit Foundation.
Authority	Committee will have an advisory role to Council.
Duties	<p>Meetings with P3 Capital Partners on the requirements for the Mountview Health Complex</p> <p>Review and approve communications related to the project.</p> <p>Review Request for Partnership (RFP) that will go out for public tender to look for the best partners to execute the project</p> <p>Evaluation and interviews of proponents based on the proposals</p> <p>Negotiate terms with potential short list partners</p> <p>Execution and commissioning of the project</p>
Policies	Committee is to be aware of conflict of interest and procurement guidelines
Timelines and Procedures	Meetings will be convened on an as needed basis with P3 Capital Partners and will report back to council.

Committee Terms of Reference

Type of Committee	Standing Committee
Purpose	Identify and recommend to council the Town of Beaverlodge Policing, Fire and Bylaw enforcement priorities.
Establishment	Members are appointed/approved by Council
Composition	The Protective Services Committee shall consist of Two (2) Beaverlodge Municipal Council Representatives, Town of Beaverlodge Fire Chief, One (1) member of the RCMP and the Town of Beaverlodge Peace Officer.
Authority	Committee will have an advisory role to Council.
Duties	<p>The Protective Services Committee is responsible for the following:</p> <ol style="list-style-type: none"> 1. Recommending by-laws and policies concerning protective services for Council approval; 2. To make recommendations for programs and policies for fire prevention safety and inspection; 3. To make recommendations regarding the Town of Beaverlodge Fire Service's resource needs including equipment, technology, personnel, etc; 4. To liaise with Provincial and Federal Emergency Measures Officials; 5. To make recommendations for amendments to the Towns' Emergency Plan; 6. To make recommendations for policies and programs relating to education, prevention; investigation and enforcement for fire, peace officers and police; 7. To ensure compliance with Federal and Provincial Statutes and Municipal Bylaws; 8. To make recommendations regarding the Town of Beaverlodge Peace Officer Service's resource needs including equipment, technology, personnel, etc; 9. To ensure the implementation and promotion of a Community Policing philosophy; 10. To establish policing/peace officer service priorities within a strategic plan and in collaboration with administration;

	11. Recommend for approval to Council the annual operating/capital protective services budget at the annual meeting normally scheduled in November.
Policies	Committee is to be aware of and review existing policies and/or by-laws that are responsible for bylaw enforcement, fire services and emergency preparedness.
Timelines and Procedures	Meetings will be convened on an as needed basis but no less than quarterly.

Approved by Council