

AGENDA FOR THE TOWN OF BEAVERLODGE COUNCIL MEETING
MONDAY APRIL 13, 2026 AT 6:00 PM, COUNCIL CHAMBERS #400-10 STREET BEAVERLODGE
Microsoft Teams Meeting ID: 241 764 625 041 64 Passcode: BH2YW7Dv

1.0	<u>CALL TO ORDER:</u> <i>Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023, via Council resolution #145-2023-05-23.</i>	
2.0	<u>LAND ACKNOWLEDGEMENT:</u>	PP 2
3.0	<u>ADOPTION OF AGENDA:</u>	
4.0	<u>ADOPTION OF MINUTES:</u> 4.1 March 23, 2026 - Regular Council Meeting Minutes	PP 3-5
5.0	<u>DELEGATIONS:</u>	
6.0	<u>OLD BUSINESS:</u>	
7.0	<u>NEW BUSINESS:</u> 7.1 Bylaw # 1039 - Tax Incentive Bylaw 7.2 Workplace Harassment Policy HS 002-1 7.3 Workplace Violence Prevention Policy 003-1 7.4 Rezoning – Land Use Bylaw 7.5 Grande Prairie Catholic School Division Joint Use Partnership Agreement 7.6 2026 Road Rehabilitation Tender 7.7 County Peace Officer Time Request 7.8 Volunteer Appreciation Dinner Invitation 7.9 Grande Prairie Regional Tourism Association Municipal Breakfast Invitation 7.10 Budget 2026 – Special Council Meeting 7.11 Spring Clean Up	PP 6-16 PP 17,18 PP 19,20 PP 21-23 PP 24-48 PP 49,50 n/a PP 51 PP 52 PP 53 n/a
8.0	<u>CORRESPONDENCE:</u> 8.1 County Bylaw Services Report – March 2026	PP 53-58
9.0	<u>COMMITTEE AND STAFF REPORTS:</u> 9.1 Action List 9.2 Council Reports	PP 59
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 MARCH 23, 2026 @ 6:00 PM

COUNCIL CHAMBERS #400 – 10 ST. BEAVERLODGE, ALBERTA

COUNCIL	Mayor Gary Rycroft Councillor Trevor Bartsch Councillor Jen Wolan Councillor Richard Lappenbush	Deputy Mayor Judy Kokotilo-Bekkerus Councillor Hugh Graw Councillor Tyke Longmore
STAFF	Jeff Johnston, CAO - absent	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:**

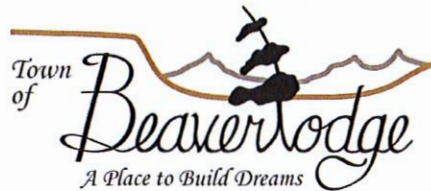
#066-2026-03-23 Deputy Mayor Judy Kokotilo-Bekkerus
CARRIED: That Council adopts the agenda as presented.

4.0 **ADOPTION OF MINUTES:**

4.1 March 9, 2026 – Regular Council Meeting Minutes
#067-2026-03-23 Councillor Hugh Graw
CARRIED: That Council adopts the Minutes of the March 9, 2026 Council meeting.

5.0 **DELEGATIONS:**

6.0 **OLD BUSINESS:**



7.0 NEW BUSINESS:

7.1 Fees & Charges Policy C-3-2 Review & Update

#068-2026-03-23 Councillor Trevor Barsch

CARRIED: That Council accepts and approves the updated Fees & Charges Policy C-3-2 as presented.

7.2 Date for 2026 Budget

#069-2026-03-23 Deputy Mayor Judy Kokotilo-Bekkerus

CARRIED: That Council accepts this for information.

7.3 Community Centre Update

#070-2026-0-3 Councillor Hugh Graw

CARRIED: That Council accepts this for information.

7.4 Policing Costs

#071-2026-03-23 Councillor Tyke Longmore

CARRIED: That Council directs Administration to write a letter to the County regarding their policing of the County portion of 3rd Street.

#072-2026-03-23 Councillor Richard Lappenbush

CARRIED: That Council directs Administration to entertain looking at a 4-way Stop on 3rd Street and 11th Avenue.

7.5 Redevelopment Tax Incentive Policy Suspension

#073-2026-03-23 Councillor Hugh Graw

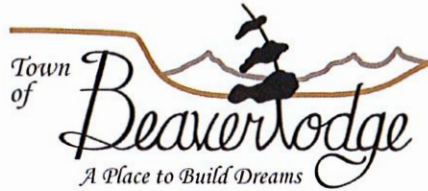
CARRIED: That Council directs that, effective immediately, no new applications shall be accepted, and no new tax incentives shall be approved, pursuant to the Redevelopment Tax Incentive Policy (Policy Number C2-1), but that, for greater certainty, incentives that have been previously approved pursuant to that Policy are not cancelled or revoked by this resolution.

7.6 Facility & Fee Waiver Request – Beaverlodge Girls Hockey Dance, April 24, 2026

#074-2026-03-23 Deputy Mayor Judy Kokotilo-Bekkerus

CARRIED: That Council approves the requested 50% fee reduction, in the amount of \$475, for the Beaverlodge Girls Hockey Association Spring Ice Melter Dance.

8.0 CORRESPONDENCE:



9.0 COMMITTEE & STAFF REPORTS:

9.1 Action List

#075-2026-03-23 Councillor Jen Wolan

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

9.2 Staff Reports

#076-2026-03-23 Councillor Tyke Longmore

CARRIED: That Council directs Administration to invite the Fire Chief and District Fire Chief to come to an upcoming Council meeting.

#077-2026-03-23 Councillor Jen Wolan

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

10.0 CLOSED SESSION:

11.0 ADJOURNMENT: Mayor Gary Rycroft adjourned the meeting.

6:56 PM

Mayor Gary Rycroft

Jeff Johnston, CAO

TOWN OF BEAVERLODGE

BYLAW NO. 1039

PROVINCE OF ALBERTA

**A BYLAW OF THE TOWN OF BEAVERLODGE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH TAX INCENTIVES**

WHEREAS Section 364.2(1.1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended, permits Council to pass a bylaw to provide exemptions from taxation for residential properties (class 1) for the purpose of encouraging residential development and the provision of housing in that assessment class, for the general benefit of the municipality;

AND WHEREAS Section 364.2(2) of the *Municipal Government Act*, RSA 2000, c M-26, as amended, permits Council to pass a bylaw to provide exemptions from taxation for non-residential properties (class 2) for the purpose of encouraging the development or revitalization of such properties for the general benefit of the municipality;

AND WHEREAS the Council of the Town of Beaverlodge considers it desirable to establish the exemptions from taxation set out in this Bylaw for the purpose of encouraging residential development and the provision of housing, and encouraging the development or revitalization of non-residential properties, for the general benefit of the municipality;

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

PART 1 – INTERPRETATION AND APPLICATION

1 Short Title

1.1 This Bylaw may be referred to as the "Tax Incentive Bylaw".

2 Purpose

2.1 The purpose of this Bylaw is to allow tax incentives by establishing the following two, distinct exemptions from taxation under Part 10, Division 2 of the Act:

(a) a Development Exemption; and

(b) a Subdivision Exemption

as defined in, and subject to the provisions of, this Bylaw.

3 Definitions

3.1 In this Bylaw, unless the context otherwise requires:

(a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26, as amended from time to time;

- (b) "Administration" means the administrative and operational arm of the Town comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "Applicant" means a person who applies for an Exemption;
- (d) "Application Fee" means a non-refundable fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- (e) "Assessed Person" means an assessed person as that term is defined under Section 284(1) of the Act;
- (f) "CAO" means the chief administrative officer as appointed by Council, including the CAO's delegate;
- (g) "Complete Application" means an application submitted pursuant to this Bylaw that includes the Application Fee, the applicable application requirements, and application form, all as required by the CAO;
- (h) "Council" means the municipal council of the Town;
- (i) "Development Exemption" means an exemption from taxation for Residential Property or Non-Residential Property as provided for in Part 10, Division 2 of the Act, that is applicable to Qualifying Development Property pursuant to, and in accordance with, this Bylaw;
- (j) "Development Project" means, in respect of Residential Property or Non-Residential Property, construction of a new Structure that is permanent in nature:
 - (i) on a parcel of land that is vacant and undeveloped; or
 - (ii) on a parcel of land upon which all existing Structures are demolished for the purpose of facilitating, and in conjunction with, the construction of the new replacement Structure;

but, excludes:

 - (iii) construction of an expansion to an existing Structure;
 - (iv) renovation or improvement of an existing Structure; and
 - (v) demolition of a Structure if that demolition does not occur for the purpose of facilitating, and in conjunction with, construction of the new replacement Structure;
- (k) "Exemption" means a Development Exemption and/or Subdivision Exemption;
- (l) "Land Titles" means the Alberta Land Titles Office;
- (m) "Non-residential Property" means non-residential as defined by the Act in respect of property, excluding linear property;

- (n) "Qualifying Development Property" means new Residential Property or Non-Residential Property Structures constructed pursuant to a Development Project, which, for greater certainty, excludes the underlying land;
- (o) "Qualifying Subdivision Property" means a new parcel of land created by way of a Subdivision Project that is:
 - (i) Residential or Non-Residential Property following registration of the plan of subdivision for the Subdivision Project at Land Titles;
 - (ii) 4 acres in size or less;
 - (iii) vacant and undeveloped at the time that the plan of subdivision for the Subdivision Project is registered at Land Titles; and
 - (iv) suitable for future development;but, for greater certainty, excludes any Structures or other improvements upon the parcel of land;
- (p) "Residential Property" means residential as defined by the Act in respect of property;
- (q) "Structure" means a structure as that term is defined in s 284(1)(u) of the Act;
- (r) "Subdivision Exemption" means an exemption from taxation for Residential Property or Non-Residential Property as provided for in Part 10, Division 2 of the Act, that is applicable to Qualifying Subdivision Property pursuant to, and in accordance with this Bylaw;
- (s) "Subdivision Project" means subdivision of land that results in the creation of no less than four (4) new, separately titled parcels of land that are:
 - (i) Residential or Non-Residential Property following registration of the plan of subdivision for the Subdivision Project at Land Titles;
 - (ii) 4 acres in size or less;
 - (iii) vacant and undeveloped at the time that the plan of subdivision for the Subdivision Project is registered at Land Titles; and
 - (iv) suitable for future development;
- (t) "Tax Exemption Approval" means an approval issued under this Bylaw that sets out the terms and conditions of a Development Exemption or Subdivision Exemption, as applicable; and
- (u) "Town" means the Town of Beaverlodge in the Province of Alberta.

PART 2 – CRITERIA FOR AN EXEMPTION

4 Applicant Eligibility Criteria

4.1 In order to be eligible for an Exemption, the following criteria must be met:

- (a) the Applicant must be the Assessed Person for the property that is the subject of the application or an authorized agent for the Assessed Person;
- (b) the Assessed Person must not be in arrears or have outstanding amounts owing with regards to property tax, utilities, or other amounts payable to the Town;
- (c) the Assessed Person must not be in bankruptcy or receivership;
- (d) the Applicant and Assessed Person must not furnish false information within an application, or furnish false information or misrepresent any fact or circumstance to the Town;
- (e) the Applicant must submit a Complete Application in accordance with this Bylaw; and
- (f) the Applicant and Assessed Person must meet all requirements under this Bylaw and the Act.

5 Eligibility Criteria for a Subdivision Exemption

5.1 In order to qualify for a Subdivision Exemption, the property in question must be Qualifying Subdivision Property, and must meet the following additional criteria:

- (a) the Qualifying Subdivision Property must be located within the geographical boundaries of the Town;
- (b) all required subdivision approvals, and other applicable approvals, with respect to the Subdivision Project and Qualifying Subdivision Property must have been obtained, and compliance with such approvals must be maintained at all times;
- (c) the Subdivision Project and Qualifying Subdivision Property must not be in violation of any agreement entered into pursuant to Section 655 of the Act, any municipal bylaw, or the Safety Codes Act;
- (d) the Qualifying Subdivision Property must not be in arrears or have outstanding amounts owing with regards to property tax, utilities, or other amounts payable to the Town; and
- (e) the Qualifying Subdivision Property must not be going through foreclosure.

6 Eligibility Criteria for a Development Exemption

6.1 In order to qualify for a Development Exemption, the property in question must be a Qualifying Development Property, and must meet the following additional criteria:

- (a) the Qualifying Development Property must be located within the geographical boundaries of the Town;
- (b) all required development permits, and other applicable approvals, with respect to the Development Project and Qualifying Development Property must have been obtained, and compliance with such permits and approvals must be maintained at all times;
- (c) the Development Project and Qualifying Development Property must not be in violation of any agreement entered into pursuant to Section 650 of the Act, any municipal bylaw, or the Safety Codes Act;
- (d) the Qualifying Development Property, and any underlying land, must not be in arrears or have outstanding amounts owing with regards to property tax, utilities, or other amounts payable to the Town;
- (e) the Qualifying Development Property, and any underlying land, must not be going through foreclosure; and
- (f) The Development Project must cause the assessed value of the Qualifying Development Property to experience an incremental increase of at least \$50,000 between the taxation year immediately prior to the year in which construction of the Development Project, including demolition, if applicable, has commenced, and the first taxation year to which an Exemption provided pursuant to this Bylaw is to apply. For greater certainty, the change in the assessed value of the parcel of land upon which the subject Qualifying Development Property sits shall be excluded from this calculation.

PART 3 – APPLICATION

7 General Application Requirements and Process

- 7.1 To be considered for an Exemption, Applicants must submit a Complete Application to the Town.
- 7.2 Notwithstanding the Complete Application requirements set out in this Bylaw, the CAO may require any additional information that, in the discretion of the CAO, is necessary to complete the application.
- 7.3 The CAO will advise Applicants in writing if their application is accepted for consideration. Applications accepted for consideration shall become the property of the Town and may not be returned.
- 7.4 The CAO has the discretion to reject applications that are incomplete, illegible, or provided after an applicable deadline set out in this Bylaw, and the CAO will advise an Applicant in writing with reasons if their application is rejected.
- 7.5 Applicants whose applications are returned as incomplete or illegible may resubmit an application provided the application is resubmitted by the applicable deadlines set out in this Bylaw.

8 Additional Application Requirements – Subdivision Exemptions

- 8.1 The Application Fee for a Subdivision Exemption is \$500.00.
- 8.2 A Complete Application for a Subdivision Exemption must be received before the plan of subdivision for the Subdivision Project and Qualifying Subdivision Property is registered at Land Titles.
- 8.3 Complete Applications for Subdivision Exemptions must be received on or before October 1st of the year prior to the year in which the requested Subdivision Exemption is to commence, unless the CAO has specified otherwise, in writing.
- 8.4 Complete Applications for Subdivision Exemptions may be considered and approved in accordance with the requirements of this Bylaw before the plan of subdivision for the Subdivision Project and Qualifying Subdivision Property has been registered at Land Titles, however, the Subdivision Exemption will not apply until after that plan of subdivision has been registered at Land Titles.

9 Additional Application Requirements – Development Exemptions

- 9.1 The Application Fee for a Development Exemption is \$500.00.
- 9.2 A Complete Application for a Development Exemption must be received before construction of the Qualifying Development Property, including demolition, if applicable, has commenced.
- 9.3 Complete Applications for Development Exemptions must be received on or before October 1st of the of the year prior to the year in which the requested Development Exemption is to commence, unless the CAO has specified otherwise, in writing.
- 9.4 Complete Applications for Development Exemptions may be considered and approved in accordance with the requirements of this Bylaw before construction of the Qualifying Development Property is complete, however, the Development Exemption will not apply until after construction of the Qualifying Development Property is complete, and has been inspected and approved.

10 Consideration of Applications

- 10.1 Administration shall review the Complete Application to determine if it meets the criteria and requirements for an Exemption and provide a written report with recommendations to the CAO.
- 10.2 In conducting a review pursuant to Section 10.1, Administration and the CAO may:
 - (a) may rely upon financial documentation, other information, and estimates provided by the Applicant and Assessed Person; and
 - (b) consult with, obtain information from, and verify information with agents of the Town, other governments, government agencies, or persons;

to make an initial determination of whether or not the applicable eligibility criteria for an Exemption in this Bylaw are met. For greater certainty, and without limiting any other provision of this Bylaw, an initial determination made pursuant to this Section 10 shall not prevent the subsequent cancellation of an Exemption, in accordance with this Bylaw, in the event that it is determined, on the basis of future assessments or review of provided material, that the applicable eligibility criteria in this Bylaw, have not, in fact, been met.

10.3 The CAO shall review the Complete Application and Administration's report and may:

- (a) approve an Exemption and issue a Tax Exemption Approval; or
- (b) reject the application and advise the Applicant with written reasons for the rejection.

10.4 Administration and the CAO may, at any time, require the Applicant and Assessed Person to provide any documents deemed necessary to verify any information contained in an application or to confirm ongoing compliance with the eligibility criteria for an Exemption or conditions of a Tax Exemption Approval.

PART 4 – CALCULATION OF EXEMPTION

11 Calculation of Subdivision Exemption

11.1 In this Section 11:

- (a) **“Subdivision Base Year”** means the taxation year immediately prior to the year in which the plan of subdivision for Subdivision Project and Qualifying Subdivision Property has been registered at Land Titles; and
- (b) **“Pre-Subdivision Area”** means the land area of the original assessed parcel of land from which the Qualifying Subdivision Property in question was subdivided out pursuant to the Subdivision Project.

11.2 For each eligible taxation year identified in a Tax Exemption Approval for a Subdivision Exemption, the Qualifying Subdivision Property shall receive a Subdivision Exemption equal to the incremental increase in the annual property tax levied upon the Qualifying Subdivision Property attributable to the increase in the assessed value of the Qualifying Subdivision Property between the Subdivision Base Year and the eligible taxation year in question.

11.3 For the purpose of Section 11.2, the assessed value attributable to the Qualifying Subdivision Property in the Subdivision Base Year shall be apportioned based upon the land area of the Qualifying Subdivision Property relative to the Pre-Subdivision Area, as determined by the CAO in their discretion.

11.4 A Subdivision Exemption shall be 3 consecutive taxation years in duration.

11.5 The date upon which a Subdivision Exemption takes effect shall be established by the Tax Exemption Approval and, unless the CAO determines otherwise, shall be the first

taxation year following the year in which the plan of subdivision for the Subdivision Project and Qualifying Subdivision Property is registered at Land Titles.

11.6 Notwithstanding anything in this Bylaw, no Subdivision Exemption shall be permitted to apply in a taxation year that is more than five (5) years after the Tax Exemption Approval for the Subdivision Exemption is granted in accordance with this Bylaw.

11.7 No Subdivision Exemption may be granted in respect of:

- (a) any provincial requisitions; or
- (b) any penalties related to non-payment or late payment of tax.

11.8 For greater certainty, a Subdivision Exemption shall only apply in respect of property tax levied on Qualifying Subdivision Property, and not in respect of property tax levied on any Structures or other improvements upon the parcel of land that constitutes Qualifying Subdivision Property.

12 Calculation of Development Exemption

12.1 For each eligible taxation year identified in a Tax Exemption Approval for a Development Exemption, the Qualifying Development Property shall receive a Development Exemption equal to the incremental increase in the annual property tax levied upon the Qualifying Development Property attributable to the increase in the assessed value of the Qualifying Development Property between the taxation year immediately prior to the year in which construction of the Development Project, including demolition, if applicable, has commenced and the eligible taxation year in question.

12.2 A Development Exemption shall be 3 consecutive taxation years in duration.

12.3 The date upon which a Development Exemption takes effect shall be established by the Tax Exemption Approval and, unless the CAO determines otherwise, shall be the first taxation year following the year in which construction of the Qualifying Development Property is complete, and has been inspected and approved.

12.4 Notwithstanding anything in this Bylaw, no Development Exemption shall be permitted to apply in a taxation year that is more than five (5) years after the Tax Exemption Approval for the Development Exemption is granted in accordance with this Bylaw.

12.5 No Development Exemption may be granted in respect of:

- (a) any provincial requisitions; or
- (b) any penalties related to non-payment or late payment of tax.

12.6 For greater certainty, a Development Exemption shall only apply in respect of property tax levied on Qualifying Development Property, and not in respect of property tax levied on the underlying land.

PART 5 – APPROVAL, CANCELLATION, AND REVIEW

13 Tax Exemption Approval

13.1 A Tax Exemption Approval must specify:

- (a) whether a Subdivision Exemption or Development Exemption is being granted;
- (b) the taxation years to which the Exemption applies, which must not include any taxation year earlier than the taxation year in which the Exemption is granted;
- (c) the extent of the Exemption, to be determined in accordance with Part 4;
- (d) any criteria or conditions, the breach of which will result in the cancellation of the Exemption and the taxation year or years to which the criteria or conditions apply;
- (e) the date on which the Exemption takes effect, to be determined in accordance with Part 4; and
- (f) any other conditions that the CAO deems necessary and the taxation year or years to which the condition applies.

13.2 The criteria in Sections 4.1 and 5.1 of this Bylaw are deemed to be conditions of any issued Tax Exemption Approval for a Subdivision Exemption, the breach of which will result in the cancellation of the Subdivision Exemption for the taxation year or years to which the criterion applies.

13.3 The criteria in Sections 4.1 and 6.1 of this Bylaw are deemed to be conditions of any issued Tax Exemption Approval for a Development Exemption, the breach of which will result in the cancellation of the Development Exemption for the taxation year or years to which the criterion applies.

14 Cancellation of Exemption

14.1 If, at any time after a Tax Exemption Approval is granted, the CAO determines that:

- (a) the Applicant, the Assessed Person, or their application did not meet or ceased to meet any applicable criteria in this Bylaw which formed the basis of granting the Tax Exemption Approval;
- (b) in the case of a Subdivision Exemption, the Qualifying Subdivision Property or Subdivision Project did not meet or ceased to meet any applicable criteria in this Bylaw which formed the basis of granting the Tax Exemption Approval;
- (c) in the case of a Development Exemption, the Qualifying Development Property or Development Project did not meet or ceased to meet any applicable criteria in this Bylaw which formed the basis of granting the Tax Exemption Approval; or
- (d) there was a breach of any condition of the Tax Exemption Approval;

the CAO may cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

14.2 Written notice of a cancellation shall be provided to the Applicant and/or Assessed Person, as applicable, which shall include the reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which a review by Council must be submitted.

14.3 In the event of a cancellation of an Exemption pursuant to this Bylaw, any monies owed to the Town shall be immediately paid to the Town.

15 Review

15.1 An Applicant and/or Assessed Person, as applicable, may apply to Council for a review in the following situations:

- (a) an application for an Exemption is refused or rejected;
- (b) an Exemption is cancelled; or
- (c) the content of a Tax Exemption Approval is inconsistent with this Bylaw or the Act.

15.2 An application for a review shall be submitted in writing to the CAO within 15 days of the date that:

- (a) written notice was sent to the Applicant that an application has been refused or rejected;
- (b) written notice was sent to the Applicant and/or Assessed Person, as applicable, that an Exemption has been cancelled; or
- (c) the Tax Exemption Approval was sent to the Applicant;

as the case may be.

15.3 Council shall conduct a review at:

- (a) a regularly scheduled meeting of Council; or
- (b) a special meeting of Council.

15.4 Remedies available to Council upon conclusion of a review are:

- (a) to uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption; or
- (b) to revise or direct the CAO to revise a Tax Exemption Approval.

PART 6 – GENERAL PROVISIONS

16 Severability

16.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed valid.

17 Effective Date

17.1 This Bylaw shall come into force and take effect upon being passed.

READ a first time this 13 day of April, 2026.

READ a second time this ___ day of _____, 20__.

READ a third time this ___ day of _____, 20__.

SIGNED AND PASSED this ___ day of _____, 20__.

Reeve

Chief Administrative Officer

Workplace Harassment Prevention Policy

Policy Number: HS 002-1

Council Resolution:

Policy Review: Yes, Annual

Next Review Date:

References: Alberta Occupational Health & Safety Act

Replaces: HS 002 (*Workplace Harassment Prevention Policy dated 2020-01-13*)

The management of the Town of Beaverlodge is committed to providing a respectful and harassment-free work environment for all workers. Management expects all workers to treat each other with respect and dignity. Harassment is not to be tolerated by any person at or outside of the worksite, including contractors, board members, public users, facility management and staff, customers, or clients. Harassment is a serious issue that harms workplace culture and workers' health and safety.

The Town of Beaverlodge, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. All managers, supervisors, workers, volunteers, elected officials, prime contractors, contractors, and all worksite parties are obligated to uphold this directive and work together to prevent workplace harassment.

Workplace harassment is defined as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offense or humiliation to a worker, or adversely affects the workers' health and safety, *AB OHS Act, Section 1(n)(i)(ii)*, and includes; conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by an employer or supervisor in managing and directing workers or a worksite is not workplace harassment.

In support of this directive, the workplace harassment prevention procedures are available to all workers and worksite parties. It includes measures and procedures to protect workers from harassment, as well as a process for reporting incidents, complaints, or concerns.

The Town of Beaverlodge will ensure this directive and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instructions regarding the directive and its procedures.

Supervisors will adhere to this directive and the supporting procedures. Supervisors are responsible for ensuring that workers follow and use the control measures and procedures, and workers have the information they need to protect themselves.

All workers must work in compliance with this directive and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents or complaints to the appropriate person.

The Town of Beaverlodge will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner.

The Town of Beaverlodge pledges to respect the privacy of all concerned as much as possible. The Town will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses). Disclosure of circumstances and the names of the parties involved may be necessary to investigate the incident, to take corrective action, to inform the parties involved of the results of the investigation and the implementation of corrective actions, or as required by law.

No worker can be penalized, reprimanded, discriminated against, harassed, or otherwise criticized when acting in good faith, following this directive, complying with OHS legislation, and using the supporting procedures for addressing harassment. This harassment prevention directive does not discourage a worker from exercising their rights under any other law, including the Alberta Human Rights Act, or from *contacting the police* or filing a grievance.

Jeff Johnston, CAO

Date

Gary Rycroft, Mayor

Date

Annual Review Record

Date	Resolution#	Date	Resolution#

 **Email**
town@beaverlodge.ca

 **Phone**
780-354-2201

 **Website**
beaverlodge.ca

Workplace Violence Prevention Policy

Policy Number: HS 003-1

Council Resolution:

Policy Review: Yes, Annual

Next Review Date:

References: Alberta Occupational Health & Safety Act

Replaces: HS 003 (*Workplace Violence Prevention Policy dated 2020-01-13*)

The management of the Town of Beaverlodge is committed to preventing workplace violence and is ultimately responsible for workers' health and safety. The Town will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violence is not to be tolerated by any person at or outside of the worksite, including contractors, board members, public users, facility management and staff, customers, or clients. Violence is a serious issue that harms workplace culture and workers' health and safety.

The Town of Beaverlodge, as the employer, is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. All managers, supervisors, workers, volunteers, elected officials, prime contractors, contractors, and all worksite parties are obligated to uphold this directive and work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this directive, the workplace violence prevention procedures are available to all workers and worksite parties. The prevention procedures include measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance, and a process for workers to report incidents or raise concerns.

The Town of Beaverlodge will ensure this directive and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the content of the prevention directive and procedures.

Supervisors will adhere to this directive and the supporting procedures. Supervisors are responsible for ensuring that workers follow the control measures and procedures and that they have the information they need to protect themselves.

All workers must work in compliance with this directive and the supporting procedures. All workers are required to raise any concerns, incidents, or complaints about workplace violence and to report any violent incidents or threats to the appropriate person.

The Town of Beaverlodge will investigate all incidents and complaints of workplace violence objectively and promptly and take appropriate corrective actions to address them in a fair, respectful, and timely manner.

The Town of Beaverlodge pledges to respect the privacy of all concerned as much as possible. The Town will not disclose the circumstances of an incident of violence or the names of the complainant, the individual alleged to have committed the violence, or any witnesses. Disclosure of details and names of the individuals involved may be necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded, discriminated against, harassed, or otherwise criticized for acting in good faith while following this directive, complying with OHS legislation, and the supporting procedures for addressing situations involving workplace violence. This violence prevention directive does not discourage a worker from exercising the worker's rights under any other law, including the *Alberta Human Rights Act*, or contacting the police or filing a grievance.

Jeff Johnston, CAO

Date

Gary Rycroft, Mayor

Date

Annual Review Record

Date	Resolution#	Date	Resolution#

 **Email**
town@beaverlodge.ca

 **Phone**
780-354-2201

 **Website**
beaverlodge.ca

Date: April 13, 2026

From: Tina Letendre

Department: Administration

Reference: Rezoning of Property

Purpose

The purpose of this report is to inform Council of a zoning discrepancy affecting two properties that were unintentionally rezoned during the adoption of the updated Land Use Bylaw on August 9, 2021, and to request that Council approves the amendment of the Land Use Bylaw to correct the error.

Background

On August 9, 2021, Council adopted a new Land Use Bylaw. The intent of the bylaw update was to modernize regulations; however, properties were not intended to be rezoned as part of this process.

During the transition, two properties were inadvertently rezoned from R1 – Single Family Residential to RE – Estate Residential.

The RE district requires a minimum parcel size of 0.5 acres, whereas one of the subject properties is approximately 0.25 acres in size, and the other is .49 acres. Therefore, the properties do not meet the minimum parcel size requirements of the RE district under the current Land Use Bylaw, which is a minimum of .50 acres.

Issue Identified

It has been determined that:

- The rezoning of these properties to RE was in error.
- The error originated during the drafting of the Land Use Bylaw by the contracted consultant.

- Administration did not identify this discrepancy during the review and adoption process.
- The rezoning is inconsistent with the overall intent of the bylaw update, as properties were not meant to be rezoned.

Additional Context

In March 2022, the owner of one of properties met with me to inquire about their zoning. At that time:

- The Town's internal system and County web maps indicated the property was zoned R1 – Single Family Residential.
- Based on this information, I advised the property owners that their zoning was R1 and provided them with the regulations pertaining to the R1 District.
- I was unaware at that time that the property had been rezoned to RE through the newly adopted Land Use Bylaw.

As a result, the property owners have been operating under the understanding that their property was zoned R1.

Legislative Authority

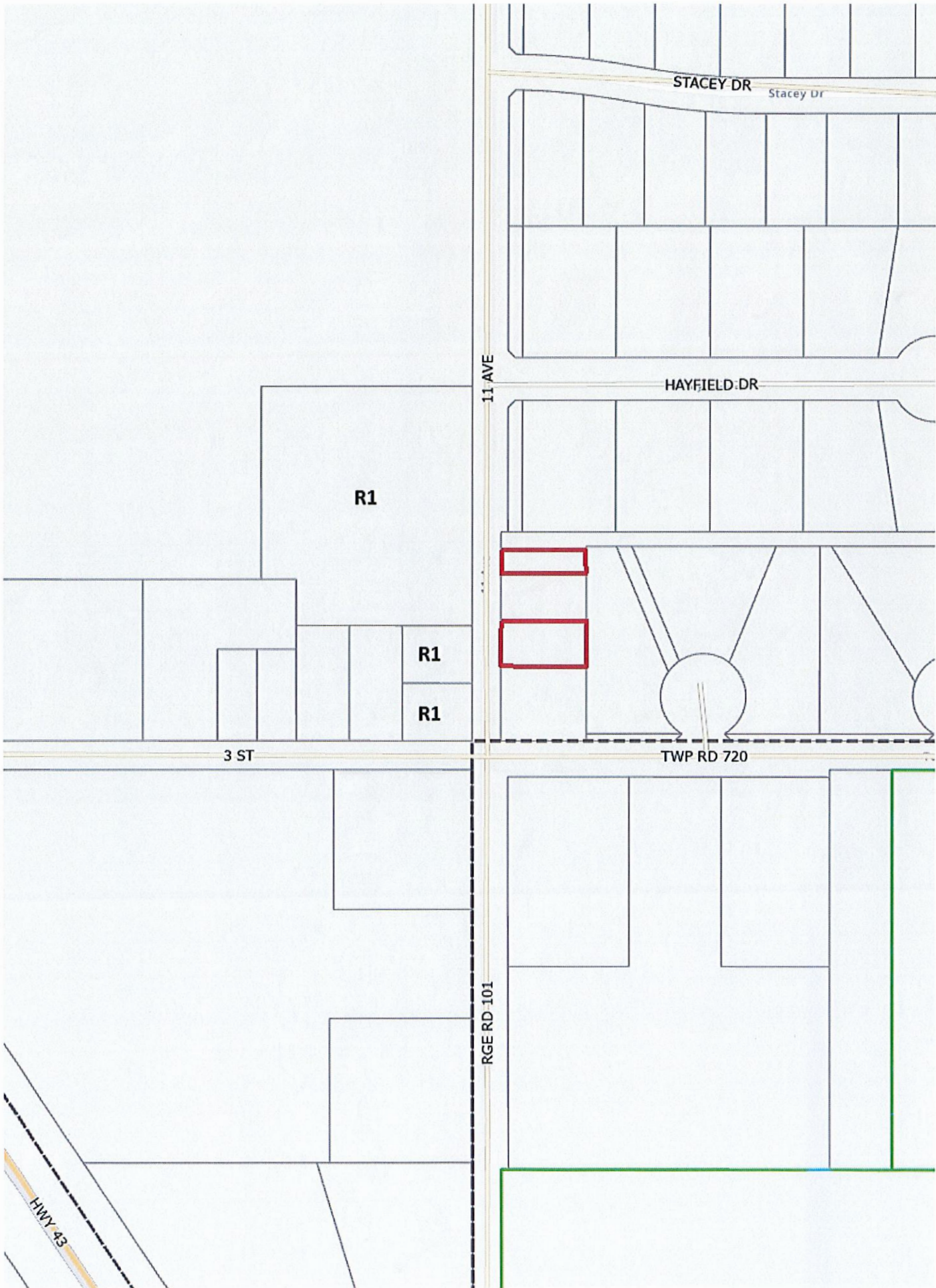
Pursuant to Section 8 of the Land Use Bylaw, Council may proceed to undertake an amendment to the bylaw by directing the Development Officer to initiate an application.

Implications

- The current RE zoning is non-compliant with the minimum parcel size requirement.
- The discrepancy creates uncertainty for the property owners, particularly as they are in the process of determining the size and type of home they wish to construct.
- The situation reflects an administrative oversight that requires correction to ensure clarity, fairness, and consistency.

Conclusion

- The rezoning of the subject property from R1 to RE during the 2021 Land Use Bylaw update was an oversight. Correcting the zoning back to R1 will align the property with the Land Use Bylaw requirements and provide the current owners with clarity as they determine the appropriate size and development of their future home.



STACEY DR

Stacey Dr

11 AVE

HAYFIELD DR

R1

R1

R1

3 ST

TWP RD 720

RGE RD 101

HWY 43

JOINT USE AND PLANNING AGREEMENT

THIS AGREEMENT MADE THIS 30 DAY OF March, 2026

BETWEEN:

THE TOWN OF BEAVERLODGE

AND

THE GRANDE PRAIRIE ROMAN CATHOLIC SEPARATE SCHOOL DIVISION

WHEREAS:

The *Municipal Government Act* and the *Education Act* require a municipality and any school board operating within the boundaries of the municipality to enter into and maintain a Joint Use And Planning Agreement; and

It is the responsibility of the municipality to plan for and or facilitate the development of lands for recreational purposes;

It is the responsibility of the school board to develop and deliver educational programs and to provide the necessary facilities and sites for these programs; and

The joint use of municipal facilities and school board facilities is an important tool in providing educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby making the most effective use of the limited economic resources of the municipality and school board; and

The *Municipal Government Act* allows the municipality to obtain municipal reserve (MR), school reserve (SR) or municipal and school reserve (MSR) or cash-in-lieu of land as lands within the municipality are subdivided to meet the open space and site needs of the municipality and school board; and

The *Municipal Government Act* and the *Education Act* require that a joint use and planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of municipal reserve, school reserve and municipal and school reserve lands;

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the joint use of facilities and planning of municipal reserve, school reserve and municipal and school reserve lands the parties agree as follows:

1) DEFINITIONS

In this Agreement, the following terms shall be interpreted as having the following meanings:

- a) "Agreement" means this Agreement, as amended from time to time, and any Schedules which are attached hereto and which also may be amended from time to time.

75

- b) "Arbitration Act" means the *Arbitration Act*, Revised Statutes of Alberta 2000, Chapter A-43, and any regulations made thereunder, as amended from time to time.
- c) "Area Structure Plan" means an area structure plan adopted pursuant to the *Municipal Government Act* and providing direction for land uses for a defined area within the Municipality.
- d) "Board" means the Grande Prairie Roman Catholic Separate School Division and any successor board or authority.
- e) "Calendar Day" means any one of the seven (7) days in a week.
- f) "CAO" means the Chief Administrative Officer of the Municipality.
- g) "Community Use" means use by members of the general public and not a User Group.
- h) "Council" means the municipal council of The Town of Beaverlodge.
- i) "Education Act" means the *Education Act*, Revised Statutes of Alberta 2012, Chapter E-0.3, and any regulations made thereunder, as amended from time to time.
- j) "Effective Date" means March 30, 2026
- k) "Facility Plans" means the capital plan and facility plan prepared the Board for approval by the Alberta Government.
- l) "Facility Scheduling Coordinator" means:
 - i) for the Municipality, the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Municipality; and
 - ii) for the Board the individual or individuals responsible for coordinating the booking of Joint Use Space provided by the Board.
- m) "Governing Committee" means the committee which includes elected officials as established under this Agreement.
- n) "Hazardous Substance(s)" means the same as hazardous substance defined in the *Environmental Protection and Enhancement Act*, Revised Statutes of Alberta 2000, Chapter E-12, and any regulations thereunder, as amended.
- o) "Joint Use Space" means those portions of a Municipal Facility or School identified in Schedules "A" and "B" as being available for booking by the Parties or User Groups or for Community Use.
- p) "Municipality" means the municipal corporation of The Town of Beaverlodge, or where the context so requires, the area contained within the boundaries of the Municipality.
- q) "Municipal Development Plan" means a municipal development plan adopted pursuant to the *Municipal Government Act* and providing direction for future land uses within the Municipality.

- r) "Municipal Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Municipality and includes those facilities identified in Schedule "A".
- s) "Municipal Government Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and any regulations made thereunder, as amended from time to time.
- t) "Operating Committee" means the committee which is comprised of the CAO and Superintendent, or their designates, as established under this Agreement.
- u) "Parties" means the entities signing this Agreement collectively and Party shall mean one (1) of the signatories.
- v) "Reserve Land" means municipal reserve, school reserve, or municipal and school reserve, as defined in the *Municipal Government Act*.
- w) "School" means a building which is designed to accommodate students for instructional or educational purposes that is owned or controlled by a board and includes those facilities identified in Schedules "B".
- x) "School Portion" means the portion of Reserve Land identified for transfer to a Board that includes the school building footprint, any parking, loading or drop off facilities, any landscaped yards around the building, land for a playground equipment site, and land needed for future expansion of the school building based on the ultimate design capacity of the school.
- y) "Superintendent" means the Chief Executive Officer of the Board.
- z) "User Group" means any School or community group that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Joint Use Space during Joint Use Hours.

2) SCHEDULES

The following is the list of Schedules to this Agreement:

Schedule "A" – Municipal Facilities available for Joint Use

Schedule "B" – School Board Facilities available for Joint Use

Schedule "C" – Joint Use Times

Schedule "D" – Operating Guidelines

Schedule "E" – School Site Planning Guidelines

Schedule "F" – Dispute Resolution Process

3) **TERM, REVIEW AND AMENDMENT OF AGREEMENT**

- a) This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect until such time as the Parties terminate it.
- b) The terms and conditions of this agreement shall be reviewed every five (5) years with the first such review scheduled in 2031. The Operating and Governance Committees shall undertake the review. Following the review, the Governance Committee shall recommend how the agreement should be amended.
- c) Except as provided otherwise herein, this Agreement shall not be modified, varied or amended except by the written agreement of all of the Parties.

4) **WITHDRAWAL AND TERMINATION**

- a) No party to this Agreement shall unilaterally withdraw or terminate this Agreement.
- b) Where one or more Parties view this Agreement as no longer meeting their interests, they shall give all Parties written notice of their request to review and/or amend all or parts of this Agreement.
- c) If written notice requesting a review is received, all Parties shall commence a review of this Agreement within 30 calendar days of the date the last Party received the written notice and shall seek consensus on the updates and amendments.
- d) Until such time as an amended agreement or replacement agreement has been created and agreed upon by all Parties, the terms and conditions of this Agreement shall remain in effect.

5) **PRINCIPLES**

The Parties agree that, in entering into this Agreement, they are committing to the following Principles with respect to the joint use of municipal and school board facilities:

Respect for Autonomy - Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Joint Use Space based on what the Board and Municipal Council believe to be in the best interests of the people they serve.

Cooperation and Partnership - The Parties shall work together as partners, recognizing that the needs of the public for educational, cultural and recreational opportunities can best be achieved through a combination of their respective resources and by the Parties working in conjunction with each other.

Efficiency and Effectiveness - The joint use of Municipal Facilities and Schools is an important tool in providing a high standard of educational, cultural and recreational opportunities for residents in a manner that reduces or eliminates the need to duplicate facilities thereby saving costs and making the most effective use of the limited economic resources of the Parties.

Fairness and Equity - The costs of providing joint use space are to be borne fairly and equitably by the Parties with the intent of keeping costs charged to the other Parties or public users of Joint Use Space to a minimum.

Transparency and Openness - The Parties shall make available to each other such information as is necessary to make this agreement successful.

6) CONSULTATION WITH OTHER MUNICIPALITIES

- a) The Parties acknowledge that the Schools that are available as Joint Use Space may be accessed by community groups, residents and user groups that are located in or reside outside the Municipality in accordance with a Joint Use and Planning Agreement with other municipalities.
- b) The Parties further acknowledge that the Schools that are currently located within the Municipality, however, have been designed, built and funded for and by ratepayers within the Municipality's boundaries and ratepayers beyond the Municipality's boundaries.
- c) In lieu of a single agreement involving participation by all of the municipalities in which the Board operates, the Parties agree to consult and involve other municipalities that are served by the same Board on an issue by issue basis as needed to share access to the Schools and to plan for and acquire future School sites. One or more separate agreements between the Parties and these other municipalities may be created as needed.
- d) When consultation with one or more municipalities that are not Party to this agreement is required, the consultations shall begin with a meeting, held in person or by electronic means, of the members of the Operating Committee and the equivalent or similar committee established between the Board and the other municipalities.

7) MEETING OF COUNCIL AND BOARD

- a) Council of the Municipality and the members of the Board shall meet at least every four (4) years to discuss issues of mutual interest.
- b) Each meeting shall be chaired by the Mayor or the Chairperson of the Board on a rotational basis. Secretarial support shall be arranged for the meeting by the Party that is chairing that meeting.
- c) Any Party can submit an item to be included on the agenda for the meeting provided it is given to the Party chairing the meeting at least 5 calendar days prior to the date of the meeting. It is intended that the topics explore high level considerations to assist the Governing Committee in more detailed discussions.
- d) Minutes shall be kept for all meetings of Council and the Board. Copies of the minutes of a meeting shall be provided to all Parties within 14 calendar days of the date of the meeting.

8) GOVERNING COMMITTEE

- a) The Governing Committee shall consist of at least one (1) Council member, the CAO or their designate and at least one (1) Board member and the Superintendent or their designate. The Governing Committee shall meet on an "as needed" basis.

- b) The role of the Governing Committee shall be to provide recommendations to the Council and Board regarding reviews of this Agreement and proposed amendments to this Agreement from time to time; and resolution of any issues or matters of disagreement that arise.
- c) Quorum of the Governing Committee shall consist of at least two representatives from each Party attending each agreed upon meeting. The Governing Committee may adopt such rules of procedure as may be agreed upon by its members.
- d) The CAO and Superintendent may be accompanied by administration, staff and/or resource personnel as deemed necessary by the CAO or the Superintendent.
- e) Meetings of the Governing Committee shall be considered in-camera to encourage and facilitate frank and open discussion. All decisions of the Governance Committee shall require consensus of its members.

9) **OPERATING COMMITTEE**

- a) The Operating Committee shall consist of the CAO (or their designate) of the Municipality and the Superintendent (or their designate) of the Board.
- b) The Operating Committee shall oversee the operation of this Agreement.
- c) The role of the Operating Committee shall be to:
 - i) formulate policy recommendations related to joint use of Municipal and School Facilities for consideration by Council and the Board;
 - ii) provide a forum to discuss issues of mutual interest related to joint use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Board;
 - iii) formulate and approve Operating Directives, based on the Operating Guidelines, for specific facilities and types of use as needed;
 - iv) review any approved Operating Directives on an annual basis;
 - v) provide a forum for the operational concerns of the Parties to be discussed;
 - vi) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Joint Use Space, the Operating Guidelines and Operating Directives;
 - vii) resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Joint Use Space by the Parties or the public;
 - viii) review the Facility Plans of the Board annually;
 - ix) review any proposed amendments or updates of the Municipality's Municipal Development Plan, Area Structure Plans, and Concept Plans to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties;

- x) determine how available or proposed school sites are allocated based on the annual review of the updated Facility Plans of the Board;
- xi) develop a draft agenda for any meeting of the Council and the Board or the Governing Committee; and
- xii) undertake a formal review of this Agreement as and when required and communicate their findings of the review to the Governing Committee.
- d) The Operating Committee shall meet at least once a year and may meet more frequently if required. Meetings of the Operating Committee may be in person or conducted by telephone or video conferencing.
- e) The meetings shall be chaired by either the CAO or the superintendent (or their designate). Secretarial support for each meeting shall be arranged by the hosting organization.
- f) The Operating Committee shall adopt such rules of procedure as may be agreed upon by its members.
- g) All decisions of the Operating Committee shall require the consensus of its members. In the event that the Operating Committee cannot reach a consensus on the issue, the matter shall be referred to the Governance Committee for resolution or direction as to how the matter should be resolved.
- h) Minutes shall be kept for all meetings of the Operating Committee. Copies of the minutes of the meetings shall be provided to all Parties within 14 days of the meeting date.
- i) Members of the Operating Committee may bring to the meetings of the Operating Committee additional staff from the Municipality and/or the Board or resource personnel, as necessary, to provide assistance to the members of the Operating Committee in the conducting of their responsibilities under this Agreement.
- j) The Operating Committee may delegate any of its responsibilities to a subcommittee or subcommittees.

10) JOINT USE SPACE

- a) The Municipality shall make available, to the Board, those Municipal Facilities identified as Joint Use Space in Schedule "A". The Municipality shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- b) The Board shall make available, to the Municipality and community groups, those portions of Schools identified as Joint Use Space in Schedule "B". The Board shall not charge fees for the use of Joint Use Space except as allowed by the Operating Guidelines and any applicable Operating Directive(s).
- c) The Parties shall not allow Joint Use Space to be used by groups or individuals during the Joint Use Hours identified in Schedule "C" unless such use respects the Operating Guidelines, and any applicable Operating Directive(s), in effect from time to time.

- d) The CAO may, upon six (6) months written notice to the Board, amend Schedule "A" to either add to or remove from the list of Joint Use Space provided by the Municipality, all or any portion of a Municipal Facility.
- e) The Superintendent of the Board may, upon six (6) months written notice to the Municipality, add to or remove from the list of Joint Use Space provided by the Board, all or any portion of one or more of their Schools.
- f) Notice of the removal of all or any portion of a Joint Use Space from the list of Joint Use Space available shall include a written explanation as to why the specific Joint Use Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.
- g) Notwithstanding any other provision in this Agreement or its Schedules, the Principal of a School or the respective manager of a Municipal Facility, shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- h) Appeals from a refusal by a Principal or manager of a Municipal Facility to allow a particular use within their School or Municipal Facility shall be made:
 - i) in the case of a School, first to the Principal's Superintendent and thereafter to the Board; and
 - ii) in the case of a Municipal Facility, first to the CAO and thereafter to Council.
- i) Notwithstanding any other provision in this Agreement, the Municipality and/or the Board may remove from the list of Joint Use Space any facility or portion of a facility, either on a permanent or temporary basis, if the facility or portion of a facility is needed by the Party to meet its responsibilities or to provide services or programs to its constituents.

11) OPERATING GUIDELINES FOR JOINT USE SPACE

The Parties hereby agree to be bound by and comply with the Operating Guidelines which are attached to this Agreement as Schedule "D".

12) ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

- a) The Board shall communicate their need to construct a new school that is to be located within the Municipality or intended to serve residents of the Municipality, to the Municipality as early as possible.
- b) While the decision of the land provided for any new school site remains with the municipality, the decision of when to propose construction of a new school and the identification of the area to be served by that school shall be at the sole discretion of the respective Board.
- c) Where construction of a school that will serve two or more Municipalities is proposed, the Board shall notify all of the involved Municipalities to enable early consultation on the availability and acquisition of a site.

- d) The Municipality shall, to the best of their ability given the constraints of the *Municipal Government Act*, the evolving nature of information as to the needs of the Parties, and the demographics of the community, plan for a sufficient number of school sites to meet the anticipated needs of the Board.
- e) The Municipality shall use their Municipal Development Plan to identify the number, general size and location of existing and future school sites.
- f) In determining the number, location and size of school sites to be identified, the Municipality shall follow the School Site Planning Guidelines outlined in Schedule "E". The number of school sites to be identified shall be based on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan, Area Structure Plan or Concept Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended.
- g) There shall be no pre-allocation of School sites to the Board nor shall School sites be identified as available to only one Board (if multiple Boards operate within the Municipality) in the Municipal Development Plan, Area Structure Plan or Concept Plan.
- h) The Operating Committee shall make allocation of an available school site once the need to construct a new school has been identified. If construction on an allocated site has not commenced within three (3) years of the site being allocated to a Board, the site shall be considered available for allocation to another Board.
- i) The Municipality shall use its ability under the *Municipal Government Act* to require Reserve Land to be dedicated as lands within the Municipality are subdivided to provide School sites in accordance with the Municipal Development Plan or Area Structure Plan or Concept Plan. The Municipality shall not be obligated to acquire lands for School sites using any other resources at the Municipality's disposal. The decision to commit the use of other resources at its disposal to acquire a School site shall be at the sole discretion of the Municipality.
- j) The Board acknowledges that Reserve Land dedication at the time of subdivision is also used to address the open space needs of the Municipality and the amount of land or money-in-lieu of land dedication shall be divided between the need for School sites and the open space plans of the Municipality.
- k) The Municipality may collect money-in-lieu of land dedication at time of subdivision in accordance with the policies of the Municipality. All money-in-lieu of land dedication shall be paid to the Municipality. All money-in-lieu of land dedication shall be allocated as allowed under the *Municipal Government Act* at the sole discretion of the Municipality.
- l) In the event that a School site is required prior to a planned site being created through the subdivision process, the Municipality shall approach the owner of the land containing the planned School site about providing the site earlier than originally expected through a pre- dedication process. The Board requiring the School site may assist the Municipality; however, in all dealings with the owner(s) of the land, the Municipality shall be present and lead the discussions.

13) SERVICING AND DEVELOPMENT OF SCHOOL SITES

- a) All School sites shall be serviced to the property line prior to transfer to a Board.
- b) The services to be provided include, but are not limited to water, wastewater, storm drainage, roads, and sidewalks.
- c) Where one or more services are not available at the property line of the School site, the Municipality may provide the services subject to the legal and financial ability of the Municipality to do so.
- d) Offsite levies or any similar charges for municipal infrastructure shall not be charged against development on any School site. This restriction does not apply to capital costs that may be included in a utility rate structure for use of the utility.

14) FACILITY AND SITE-SPECIFIC AGREEMENTS

- a) When two or more of the Parties decide to create a shared site and/or facility, a separate agreement shall be prepared specific to that site and/or facility.
- b) The agreement shall address:
 - i) The broad purpose and parameters of the partnership that is being created;
 - ii) The nature of the site and/or facilities that are involved;
 - iii) The financial or in-kind contributions to be made by each of the Parties;
 - iv) Operating Guidelines and Operating Directives specific to the site and/or facility for ongoing operations;
 - v) Capital cost and operating cost sharing arrangements and responsibilities between the Parties; and
 - vi) A process for dissolving the partnership, disposing of the site or retiring the facility.

15) TRANSFER OF SCHOOL SITE

- a) All Reserve Land intended to accommodate a School shall initially be dedicated as municipal reserve and be owned by the Municipality.
- b) The Municipality shall only transfer the School Portion of Reserve Lands intended to accommodate a School to a Board.
- c) The School Portion shall be transferred to a Board once:
 - i) The Board has an identified need for the School site;
 - ii) The Board has approval of the funding for the design of the School on the site;
 - iii) The Board has applied for a development permit for the School and has submitted a site plan and building plans to the Municipality; and

- iv) The School Portion has been or is in the process of being subdivided from the other Reserve Land for registration as school reserve with Land Titles.
- d) All costs associated with the transfer of the School Portion to a Board shall be negotiated between the School Authority and the Municipality with the understanding the Municipality may waive any of its fees associated with subdivision.

16) DISPOSAL OF UNNEEDED SCHOOL SITES

- a) In the event that undeveloped Reserve Land is not needed by the Board, the Board shall first offer to transfer the Reserve Land back to the Municipality unless the Board is prohibited from so doing by the Education Act or other legislation
- b) The Municipality shall have one hundred and eighty (180) calendar days from the Board notifying the Municipality in writing of its intention to cease use of the Reserve Land to confirm whether it agrees to take back the Reserve Lands. The School Board shall provide to the Municipality all available information regarding the Reserve Land and facilities on the Reserve Land, including any potential presence and nature of any Hazardous Substances, at the time that the offer to the Municipality is made. The Municipality shall have the right to enter the Reserve Land and any facilities on the Reserve Land for the purposes of conducting any required assessments, tests and studies.
- c) If the Municipality opts to acquire the undeveloped Reserve Land, the Municipality shall take the Reserve Land as is, where is. The Reserve Land shall be transferred to the Municipality at no cost to the Municipality except for the cost of registering the transfer of land document.
- d) In the event that the Municipality elects not to assume ownership or the Board is prohibited from transferring the Reserve Land by the Education Act or other legislation, the Parties agree to meet and discuss alternative means of disposing of the site. This may include:
 - i) Redevelopment of the entire site for a different use that is compatible with existing and future uses on lands near the site, including any environmental remediation that may be required, or
 - ii) Subdividing the play fields or open space portion of the site from the School Portion to enable the Municipality to acquire the non-School Portion and sale of the School Portion.

17) DISPUTE RESOLUTION

- a) Administrative staff of the respective facilities shall initially address operational issues. In the event that the administrative staff is unable to resolve an operational issue then such issue shall be brought forward to the Operating Committee in a timely manner. The decision of the Operating Committee regarding operational issues shall be final and binding.

- b) The Parties agree to follow the Dispute Resolution Process outlined in Schedule "F" for non- operational disputes.

18) APPLICABLE LAWS

This Agreement shall be governed by the laws of the Province of Alberta.

19) INTERPRETATION

- a) Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- b) The insertion of headings and sub-headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

20) TIME OF THE ESSENCE

Time is to be considered of the essence of this Agreement and therefore, whenever in this Agreement either the Municipality or the Board is required to do something by a particular date, the time for the doing of the particular thing shall only be amended by written agreement of the Municipality and the Board.

21) NON-WAIVER

The waiver of any covenants, condition or provision hereof must be in writing. The failure of any Party, at any time, to require strict performance by the other Party of any covenant, condition or provision hereof shall in no way affect such Party's right thereafter to enforce such covenant, condition or provision, nor shall the waiver by any Party of any breach of any covenant, condition or provision hereof be taken or held to be a waiver of any subsequent breach of the same or any covenant, condition or provision.

22) NON-STATUTORY WAIVER

The Municipality in entering into this Agreement is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Municipality of any approval or permit as may be required pursuant to the *Municipal Government Act* and any other Act in force in the Province of Alberta. The Municipality, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Municipality, its Council, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a municipal government, as a municipal council and as the officers, servants and agents of a municipal government.

The Board in entering into this Agreement is doing so in its capacity as a school board and not in its capacity as a regulatory, statutory or approving body pursuant to any law of the Province of Alberta and nothing in this Agreement shall constitute the granting by the Board of any approval or permit as may be required pursuant to the *Education Act* and any other Act in force in the Province of Alberta. The Board, as far as it can legally do so, shall only be bound to comply with and carry out the terms and conditions stated in this Agreement, and nothing in this Agreement restricts the Board, its Board of Trustees, its officers, servants or agents in the full exercise of any and all powers and duties vested in them in their respective capacities as a school board and as the officers, servants and agents of a school board.

23) SEVERABILITY

If any of the terms and conditions as contained in this Agreement are at any time during the continuance of this Agreement held by any Court of competent jurisdiction to be invalid or unenforceable in the manner contemplated herein, then such terms and conditions shall be severed from the rest of the said terms and conditions, and such severance shall not affect the enforceability of the remaining terms and conditions in accordance with the intent of these presents.

24) FORCE MAJEURE

- a) Force majeure shall mean any event causing a *bona fide* delay in the performance of any obligations under this Agreement (other than as a result of financial incapacity) and not caused by an act, or omission, of either party, or a person not at arm's length with such party, resulting from:
- i) an inability to obtain materials, goods, equipment, services, utilities or labour;
 - ii) any statute, law, bylaw, regulation, order in Council, or order of any competent authority other than one of the parties;
 - iii) an inability to procure any license, permit, permission, or authority necessary for the performance of such obligations, after every reasonable effort has been made to do so;
 - iv) a strike, lockout, slowdown, or other combined action of works;
 - v) an act of God.
- b) No Party shall be liable to the other Parties for any failure to comply with the terms of this Agreement if such failure arises due to force majeure.

25) INSURANCE

In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury, personal injury or death, and when applicable, course of construction insurance in an amount to be determined based on the value of the anticipated construction project, as would be placed by a prudent contractor. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional named insured. The amount and type of insurance to be carried by the Parties pursuant to this clause may be varied from time to time by written agreement of the Parties. The insurance carried by the Parties pursuant to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

26) INDEMNIFICATION

Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non-Indemnifying Parties"), their employees, servants, volunteers, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Indemnifying Party, its employees, servants, volunteers or agents in the performance and implementation of this Agreement, except for claims arising out of the sole negligence of one or more of the Non-Indemnifying Parties, its employees, servants, volunteers or agents.

27) NON-ASSIGNMENT OR TRANSFER

No Party may assign, pledge, mortgage or otherwise encumber its interest under this Agreement without the prior written consent of the other Parties hereto, which consent may be arbitrarily withheld. Any assignment, pledge or encumbrance contrary to the provisions hereof is void.

28) SUCCESSORS

The terms and conditions contained in this Agreement shall extend to and be binding upon the respective heirs, executors, administrators, successors and assigns of the Municipality and the Board.

29) NOTICES

All and any required written notices in the performance and implementation of this Agreement shall be directed to the CAO and the Superintendent using the mailing address for their respective offices as shown below:

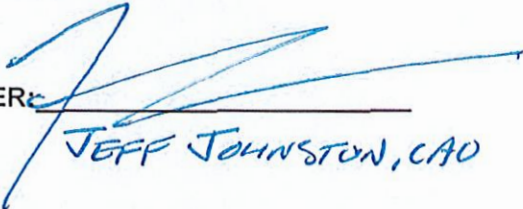
The Grande Prairie Roman Catholic Separate School Division
9902-101 Street
Grande Prairie, AB T8V 2P4

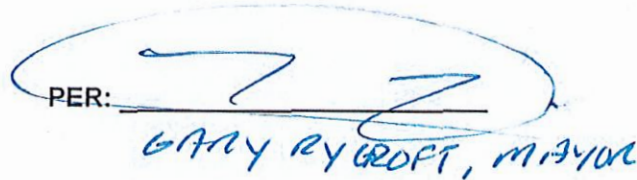
Town of Beaverlodge
Box 30, 400 10th Street
Beaverlodge, AB T0H 0C0

Email notification to the CAO or Superintendent may also be used to provide written notices required or described in this Agreement.

IN WITNESS WHEREOF the Parties execute this Agreement by the hands of their respective, duly authorized signatories:

Town of Beaverlodge

PER: 
JEFF JOHNSTON, CAO

PER: 
GARY RYCRIFT, MAYOR

The Grande Prairie Roman Catholic Separate School Division

PER: Dr. Jessie Shirley
Dr. Jessie Shirley (Mar 31, 2026 15:23:48 MDT)

PER: Nicole MacMullin

Schedule "A" – Municipal Facilities Available for Joint Use

Name of Facility	Legal Description of Parcel(s) Containing Facility	Description of Facility and Amenities
Recreation Centre	1016 4 th Avenue, Beaverlodge	Pool, Fitness Centre
Tennis Court	306 10A Street, Beaverlodge	Tennis Court
Baseball Diamonds	Plan 6758KS, Block A, SW-11-72-10-W6, Beaverlodge	Baseball Diamonds (Diamonds 3 and 4)
Arena	306 10A Street, Beaverlodge	Ice Rink

Schedule "B" – School Board Facilities Available for Joint Use

Name of School	Legal Description of Parcel(s) Containing School	Description of Facility and Amenities
St. Mary Catholic School	100 103 Street, Beaverlodge, Alberta	Gymnasium, Kitchen, Library, Playing Fields, Parking Lot

Unless specifically noted otherwise, Joint Use Space shall only include gymnasiums. Regular classrooms, library space, music rooms, drama rooms, technology rooms and other specialized classrooms shall not be included as Joint Use Space unless listed in the table above.

Schedule "C" – Joint Use Times

Facility Type	Available Booking Times
St Mary Catholic School	Monday through Friday between 16:30 and 21:00 and Saturdays between 08:00 and 17:00
Playing Fields on Board Property for Non-School Use	Monday through Friday between 17:00 and 21:00 and Saturdays and Sundays between 07:00 and 21:00
Recreation Centre	Monday through Friday between 8:00 and 16:00
Tennis Court	Monday through Friday between 8:00 and 16:00
Baseball Diamonds (Diamonds 3 & 4)	Monday through Friday between 8:00 and 16:00
Arena	Monday through Friday between 8:00 and 16:00

School Buildings may not be available on Statutory Holidays, School breaks (including the months of July and August), District closures and annual maintenance shutdowns. Board use of Municipal Facilities is limited to Monday through Friday between September and June inclusively.

Community use of School Facilities on outside of Joint Use Hours may be considered through special request. School use of Municipal Facilities during July and August for Summer School Sessions shall be considered based upon the availability of the facility.

From time to time, it is understood the Schools will be unavailable due to them becoming polling stations for provincial or federal elections.

Schedule "D" – Operating Guidelines for Joint Use Space

User Group Eligibility

To be eligible to use a Joint Use Space in a School, a user group must:

- Appoint and provide a primary and secondary contact to the Facility Scheduling Coordinator
- Engage in activities that are recreational, cultural or educational in nature
- If it is a political group, be a locally based affiliate of a registered provincial or federal party or be for the purpose of local government
- Be non-profit
- Undertake, in writing, to have their members and participants uphold the rules and regulations of these Operating Guidelines

To be eligible to use a Municipal Facility that is a Joint Use Space, a User Group must be affiliated with a school or a program or event offered by a school that is located within the geographic boundary of the Municipality and their Board must be party to this agreement.

A User Group may be barred from using Joint Use Space if:

- The group has failed to pay fees related to the group's prior use of any Joint Use Space
- The group has failed to provide the required insurance
- The group has failed to pay for damages which occurred as a result of the group's prior use of any Joint Use Space
- The past conduct of the group, or members of the group or invited participants, during the use of Joint Use Space was, in the opinion of the Principal, Facility Manager, or Facility Scheduling Coordinator inappropriate, or not in keeping with the rules and regulations of the Joint Use Space that was booked, or, if repeated, would be likely to cause damage to the Joint Use Space

In the case of a School, any user group that is barred from the use of Joint Use Space may appeal the decision first to the Principal's Superintendent and thereafter to the appropriate Board. In the case of a Municipal Facility, a barred User Group may appeal first to the CAO and thereafter to Council.

Insurance Coverage

In addition to any other form of insurance a User Group may reasonably require for risks against which a prudent user under similar circumstances and risk would insure, a User Group shall be required to carry General Liability Insurance naming the Municipality and the Board in whose building or on whose land they are conducting their activities as additional insureds.

The minimum insurance requirement shall be \$5 Million.

Booking Joint Use Space

Booking the use of Joint Use Space within Schools by User Groups shall be made through the Facility Scheduling Coordinator for the School.

Booking School use of Municipal Facilities identified as Joint Use Space shall be made through the Municipality's Facility Scheduling Coordinator.

Cancellation of Bookings

A booking for use of Joint Use Space within a School may be cancelled at any time by the School principal. The principal shall provide as much notice as reasonably possible to the Facility Scheduling Coordinator of the cancellation. The Facility Scheduling Coordinator shall notify the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within a School at any time with notice to the Facility Scheduling Coordinator of the respective Board.

A booking for use of Joint Use Space within Municipal Facilities may be cancelled at any time by the Facility Scheduling Coordinator. The Facility Scheduling Coordinator shall provide as much notice as reasonably possible to the scheduled User Group.

A User Group may cancel their booking for the use of Joint Use Space within Municipal Facilities at any time with notice to the Facility Scheduling Coordinator.

If the scheduled use required specially trained or technical staff to be available, the User Group may still be charged for such services if the cancellation is made by the User Group less than seventy-two (72) hours before the scheduled booking.

Fees for Joint Use Space

Revenue sharing for School Bookings: For all bookings of School Joint Use Space made by User Groups, the Board shall receive twenty percent (20%) of the booking fees collected. The remaining eighty percent (80%) shall be retained by the Municipality. This revenue share applies only to bookings occurring within School facilities.

Fees charged to any Party to this Agreement or to any User Group for the use of Joint Use Space within Joint Use Hours shall be limited to:

- The use of specialized equipment
- Wear and tear on the facility and/or equipment
- Lost or damaged equipment
- The provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards, theatre technicians, computer lab technicians) necessary for the use of the Joint Use Space
- Any additional janitorial or custodial services related to the use of the Joint Use Space
- The provision of supervisory staff or hosts related to the use of the Joint Use Space.

A fee schedule will be updated annually by the Town for the use of the pool and arena. A fee schedule will be updated annually by the Board for the use of space within schools.

Equipment

The right to use Joint Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. Use of any equipment requires the permission of the owner, and any reasonable requests will not be denied. Equipment required by a User Group must be requested at the time of booking.

Custodial Responsibility and Building/Facility Maintenance Responsibility

The respective School Board shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by that Board.

The Municipality shall be responsible for custodial and janitorial services and building/facility maintenance for any Joint Use Space owned by the Municipality.

Damages to Joint Use Space

Each party shall be responsible for recovering costs related to damage incurred within the Joint Use Space by a User Group that is not affiliated with the respective board.

Damage within the Joint Use Space of a Facility caused by either party of this agreement, shall be the responsibility of the party who caused the damage.

Playing Fields and Playgrounds

For the purposes of this section, the following definitions shall apply:

“Playfield or Playing Field” means a designated outdoor playing area designed for various sports and includes rectangular turf fields and ball diamonds.

“Playfield Maintenance” means the regular mowing, fertilizing and lining of playfields.

“Playground” means an area designed for outdoor play or recreation, especially by children, and often containing recreational equipment such as slides and swings.

“Refurbishment” means to aerate, top dress and over seed taking the playfield off-line for a 12 month period.

“Re-development” means the stripping and grading of the playfield to reshape the grade and/or the complete replacement of the topsoil, finished surface (seed/sod/shale) and the replacing of goal posts or back fields. Redevelopment would anticipate the closure of the playfield for up to two years.

Maintenance of playing fields on Municipal lands shall be the responsibility of the Municipality and maintenance of playing fields on School lands shall be the responsibility of the Board. The Parties agree to ensure that field markings are in place at the commencement of the spring/summer season. The Board will not be responsible for field markings that are not required for the School to perform its function. The School will not provide additional field markings.

Each Party shall perform regular assessments on playfield conditions to determine short term and long term maintenance, or as appropriate, refurbishment required for each playfield. The Parties shall advise each other of any major refurbishment or redevelopment of playfields.

Upgrades to playing fields located on Municipal lands that are desired or required by a Board shall be the responsibility of the Board. All costs of such upgrades shall be paid by the Board requiring the upgrade. If a playing field has been upgraded by a Board, the responsibility for maintaining that playing field shall pass to the Board and all costs of maintaining the upgraded playing field shall be paid by the Board.

Maintenance of playgrounds shall be the responsibility of the Party upon whose lands the playground is located. Maintenance of playgrounds does not include or guarantee replacement of the playground.

Despite the identity of the Party that funded or installed a playground, the Party upon whose land it is located shall at all times have the right to remove the playground if ongoing maintenance of the playground is unwarranted due to safety concerns, or because of costs associated with ongoing maintenance. The replacement of the playground is at the sole discretion of the Party upon whose land it is located.

Schedule "E" – School Site Guidelines

The parameters contained in this Schedule shall be applied when planning future school sites in a Municipality's Municipal Development Plan, Area Structure Plan or Concept Plan.

Size of Site

The size of school sites to be included in the Municipality's plan shall be based on the types of schools needed over the long term and the grade configurations and minimum design for student capacity per school used by each Board.

For the Board the following guidelines apply:

School Type	Grade Configuration	Design Capacity (Number of Students)	Land for School Portion	Land for Playing Fields	Total Land Needed
Elementary	K-3, K-4, K-5	400 to 600	4 to 5 acres	6 to 7 acres	10 to 12 acres
Elementary/Middle	K-8	500 to 800	5 to 6 acres	7 to 8 acres	12 to 14 acres
Middle	6-8	500 to 600	5 to 6 acres	7 to 8 acres	12 to 14 acres
Junior/Senior High	7-12	500 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres
High School	10-12	400 to 1000	7 to 8 acres	13 to 14 acres	20 to 22 acres
K to 12 School	K-12	600 to 800	6 to 7 acres	7 to 8 acres	13 to 15 acres

The acreage guidelines outlined in the tables above are approximate acreages. The land required may vary depending on site configuration, topography, natural vegetation, special site conditions, or shared facilities adjacent to the school site.

Each school site shall be of adequate size to meet the initial and future expansion needs of the school.

Where possible, school sites shall be located across quarter section lines to make use of reserve dedication from two quarter sections to create a larger, shared site for two schools. For example, two elementary schools may share a set of playing fields requiring a total site area of 15 to 18 acres rather than 20 to 24 acres for two separate sites.

Where possible sites for high schools shall be created using reserve dedication; however, acquisition of additional land will likely be needed to create the size of site required. In these circumstances, a separate agreement shall be negotiated between the Parties involved in the acquisition of the site.

Site Shape and Configuration

Each school site shall have a core area that is generally rectangular in shape with proportions of 2 to 3 units of width and 3 to 5 units of length (e.g. 160m width and 240m length). The core area must account for 80 to 90 percent of the total site area.

Site shapes that consist of curves, triangular areas or narrow spaces shall be avoided.

Frontage along a Public Street

Where possible, each school site shall have frontage along two public streets that intersect at a corner of the site.

Where frontage along only one public street is available, it shall be a continuous frontage along the entire length of one side of the site.

Accessible to Several Modes of Travel

Each school site shall be located on a road capable of accommodating school bus traffic and private automobile traffic related to the school.

Each school site shall have onsite pedestrian connections and connections to any pedestrian network linking the site to surrounding community.

Each site shall accommodate bicycle access and on-site bicycle parking facilities.

Site Topography and Soil Conditions

Each school site shall have geo-technical and topographic conditions that are suitable for the construction of a large building. This includes suitable soil conditions for foundations, no known contaminants and generally level terrain.

Flexibility for Design

Each school site shall not be encumbered with utilities and utility rights of way that divide the site or otherwise reduce the options for the placement of buildings and improvements.

No storm water management ponds shall be incorporated into the school site or the playing fields adjacent to a school.

Access to Services

Each school site shall be located where access to a sewage collection and disposal system, water system, storm drainage services and three (3) phase power is available or can be made available.

Schedule "F" – Dispute Resolution Process

Step 1: Notice of Dispute

1. When any Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party alleging the dispute must give written notice of the matter(s) under dispute to the other Parties.
2. During a dispute, the Parties must continue to perform their obligations under this Agreement.

Step 2: Negotiation

3. Within 14 calendar days after the notice of dispute is given, each Party must appoint representatives to the Governing Committee to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each Party shall identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives shall work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the Parties shall also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council and Board ratification of any resolution that is proposed.
5. Representatives shall negotiate in good faith and shall work together, combining their resources, originality and expertise to find solutions. Representatives shall attempt to craft a solution to the identified issue(s) by seeking to advance the interests of all Parties. Representatives shall fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.

Step 3: Mediation

6. In the event that negotiation does not successfully resolve the dispute, the Parties agree to attempt mediation. The representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation, within fourteen (14) calendar days of one Party's indication that negotiation has not resolved matters, nor be likely to. The Party giving such notice shall include the names of three mediators. The recipient Party shall select one name from the short list and advise the other Party of their selection within ten (10) calendar days of receipt of the list. The Parties shall thereafter co-operate in engaging the selected mediator in a timely manner.
7. The Party that initiated the dispute resolution process, must provide the mediator with an outline of the dispute and any agreed statement of facts within fourteen (14) calendar days of the mediator's engagement. The Parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
8. The mediator shall be responsible for the governance of the mediation process. The Parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute. Time shall remain of the essence in pursuing mediation, and mediation shall not exceed ninety (90) calendar days from the date the mediator is engaged, without further written agreement of the parties.

9. All proceedings involving a mediator are without prejudice, and, unless the Parties agree otherwise, the cost of the mediator must be shared equally between the Parties.
10. If a resolution is reached through mediation, the mediator shall provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each Party.
11. If after ninety (90) calendar days from engagement of the mediator, or longer as agreed in writing by the Parties, resolution has not been reached, the mediator shall provide a report to the Parties detailing the nature of apparent impasse and/or consensus.

Step 4: Arbitration

12. In the event that Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within thirty (30) calendar days of receipt of the mediator's report, including appointing an arbitrator within that time. If the representatives can agree upon a mutually acceptable arbitrator, arbitration shall proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each Party shall produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration shall proceed using that arbitrator.
13. If the representatives cannot agree on an arbitrator, the Party that initiated the dispute resolution process must forward a request to the Minister of Education or the Minister of Municipal Affairs, whichever ministry is applicable, to appoint an arbitrator within thirty (30) calendar days of the expiry of the time period in clause twelve (12). Should the Minister of Education or the Minister of Municipal Affairs agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education or the Minister of Municipal Affairs decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of Queen's Bench.
14. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in the *Arbitration Act*. The Arbitrator shall be someone familiar with the circumstances surrounding the dispute and familiar with rural municipal services delivery.
15. Subject to an order of the arbitrator or an agreement by the Parties, the costs of the arbitrator and arbitration process must be shared equally between the Parties.



March 23rd, 2026

Town of Beaverlodge
Jeff Johnston – Chief Administrative Officer
1016 – 4th Avenue
Beaverlodge, AB T0H 0C0

Attn: Mr. Johnston

**Re: Town of Beaverlodge
2026 Road Rehabilitation Program
5th Ave (10th street to 11th street)
Tender Results and Recommendation**

The Tender for the above-mentioned project closed on March 20, 2026 at 2:00:00 PM. Three (3) tender packages were received and the results exclusive of GST can be found in the table below:

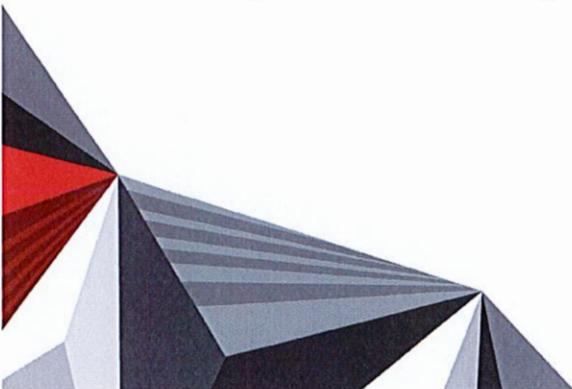
COMPANY	BID AMOUNT AT OPENING
Knelson Sand and Gravel	\$ 706,648.65
Reco Construction	\$ 732,461.60
Wapiti Gravel Suppliers	\$ 782,776.43

A detailed review of the submitted pricing was completed, and no errors or omissions were identified.

The required documentation submitted by the tenderers was reviewed, and a summary of the information provided is presented in the following table:

COMPANY	DOCUMENTATION								
	Completed Tender Agreement Form	Completed Affidavit Verifying Corporate Signing Authority	Proposed Schedule	Bid Bond or Certified Cheque	Consent of Surety	WCB Clearance Letter	Certificate of Recognition	References	Addendum
Knelson Sand and Gravel	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	NOT PROVIDED	PROVIDED
Reco Construction	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	NOT PROVIDED	PROVIDED
Wapiti Gravel Suppliers a Division of Colas Western Canada Inc.	PROVIDED	N/A	PROVIDED	PROVIDED	PROVIDED	PROVIDED	PROVIDED	NOT PROVIDED	PROVIDED

The schedule submissions from each Contractor were reviewed and found to be compliant, indicating that each proposes to complete the project within the specified contract timeframe. The following table summarizes the proposed start and completion dates:



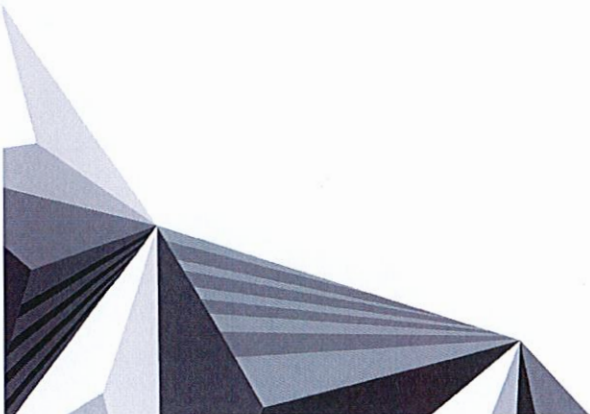
COMPANY	Proposed Start Date	Proposed Completion Date
Knelson Sand and Gravel	June 15, 2026	August 29, 2026
Reco Construction	June 15, 2026	August 29, 2026
Wapiti Gravel Suppliers a Division of Colas Western Canada Inc.	July 13, 2026	August 29, 2026

Based on a comprehensive review of each proponent's pricing, documentation submissions, and proposed schedule, all of which were found to be compliant with the tender requirements, **Beirsto & Associates Engineering Ltd.** recommends that **Knelson Sand and Gravel Ltd.** be awarded the *Town of Beaverlodge – 2026 Road Rehabilitation Program, 5th Ave (10th street to 11th street)*, to act as Prime Contractor.

Please review and do not hesitate to contact me if you have any questions.

Sincerely,


Kraig Gramlick, P.Eng.
Senior Engineer | Project Manager | Partner
Beirsto & Associates
ENGINEERING & SURVEY | 60 YEARS





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

On behalf of Beaverlodge FCSS, I would like to invite the Mayor and Town Council to the following event:

Volunteer Appreciation Dinner

April 22, 2026

5:30 p.m. to 8:00 p.m.

Beaverlodge Community Centre

We would be pleased to have the Mayor bring greetings, and Council members are warmly welcome to attend. Please RSVP by April 13, 2026, so we can plan accordingly.

Nichole Young

Subject: Invitation to Participate: Municipal Panel for National Tourism Week Breakfast

From: Jasmin Greavett <director@gptourism.ca>

Subject: {External} Invitation to Participate: Municipal Panel for National Tourism Week Breakfast

Good afternoon,

On behalf of the Grande Prairie Regional Tourism Association (GPRTA), we are pleased to invite your municipality to participate in a special Municipal Panel Breakfast in celebration of National Tourism Week. This event will bring together tourism operators, industry partners, and regional stakeholders to highlight the importance of tourism as a driver of economic growth and community vitality across the region.

Event Details:

- Date: Wednesday, April 22, 2026
- Time: 9:00 am – 11:00 am
 - Panel Start & End Times: 10:00 am – 11:00 am
- Location: Pomeroy Hotel & Conference Centre (11633 100 Street, Grande Prairie)

As part of the program, GPRTA will host a moderated panel discussion featuring municipal perspectives on tourism development, regional collaboration, and future opportunities. We believe your participation will add valuable insight and strengthen the connection between municipalities and the tourism industry.

GPRTA would be honoured to welcome participation from your municipality's appointed representative(s) on our Board of Directors. However, we recognize scheduling considerations and leave it to your municipality to determine the most appropriate representative to attend.

Panelists will be invited to share perspectives on:

- The role of tourism in local economic development
- Supports and advocacy efforts to grow tourism experiences within your community
- Opportunities for regional collaboration

To help panelists prepare, a formal list of questions and prompts will be shared with panelists at least 1-week prior to the event.

We kindly ask that you confirm your municipality's participation and designated representative by Friday, April 10, 2026 to Janelle Friend, Communications & Media Relations Officer, via email to communications@gptourism.ca

This event is an opportunity to celebrate our shared successes, strengthen partnerships, and align on the future of tourism across our region. We would be grateful for your involvement.

Should you have any questions or require additional information, please do not hesitate to reach out to me or Janelle.

Warm regards,

Jasmin Greavett



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

March 30, 2026

Notice is hereby given that a Special Council Meeting has been called, as per Section 194(1) of the *Municipal Government Act*, Statutes of Alberta 2000, Chapter M-26-1.

The Special Council Meeting relating to the **2026 Town of Beaverlodge Budget** will take place on **April 19, 2026 from 2:00pm until 6:00pm.**

This meeting will be held in Council Chambers located at the Town Office,
#400 – 10 Street Beaverlodge and is open to the Public.

(Matters may be discussed in private under Section 21 of the *Freedom of Information and Protection of Privacy Act*).

Enquiries:

Jeff Johnston

CAO

780-354-2201

jjohnston@beaverlodge.ca



**MARCH 2026 MONTHLY REPORT TO THE TOWN OF BEAVERLODGE
FOR BYLAW OFFICER SERVICES**

1. Dates and times spent: (attached)
2. **Number of Tickets issued:** 0
3. **Number of Complaints/Occurrences:** 7
 - Running at large: 0
 - Barking: 0
 - Bite/Attack Animal: 0
 - Bite/Attack Human: 0
 - Too many dogs: 0
 - Vicious/Restricted: 0
 - Unightly Premises: 0
 - Parking: 4
 - Fire/Permit: 0
 - Bylaw 3
3. **Town Priorities:**
 - a)
 - b)
 - c)



CONTRACT TIME DETAILS FOR BILLING

REPORTING PERIOD: 2026-03-01 to 2026-03-31

MUNICIPALITY: BEAVERLODGE

ADMINISTRATION 2.00 HOURS

EVENT	START/END	HOURS	MUNICIPALITY	ACTIVITY	LINKED REPORT INCIDENT TYPE	NOTES
-------	-----------	-------	--------------	----------	-----------------------------	-------

TYPE: BYLAW OFFICER

1		2.00		ADMINISTRATION		
2	2026-03-01 12:46:00 2026-03-01 13:46:00	1.00	BEAVERLODGE	PATROL		
3	2026-03-04 11:10:00 2026-03-04 12:10:00	1.00	BEAVERLODGE	PATROL		
4	2026-03-05 14:25:00 2026-03-05 15:25:00	1.00	BEAVERLODGE	PATROL		
5	2026-03-06 12:57:00 2026-03-06 13:42:00	0.75	BEAVERLODGE	PATROL		
6	2026-03-06 13:50:00 2026-03-06 14:05:00	0.25	BEAVERLODGE	OCCURRENCE	BYLAWS	
7	2026-03-06 13:55:00 2026-03-06 14:10:00	0.25	BEAVERLODGE	OCCURRENCE	PARKING	
8	2026-03-06 14:02:00 2026-03-06 14:17:00	0.25	BEAVERLODGE	OCCURRENCE	BYLAWS	
9	2026-03-07 10:16:00 2026-03-07 11:16:00	1.00	BEAVERLODGE	PATROL		
10	2026-03-07 11:00:00 2026-03-07 12:00:00	1.00	BEAVERLODGE	TRIAL PREPARATION / TRIAL		
11	2026-03-07 12:15:00 2026-03-07 12:30:00	0.25	BEAVERLODGE	PATROL		
12	2026-03-08 11:28:00 2026-03-08 12:28:00	1.00	BEAVERLODGE	PATROL		
13	2026-03-09 09:26:00 2026-03-09 10:26:00	1.00	BEAVERLODGE	PATROL		
14	2026-03-09 12:00:00 2026-03-09 12:30:00	0.50	BEAVERLODGE	OCCURRENCE	PARKING	
15	2026-03-09 12:53:00 2026-03-09 13:38:00	0.75	BEAVERLODGE	PATROL		
16	2026-03-10 09:57:00 2026-03-10 10:57:00	1.00	BEAVERLODGE	PATROL		
17	2026-03-10 14:06:00 2026-03-10 14:36:00	0.50	BEAVERLODGE	PATROL		
18	2026-03-10 14:45:00 2026-03-10 15:00:00	0.25	BEAVERLODGE	OCCURRENCE	PARKING	
19	2026-03-11 12:13:00 2026-03-11 13:13:00	1.00	BEAVERLODGE	PATROL		
20	2026-03-11 14:25:00 2026-03-11 15:10:00	0.75	BEAVERLODGE	PATROL		
21	2026-03-11 15:59:00 2026-03-11 16:29:00	0.50	BEAVERLODGE	OCCURRENCE	PARKING	
22	2026-03-12 08:05:00 2026-03-12 08:20:00	0.25	BEAVERLODGE	OCCURRENCE	BYLAWS	

23	2026-03-12 10:25:00 2026-03-12 11:25:00	1.00	BEAVERLODGE	PATROL		
24	2026-03-12 13:33:00 2026-03-12 14:33:00	1.00	BEAVERLODGE	PATROL		
25	2026-03-12 21:09:00 2026-03-12 22:09:00	1.00	BEAVERLODGE	PATROL		
26	2026-03-13 09:47:00 2026-03-13 10:32:00	0.75	BEAVERLODGE	PATROL		
27	2026-03-13 14:55:00 2026-03-13 15:10:00	0.25	BEAVERLODGE	OCCURRENCE	BYLAWS	
28	2026-03-14 20:45:00 2026-03-14 21:00:00	0.25	BEAVERLODGE	OCCURRENCE	PARKING	
29	2026-03-19 13:02:00 2026-03-19 14:02:00	1.00	BEAVERLODGE	PATROL		
30	2026-03-19 19:22:00 2026-03-19 20:22:00	1.00	BEAVERLODGE	PATROL		
31	2026-03-21 13:14:00 2026-03-21 14:14:00	1.00	BEAVERLODGE	PATROL		
32	2026-03-22 19:30:00 2026-03-22 20:00:00	0.50	BEAVERLODGE	PATROL		
33	2026-03-23 10:18:00 2026-03-23 11:18:00	1.00	BEAVERLODGE	PATROL		
34	2026-03-25 12:45:00 2026-03-25 13:45:00	1.00	BEAVERLODGE	PATROL		
35	2026-03-26 13:49:00 2026-03-26 14:49:00	1.00	BEAVERLODGE	PATROL		
36	2026-03-27 09:47:00 2026-03-27 10:47:00	1.00	BEAVERLODGE	PATROL		
37	2026-03-29 13:27:00 2026-03-29 13:57:00	0.50	BEAVERLODGE	PATROL		
38	2026-03-30 10:16:00 2026-03-30 11:16:00	1.00	BEAVERLODGE	PATROL		
39	2026-03-30 16:30:00 2026-03-30 16:45:00	0.25	BEAVERLODGE	OCCURRENCE	BYLAWS	
40	2026-03-31 14:07:00 2026-03-31 14:22:00	0.25	BEAVERLODGE	OCCURRENCE	BYLAWS	

TOTAL HOURS: 30.00
 BYLAW OFFICER HOURS: 30.00

TOTAL EVENTS: 40
 BYLAW OFFICER PERCENTAGE: 100.0%



Monthly Occurrences By Zone

Reporting Period: 2026-03-01 to 2026-03-31 23:59:59

Printed on:2026-04-01 09:54:47

Municipality:BEAVERLODGE

Zone	Complaint Type	Occurrences Count
BEAVERLODGE	BYLAWS	3
BEAVERLODGE	PARKING	4
Total		7



County of Grande Prairie No. 1

Monthly Ticket

Reporting Period:2026-03-01 - 2026-03-31

Pay Centre:BEA

Ticket No	Ticket Date	Ticket Time	Charge	Statute	Activity	Pay Centre	Member	Fine Amount
-----------	-------------	-------------	--------	---------	----------	------------	--------	-------------

Ticket Count:0

\$0

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	Jeff and Tina met with Superintendant on January 20th to discuss the proposed agreement and are awaiting the next steps.	Completed	
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. Received back from the lawyers and reviewed. Suspending current policy until Bylaw can be developed and passed.	Completed	13-Apr-26
3	Host Library Board	12-Jan-26	CAO/Admin	Organize a meal for Council to host the Library Board. Invitation has been sent and looking at dates in May or June.	In progress	
4	Letter of Support	23-Feb-26	CAO/Admin	CAO has met with Mr. Oyedele and is working through the information.	In progress	
5	Request Letter	23-Mar-26	CAO/Admin	Write a letter to the County regarding their policing of the County side of 3rd Street and 11th Street.	In progress	
6	4-Way STOP	23-Mar-26	CAO/Admin	Administration to investigate having 3rd St and 11th Ave be a 4-way STOP.	In progress	
7	Invitation to Council	23-Mar-26	CAO/Admin	Invite the Fire Chief and the District Fire Chief to come to a Council meeting.	In progress	11-May-26

Current: April 13, 2026