



**AGENDA
REGULAR COUNCIL MEETING
VILLAGE OF BEISEKER**

**April 27, 2026,
700 1st Avenue, Beiseker AB T0M 0G0 and Online 7:00 pm**

1. Call to Order

Treaty 7 Acknowledgement

2. Declarations of Pecuniary or Indirect Pecuniary Interest

3. Adoption of Agenda

4. Adoption of Previous Minutes

a) Minutes of the April 13, 2026 Regular Council Meeting

5. Delegations

a) N/A

6. Staff Reports

a) Public Works Department – Written Report

b) CAO Report – Written Report

c) Fire Department – Written Report

d) Enforcement Department – N/A

7. Financial Reports / Budgets

a) Cheque Listing – April 24, 2026

8. Business Arising From Minutes (Old Business)

a) Bylaw 2026-12 – Council Procedural Bylaw to Repeal Bylaw 2024-13 (with completed amendments)

9. New Business

a) Marigold Library System – Beiseker Library 2025 Value of Investment

b) Police Review Commission

c) Signing Authority Update

d) Village Alert & Communication System

10. Council Reports

a) Mayor David Ledoyen

b) Deputy Mayor David McKenzie

c) Councillor Nikki King

d) Councillor Austin Sheridan

e) Councillor Neil Young

11. Closed Session

a) N/A

12. Adjournment



H.A.

**MINUTES OF THE REGULAR MEETING OF COUNCIL
VILLAGE OF BEISEKER
HELD ON APRIL 13, 2026
At 7:00 pm Online and 700 1st Avenue, Beiseker AB T0M 0G0**

PRESENT

Mayor David Ledoyen
Deputy Mayor David McKenzie
Councillor Nikki King

Councillor Neil Young
CAO Gail Peckham
Councillor Austin Sheridan

1. Call to Order

Mayor Ledoyen called the meeting to order at 7:00 pm.

Treaty 7 Acknowledgement

2. Declaration of Pecuniary or Indirect Pecuniary Interest

Mayor Ledoyen and Councillor King both verbally declared a pecuniary interest in item 9.f because they own property adjacent to or near the road patching that is proposed to be completed this year.

3. Agenda

Res#2026-228

Councillor Young made motion to approve the Agenda for the April 13, 2026 Regular Council Meeting.

CARRIED

4. Adoption of the Previous Minutes

Res#2026-229

a) Councillor Sheridan made motion to approve the minutes of the March 23, 2026 Regular Council Meeting.

CARRIED

5. Delegation – RCMP Inspector Lauren Weare & Sgt. Ian Patey

During their presentation, Sgt Patey and Inspector Weare spoke on the Beiseker Q3 quarterly statistics and reviewed the RCMP Community Policing Report, which provides a snapshot of crime statistics for the Village of Beiseker and surrounding area. Community priorities include crime reduction, community engagement and consultation, and road safety. Crime remains a primary concern. Discussion also included the Real-Time Operations Centre, expansion of the Emergency Response Team, and the Community Priorities Plan. Council thanked them for attending and for their presentation.

6. Staff Reports

- a) Public Works - Written Report
- b) CAO – Written Report
- c) Fire Dept – Verbal
- d) Enforcement Dept –Written



- Res#2026-230** Mayor Ledoyen made motion to enter into a four-year funding commitment to STARS at a fixed rate of \$1500.00 per year for years 2026-2029, and to include it in the upcoming budget. CARRIED
VOTED AGAINST: COUNCILLOR SHERIDAN
- Res#2026-231** Councillor Young made motion to accept the staff reports as presented. CARRIED
- 7. Financial Reports**
- a) Cheque Listing to April 13, 2026**
- Res#2026-232** Deputy Mayor McKenzie made motion to approve the Cheque Listing dated April 13, 2026 as presented. CARRIED
- 8. Business Arising from Minutes (Old Business)**
- a) Municipality Accountability Program Response Plan**
- Res#2026-233** Councillor King made motion to accept as information. CARRIED
- 9. New Business**
- a) Bylaw 2026-11 – Palliser Intermunicipal Subdivision & Development Appeal Board**
- Res#2026-234** Mayor Ledoyen made motion to give Bylaw 2026-11 Palliser Intermunicipal Subdivision & Development Appeal Board First Reading. CARRIED
- Res#2026-235** Councillor Young made motion to give Bylaw 2026-11 Second Reading. CARRIED
- Res#2026-236** Deputy Mayor McKenzie made motion to take Bylaw 2026-11 to Third Reading. CARRIED
- Res#2026-237** Councillor Sheridan made motion to give Bylaw 2026-11 Third and Final Reading. CARRIED
- b) Palliser Intermunicipal Subdivision & Development Appeal Board Agreement**
- Res#2026-238** Mayor Ledoyen made motion to enter into the Palliser Intermunicipal Subdivision & Development Appeal Board Agreement. CARRIED
- c) Bylaw 2026-12 Council Procedural Bylaw to Repeal Bylaw 2024-13**
- Res#2026-239** Councillor Young moved to give Bylaw 2026-12 Council Procedural Bylaw to Repeal Bylaw 2024-13 First Reading. CARRIED
- Res#2026-240** Mayor Ledoyen motioned to table Bylaw 2026-12 until the next meeting to allow for amendments. CARRIED
- d) Bylaw 2026-13 Collabria Mastercard Credit Card Borrowing**
- Res#2026-241** Councillor King moved to give Bylaw 2026-13 Collabria Mastercard Credit Card Borrowing First Reading. CARRIED
- Res#2026-242** Councillor Young moved to give Bylaw 2026-13 Second Reading. CARRIED



Res#2026-243	Deputy Mayor McKenzie moved to take Bylaw 2026-13 to Third Reading.	CARRIED
Res#2026-244	Mayor Ledoyen moved to give Bylaw 2026-13 Third and Final Reading.	CARRIED
Res#2026-245	e) Bylaw 2026-14 To Establish A Tax Installment Payment Plan (TIPPS) Councillor Young moved to give Bylaw 2026-14 To Establish a Tax Installment Payment Plan (TIPPS) First Reading.	CARRIED
Res#2026-246	Councillor King moved to give Bylaw 2026-14 Second Reading.	CARRIED
Res#2026-247	Deputy Mayor McKenzie moved to take Bylaw 2026-14 to Third Reading.	CARRIED
Res#2026-248	Mayor Ledoyen moved to give Bylaw 2026-14 Third and Final Reading.	CARRIED
	f) Road Patching Quote – TTR Contracting Ltd. Mayor Ledoyen and Councillor King left the room and did not participate in the decision or vote on the matter because of their declaration of pecuniary interest.	
Res#2026-249	Councillor Young made motion to accept the quote from TTR Contracting Ltd. in the amount of \$57,796.00 for the excavation and asphalt paving at thirteen (13) road patching locations in the village, to be completed by this upcoming summer.	CARRIED
Res#2026-250	g) Beiseker Arena Lane Paving Quote – TTR Contracting Ltd. Councillor Young made motion to accept the quote from TTR Contracting Ltd. in the amount of \$19,712.00 for the excavation and asphalt paving of the lane that runs along the south side of the arena, to be completed this upcoming summer.	
Res#2026-251	h) Letter from Municipal Affairs – Assessment Model Review Councillor King made motion to accept as information.	CARRIED
Res#2026-252	i) Letter from Municipal Affairs – Bill 28 Councillor Sheridan made motion to accept as information.	CARRIED
Res#2026-253	j) Letter from Province of Alberta – Mitigation Funding Approval - 2018 Spring Flood Disaster Recovery Program Councillor Young made motion to accept as information.	CARRIED
Res#2026-254	k) Letter from Rocky View County – Regional Emergency Management Agreement – Notice of Non-Renewal Mayor Ledoyen made motion to accept as information.	CARRIED
Res#2026-255	l) Letter from CN – Vegetation Management Program Councillor Sheridan made motion to accept as information.	CARRIED
Res#2026-256	m) Community Futures Wild Rose Impact Report & Executive Summary Councillor Young made motion to accept as information.	CARRIED



10. Council Reports

- a) **Mayor Ledoyen** – Written Report
- b) **Deputy Mayor McKenzie** – Verbal Report
- c) **Councillor King** – Verbal Report
- d) **Councillor Sheridan** – Verbal Report
- e) **Councillor Young** – Written Report

Res#2026-257 Councillor Young made a motion to direct the CAO to draft a compensation policy providing payment of \$25 per hour to on-call Fire Department members (excluding the Fire Chief and Deputy Fire Chief) for responding to both in-village and out-of-town medical and fire calls, and to provide statistics on the number of calls responded to within the past year. CARRIED

Res#2026-258 Councillor Young made motion to accept the Council Reports as presented. CARRIED

11. Closed Session

Res#2026-259 Councillor Sheridan made motion to go into Closed Session at 8:52pm. CARRIED

Res#2026-260 Deputy Mayor McKenzie made motion to come out of Closed Session at 9:26 pm.

12. Adjournment

Mayor Ledoyen adjourned the meeting at 9:27 pm.

Mayor, David Ledoyen

CAO, Gail Peckham



VILLAGE OF BEISEKER

PUBLIC WORKS

6-9-

PO BOX 349, BEISEKER, AB T0M 0G0
Tel. 403-947-3270

Email: publicworks@beiseker.com
Fax 403-947-2146 www.beiseker.com

Council Report: Regular Meeting of Council – April 27, 2026

Prepared by: Brandon Martin

Water/Wastewater:

- I attended a Regional Water Partnership meeting and training session in Drumheller on April 17. Key takeaways from the meeting included an update from Alberta Environment regarding upcoming changes to reporting requirements for drinking water systems, as well as an overview of the recent repair to the break in the Aqua 7 transmission line.

Garbage/Transfer Station:

- I met with a representative from the DDSWMA to discuss the potential to dump the Village's garbage truck into the south transtor. Initial discussions indicated that the existing hill should not require re-engineering; however, they will review the site further to determine what options are available. The DDSWMA also expressed interest in reviewing our current service agreement to ensure the Village is receiving adequate pickup frequency and noted that the scheduled pickup day could be adjusted if necessary.

Roads/Sidewalks:

- No items to report.

Buildings:

- No items to report.

Other:

- The campground water will be turned on Monday, April 27, in advance of its opening at the beginning of May.

Monthly Total Water Usage (m³)

	2022	2023	2024	2025	2026
January	4767	5238	6021	4625	6660
February	4681	5006	4657	4345	4341
March	4733	5890	4208	4525	4834
April	4766	5272	4165	4844	
May	4771	4833	4462	5090	
June	4696	4952	5265	5530	
July	5051	5288	5753	5147	
August	5646	5342	6238	5964	
September	5545	4814	4692	5443	
October	4913	4709	5792	5275	
November	4781	4253	4611	4855	
December	5067	4813	4621	4861	
TOTALS	59417	60410	60485	60504	15835

Beiseker Daily Average Water Usage Consumption by Year and Month (m³)

	2020	2021	2022	2023	2024	2025	2026
January	158.61	134.32	150.55	169.00	194.23	149.19	214.84
February	162.48	172.68	167.18	178.79	160.59	155.18	155.04
March	144.52	139.45	155.90	190.00	135.74	145.97	155.94
April	145.07	138.47	162.20	175.73	138.83	161.47	
May	160.87	141.58	150.68	155.90	143.94	164.19	
June	144.43	186.90	156.53	165.07	175.50	184.33	
July	147.06	199.71	162.42	170.58	185.58	166.03	
August	177.81	179.68	181.39	172.32	201.23	183.68	
September	153.47	204.23	184.83	160.47	156.40	181.43	
October	146.00	157.32	158.48	151.90	186.84	170.16	
November	138.53	149.23	158.70	141.77	153.70	161.83	
December	134.94	166.84	163.45	155.26	149.06	156.81	
Average	151.15	164.20	162.69	165.57	165.14	165.02	175.27

Highest Water Consumption by Month

Highest Water Consumption of All

Lowest Water Consumption by Month

Lowest Water Consumption of All

6. b.

CAO REPORT – APRIL 27, 2026

- The Village has received funding for three (3) Summer Student Public Works positions, with 50% funding approved. Advertising for these positions will be included in the upcoming newsletter.
- On April 16, Jodi King and I met with Cenera, a Calgary-based company assisting the Village with the Privacy Management Program, which is scheduled for completion by June, as required.
- One staff member is currently on leave for four (4) weeks. Existing staff are working diligently to ensure that all required duties and services continue to be completed.
- On April 23, 2026, I met with representatives from Palliser, MPE, and the landowners/developers to discuss the proposed subdivision within Skyland Industrial Park, including connections to municipal services and the developer's future plans for the remaining 48-acre parcel.
- I attended Coffee with Council on April 22, 2026, where productive discussions were held with residents of Beiseker.

Village of Beiseker
Council Report

6.c.

Department Update – April 2026

Meeting Date: April 27,
Presented By: Fire
Department:



2026

Chief Nikki King
Beiseker Fire Department

1. Training & Member Development

Fire Fighter Jameson Morphet and Chief Nikki King attended a NFPA 1140 Wildland Firefighter Level 1 course April 25-26 and May 2-3, 2026, through Saracen Fire.

Firefighter Ethan Mason attended a CP Rail training session offering hands-on emergency response training featuring the Transcaers CCPX 911 Training tank Car.

Standard First Air and CPR Training will take place on June 27th, 2026.

2. Membership Update

Active Members: 60

Recruits on Probation: 4

Recruitment of qualified NFPA 1001 firefighters will begin in early 2026. The department will no longer onboard members without existing 1001 certification.

4. Call Volume

As of April 14, 2026, BFD has responded to 121 calls. Breakdown as follows:

- 64 Medical Calls
- 33 Alarm Calls/ Service Calls
- 3 Outside Fires/ Grass Fires
- 6 Electrical Hazard, Gas Leak/Hazmat/Strange Odor
- 4 Vehicle Fires
- 5 MVC
- 1 Traffic Accident
- 5 Structure Fires

5. Apparatus & Equipment

Village of Beiseker Council Report

All apparatus remains operational. Annual pump and ladder testing will occur in the last week of April.

The Stage 3 valve on the Cascade Air System has failed and was replaced on April 24th.

6. Fire Hall & Administration

Work continues long-term budget planning and equipment lifecycle forecasting.

7. Community Initiatives

The Beiseker Community Food Pantry continues to be well utilized with 2-3 families requesting assistance each week. We need toilet paper and gift cards for the Beiseker Fresh Market.

8. Upcoming Priorities

Finalizing the 2026 training plan and officer development pathway.

Continued work on radio procurement and equipment planning.

9. Requests for Council Direction / Decisions

None at this time.

Prepared By:
Nikki King
Fire Chief, Beiseker Fire Department



Village Of Beiseker

Ma

Cheque Listing For Council

2026-Apr-24
12:36:39PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20260181	2026-04-15	ALBERTA MUNICIPALITIES	6	APRIL PREMIUMS	6,696.18	6,696.18
20260182	2026-04-15	AMSC ENERGY	41064	MARCH GAS & POWER	14,578.91	14,578.91
20260183	2026-04-15	CENTRAL ALBERTA ECONOMIC PARTNERSHIP	122913	ANNUAL MEMBERSHIP	712.53	712.53
20260184	2026-04-15	GOVERNMENT OF ALBERTA	1800029743	POLICE FUNDING REQUISITION	47,820.00	47,820.00
20260185	2026-04-15	JOCK WILSON CONTRACTING LTD.	5343	SEWER REPAIR	2,546.25	2,546.25
20260186	2026-04-15	MPE A DIVISION OF ENGLOBE	2590-022-00-10	ENGINEERING	601.65	601.65
20260187	2026-04-15	PRECISE PRUNING LTD.	11725	CAMPGROUND PRUNING	2,141.90	2,141.90
20260188	2026-04-15	SARACEN FIRE AND RESCUE LTD	1457	TRAINING	645.75	645.75
20260189	2026-04-15	SUPERIOR NORTH AMERICA	51933S	CATCH BARS	119.70	119.70
20260190	2026-04-15	TELUS COMMUNICATIONS INC.	129	APRIL LANDLINES/INTERNET	1,054.47	1,054.47
20260191	2026-04-15	TELUS MOBILITY INC.	98	MARCH MOBILITY INVOICE	579.17	1,009.15
20260191			99	APRIL LANDLINES	429.98	
20260192	2026-04-15	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2026/1833	GLOVES - DONATED FUNDS	308.74	308.74
20260193	2026-04-15	WORKERS COMPENSATION BOARD	28793985	MARCH STATEMENT	(1,085.29)	415.31
20260193			28895612	APRIL 26	1,500.60	
20260195	2026-04-14	COAST TO COAST MECHANICAL CONTRACTC	3100	INSTALL GENERATOR	574.18	886.04
20260195			3101	REPLACED ENDPOINTS	155.93	
20260195			3102	REPLACED ENDPOINTS	155.93	
20260196	2026-04-14	DRUMHELLER & DIST. SOLID WASTE	REQ 02 2ND PA	2ND PAYMENT 2026	13,075.92	13,075.92
20260197	2026-04-14	ENVIRONMENTAL 360 SOLUTIONS	10200007	APRIL SERVICE CHARGE	1,532.49	1,532.49
20260198	2026-04-14	G & D LIGHT HAUL LTD	12352/437	COURIER SERVICES	78.76	78.76
20260199	2026-04-14	LAMBERT, AMANDA	Mar 26-Apr 20	COMMUNITY HALL CLEANING	609.50	609.50
20260200	2026-04-14	LINDE CANADA INC	55786598	OXYGEN, CYLINDERS	157.88	157.88
20260201	2026-04-14	PATTERSON , LYNN	878519SKU	HALL SUPPLIES	44.08	132.25
20260201			shop/hall	SHOP/HALL	88.17	
20260202	2026-04-14	PECKHAM, GAIL	212111	OFFICE CARETAKER	250.00	250.00
20260203	2026-04-14	WOLSELEY CANADA INC.	819497	WATER R/M	3,697.76	3,697.76

Total 99,071.14

*** End of Report ***

J.A.

**BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW**

**BEING A BYLAW OF THE VILLAGE OF BEISEKER TO REGULATE THE
PROCEDURE OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

WHEREAS pursuant to the Municipal Government Act, the Village of Beiseker Council considers it expedient and desirable for effective governance to regulate the procedure of Council, Councillors and others attending Council and Council Committee meetings in the Village of Beiseker;

NOW THEREFORE the Council of the Village of Beiseker, hereby ENACTS AS FOLLOWS:

Citation

1. This Bylaw may be cited as the "Council Procedural Bylaw".

Definitions

2. In this Bylaw:
 - (a) "Agenda" shall mean the list of items and orders of business for any meeting of Council as prepared by the Chief Administrative Officer, or their delegate;
 - (b) "Bylaw" is a Bylaw of the Village of Beiseker;
 - (c) "CAO" means the Chief Administrative Officer of the Village of Beiseker or their delegate;
 - (d) "Chair" is the Mayor of the Village of Beiseker, or Deputy Mayor in the Mayor's absence, or another Councillor by motion and majority vote in the case of the absence of both the Mayor and Deputy Mayor;
 - (e) "Council" shall mean the duly elected Mayor, Deputy Mayor and Councillors of the Village of Beiseker;
 - (f) "Councillor" is a member of Council duly elected pursuant to the *Local Authorities Election Act*;
 - (g) "MGA" shall mean the *Municipal Government Act* of the Province of Alberta, R.S.A. 2000, as amended.
 - (h) "Motion" means a motion made in Council;
 - (i) "Point of Order" is the raising of a question by a Councillor to call attention to any departure from this Bylaw or customary proceedings of debate or procedures of Council's business;
 - (j) "Public Hearing" is a meeting of Council held in accordance with Section 230 of the *MGA*;
 - (k) "Quorum" is a majority of those members elected present during a Council Meeting, in the case of the Village of Beiseker three (3);
 - (l) "Recorded Vote" is the request of any Councillor to record the vote on a motion by Councillor name;
 - (m) "Special Meeting" is a meeting called pursuant to Section 194 of the *MGA*;
 - (n) "Village" is the Corporation of the Village of Beiseker.
 - (o) "Written Notice/Communication or Submission" includes by mail, email or hand-delivered

BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW

- (p) “Closed Session” means a portion of a Council or Council Committee meeting closed to the public in accordance with Section 197 of the MGA and the exceptions to disclosure under the Alberta Transparency and Information Act (ATIA) and the Personal and Organizational Privacy Act (POPA). For the purposes of this Bylaw, the term In Camera has the same meaning as Closed Session;
- (q) “Closed Meeting Materials” means any documents, reports, presentations, or information provided to Council for consideration during a Closed Session, subject to the confidentiality requirements of ATIA and POPA;
- (r) “Delegation” means an individual or group appearing before Council to speak on a matter within Council's jurisdiction, in accordance with Section 21 of this Bylaw;
- (s) “Electronic Means” means a communication method that enables all participants to hear and communicate with each other simultaneously, including video conferencing, teleconferencing, or other systems approved by the CAO;
- (t) “Meeting” means a duly constituted meeting of Council or a Council Committee conducted in accordance with the MGA and this Bylaw;
- (u) “Quorum” means a majority of the members of Council elected and serving, who are present at a meeting either in person or by Electronic Means. Councillors participating through Electronic Means are deemed present for the purposes of establishing and maintaining quorum.

Application

- 3. This Bylaw shall apply to all Councillors, staff of the Village of Beiseker and any member of the public who attends or wishes to attend meetings of Council and Council Committees established by Council.

Quorum

- 4. (a) As soon as there is a quorum of Council after the hour fixed for the meeting, the Chair shall call the meeting to order.
- (b) If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.

Meetings

- 5. (a) Regular meetings of Council shall be established by motion and majority vote of Council at the annual Organizational Meeting.
- (b) In the case where a regular meeting conflicts with a statutory holiday, the regular meeting shall be held on the first working day thereafter.

BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW

- (c) The meetings of Council Committees shall be established by motion and majority vote for each committee and the public must be given notice or advertised as required by the provisions of the MGA.

Special Meetings

- 6. (a) The Mayor may call Special Meetings of Council in accordance with Section 194 of the MGA and Special Meeting Procedure B-40.
- (b) The Mayor may call a Special Meeting of Council upon shorter notice, either oral or written, as they consider sufficient, however no special meeting may be held until at least two-thirds of the members of Council give their consent in writing to the holding of the meeting.
- (c) No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by motion and unanimous consent, any other business may be transacted.
- (d) Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within fourteen (14) days of the date on which the request in writing was delivered to the Mayor.

Organizational Meeting

- 7. The Annual Organizational Meeting of Council shall be held in accordance with Section 192 of the MGA as follows:
 - (a) The CAO shall fix the time and place of the Organizational Meeting;
 - (b) The CAO shall take the chair by calling the meeting to order; administering the Oaths of Office to all new Councillors, recording the election of the Mayor, administering the Mayor's Oath of Office and shall then turn the chair over to the Mayor;
 - (c) The Mayor shall administer the election of the Deputy Mayor and the administration of the Deputy Mayor's Oath of Office;
 - (d) The nominations for Mayor and Deputy Mayor, the number of votes for each position and whether an election took place by secret ballot will be recorded in the minutes of the Organizational Meeting. Secret Ballots will be held when called for by motion and approved by the majority of the Councillors present in accordance with Section 185.1 of the MGA.
 - (e) the establishment of the regular meeting dates for Council;

BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW

- (f) The following appointments/information will be reviewed, passed by motion, majority vote and recorded in the minutes of the Organizational Meeting
 - i. Signing Authority
 - ii. Banking Institution
 - iii. Auditor Appointment
 - iv. Assessor Appointment
 - v. Subdivision Development Appeal Board
 - vi. Regional Assessment Review Board
 - vii. Subdivision Authority
 - viii. Development Authority
 - ix. Municipal Office Address
 - x. Fire Chief
 - xi. Committee Appointments (Councillors)

- g) A statement regarding Councillor remuneration (see Policy B-33) will be made in the minutes of the Organizational Meeting.

- h) The time of the adjournment of the Organizational meeting will be recorded in the minutes of the Organizational Meeting.

- (i) any such other business as is required by the *MGA*.

Agenda and Council Packages

- 8. (a) Prior to each meeting, the CAO shall prepare a statement of the order of business known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation(s) intended to be submitted to the Council shall be received by the CAO no later than 12 noon on the Wednesday prior to the next Regular Council Meeting, unless a specific procedure stipulates otherwise. All Agenda items shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.

- (b) The CAO shall have delivered electronically for each Councillor, the Agenda and all supporting materials (council packages) no later than 5:00 pm on the Friday preceding a regular council meeting. In the case of a Special Meeting, the council packages will be delivered no later than 5:00 pm on the day preceding the date of the Special Meeting.

- (c) The council packages and agendas will be posted on the village website and notifications of this posting will be in accordance with Policy M-40 (Notice of Special Council Meetings).

- (d) The Agenda may be amended by motion and majority vote, after which it is deemed approved.

BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW

- (e) The business intended to be dealt with shall be stated in the Agenda in the following order where applicable:
 - i) Call to Order
 - ii) Treaty 7 Acknowledgement
 - iii) Adoption of Agenda
 - iv) Adoption of the previous Minutes
 - v) Delegations
 - vi) Staff Reports
 - vii) Financial Reports
 - (viii) Business Arising from Previous Minutes (Old Business)
 - (ix) New Business
 - (x) Council Reports
 - (xi) Closed Session
 - (xii) Adjournment

- (f) The order of business established in this section shall apply unless altered by motion and majority vote.

Virtual Attendance

- 9. When it is necessary for a Councillor to attend a Regular Council meeting virtually:
 - a) Circumstances permitted for virtual attendance are:
 - i) urgent personal or medical emergencies, or
 - ii) business matter (including work schedules), or
 - iii) to accommodate a Councillor based on protected grounds in the Alberta Human Rights Act, RSA 2000, c. A-25-5.

 - b) Council members must notify the Chief Administrative Officer directly and provide as much notice as possible, preferably by noon on the Wednesday before the scheduled meeting to accommodate any changes to the delivery of council packages and agendas. If the CAO cannot be reached by email or phone, notice can be given to other staff.

 - c) Council members will ensure the following:
 - i) Devices will be tested prior to the start of the meeting to ensure proper contact from the remote location;
 - ii) Council microphones will be muted unless the Councillor is speaking;
 - iii) Council members will not use background filters. Background blurring is permitted;
 - iv) Council members will maintain the confidentiality of information; and
 - v) No portion of any regular council meeting will be recorded, photographed or otherwise reproduced.

BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW

- d) A quorum of Council should be physically present at the meeting.
- e) Councillors are expected to attend Regular Council meetings in person whenever reasonably possible. A Councillor may attend virtually when circumstances under Section 9(a) apply. After three virtual attendances in a calendar year, any further requests for virtual participation require approval by motion of Council
- f) Reasons for attending virtually should be recorded by the Councillor attending virtually which must be disclosed to Municipal Affairs upon request.
- g) The Chair of the Regular Council Meeting should attend in person whenever reasonably possible. If both the Mayor and Deputy Mayor are unable to attend the meeting in person, Council may, by motion, appoint a Councillor to serve as Chair, including permitting the Mayor or Deputy Mayor to chair virtually if necessary
- h) Councillor Virtual Attendance at Closed Session
 - i) Council may provide by motion, the decision to reschedule the Closed Session item until all Councillors are physical present.
 - ii) Council members who are attending virtually must attend from a location that provides privacy and must make a statement prior to the Closed Session that they are attending in complete privacy.
 - iii) Councillors attending virtually are required to use headphones and speakerphones during closed sessions.
 - iv) All other conditions of Section 9 c) of this bylaw apply to Councillor virtual attendance during closed session.

10. Electronic Meetings and Public Hearings

- a) Pursuant to Section 199 of the Municipal Government Act, Council and Council Committees may conduct meetings by electronic means.
- b) For the purpose of this Bylaw, "electronic means" includes video conferencing, teleconferencing, or other electronic communication platforms that enable all participants to hear and communicate with each other simultaneously.
- c) Council authorizes the use of the following electronic means for meetings:
 - i) Video conferencing platforms approved by the Chief Administrative Officer;
 - ii) Telephone conferencing systems approved by the Chief Administrative Officer; and

**BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW**

iii) Any other electronic system capable of facilitating communication among all participants, as approved by the Chief Administrative Officer.

d) The identity of each Councillor attending electronically shall be confirmed at the commencement of the meeting by roll call conducted by the Chair or Chief Administrative Officer.

e) Except for meetings or portions of meetings closed to the public in accordance with Section 197 of the Municipal Government Act:

i) Members of the public shall be provided access to meetings conducted by electronic means through electronic connection details published on the Village website;

ii) Members of the public shall be permitted to make submissions during electronic meetings in accordance with procedures established by the Chief Administrative Officer;

iii) Where information is required to be made publicly available prior to or during a meeting, such information shall be posted on the Village website before and during the meeting; and

iv) Public notice of meetings conducted by electronic means shall include:

- the date and time of the meeting;
- the method by which the public may access the meeting; and
- the method by which the public may access meeting materials, where applicable.

f) Public Hearings required under Part 17 of the Municipal Government Act shall be conducted in a manner that allows participation by electronic means, including the ability for members of the public to make submissions verbally or in writing.

g) Electronic access to a meeting may be restricted or suspended where Council resolves to close all or part of the meeting to the public in accordance with Section 197 of the Municipal Government Act.

h) The Chief Administrative Officer may establish administrative procedures necessary to facilitate meetings conducted by electronic means.

Chair

11. The Chair shall preside over the order of business (agenda), procedures of the meeting (including the preservation of good order and decorum) and the Chair will decide all questions relating to the orderly procedure of the meeting. Any appeal to the Chair's actions in this regard can be made by motion and decided by a majority vote.

**BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW**

Meeting Procedures

12. (a) The Chair will control the Agenda and the Agenda order of items.
- (b) The Chair by motion and majority vote, may authorize a person in the public gallery to address members only on the topic being discussed at that time within the time limits specified by the Chair.
- (c) A Councillor can request by motion and majority vote, an opportunity to address a person in the public gallery.

Decorum

13. (a) All Councillors, staff, delegates or members of the public (gallery attendees) shall:
- i. maintain a civil and courteous manner and tone; and
 - ii. during presentations, discussion or debate, shall refrain from communication or disruption, giving attention and due respect to the speaker or Councillor addressing Council; and
 - iii. not interrupt Council proceedings unless the Chair has given permission for that person to speak.
- (b) Any individual(s) that violate the rules of decorum may be removed from the meeting by the Chair or by motion and majority vote.
- (c) No Councillor shall:
- i. disobey the rules of the Council or decision of the Chair; or
 - ii. leave their seat or make any noise or disturbance while a vote is being taken and/or declared;
 - iii. interrupt another Councillor while they are speaking, except to raise a point of order;
- (d) A Councillor who persists in a breach of the foregoing section, after having been called to order by the Chair,
- i. may, at the discretion of the Chair, be directed to leave the meeting chamber for the duration of the meeting if their conduct constitutes a disruption of Council proceedings.
- (e) A Councillor who wishes to leave the meeting of Council prior to adjournment shall so advise the Chair and the time of departure shall be noted in the Minutes.

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VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW

Appeal Ruling

14. (a) Any decision of the Chair shall be final, subject to an immediate appeal by a member of Council.
- (b) If the decision is appealed, the Chair shall give concise reasons for their ruling and Council, shall decide the appeal by majority vote.

Motions

15. (a) A motion does not require a seconder.
- (b) A motion may be withdrawn by the Councillor who initiated the motion at any time before voting, subject to no objection from any other Councillor. Otherwise, the motion on the table will be voted on. If defeated, another motion can be put forth.
- (c) A motion or item on the agenda can be tabled to a future date by motion and majority vote.
- (d) All direction to the CAO must be done by motion.
- (e) If clarification on the precise wording of a motion is required, the Councillor making the motion should provide the wording and the wording will be recorded and read back by the CAO.
- (f) If a motion that has been previously carried is brought back to the agenda for a future meeting by request of either a Councillor or any other person, reasons for reconsideration must be provided to the CAO in writing. The reasons will be included in the Council packages prior to the meeting.
- (g) If a motion that has been previously carried is reconsidered by Council, the new motion should indicate the finality of the decision.
- (h) A motion relating to a matter not within the jurisdiction of the Council shall not be in order.

Voting

16. (a) All votes from Council must be done by hand and voice.
- (b) A motion from Council can be provided any time after the Agenda item has been opened by the Chair or when the Chair calls for a motion.
- (c) When the Chair has ascertained that no further information or debate is required to vote on a motion, no Councillor shall speak to or present another motion until the vote has taken place on the first motion”.

**BYLAW #2026-12
VILLAGE OF BEISEKER
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COUNCIL PROCEDURAL BYLAW**

Voting (Conflict of or Pecuniary Interest)

17. When a Councillor has pecuniary interest with regard to any Agenda item or Matter before Council, the requirements of Section 172 (1) of the MGA will be followed.

Voting (Refusal)

18. Each member present at a meeting of Council shall vote when the vote is taken on a matter, unless for conflict of interest (pecuniary reasons). A Councillor who refuses to vote is 'disqualified' per section 174 of the MGA.

Voting (Tie Vote)

19. A motion shall be declared lost when it does not receive the required number of votes or receives an equal division of votes.

Voting (Recorded Vote)

20. (a) A recorded vote on any motion must be called for by a Councillor prior to voting. No motion is required to approve a recorded vote.
- (b) In the case of a Recorded Vote, the votes by each Councillor will be recorded in the Minutes.

Delegations

21. (a) A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter or other written communication to the CAO, outlining the subject to be discussed, the reasons that the subject is being brought to Council and any suggested solutions or actions to be taken to resolve the matter. This includes a copy of any presentation materials.
- (b) The communication shall be signed by the full (legal) name of the writer, the address (or email address) of the writer and delivered, emailed, or mailed to the CAO.
- (c) In situations that require, the CAO or village staff will assist any person who is uncomfortable or unable to provide a written submission. The submission can be taken verbally, recorded by the CAO or staff member and read back to and at least verbally approved by the person submitting to Council. The name and contact information of the person submitting to Council will be included in the information provided to Council.
- (d) The communication must arrive no later than 12 noon on the Wednesday before a regular Council meeting, or no later than 12 noon

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COUNCIL PROCEDURAL BYLAW**

the day prior to a Special Meeting.

- (e) If the person or representative, or group of persons wish to appear before Council on the matter, it must be stated in the letter.
- (f) If the person, representative or group of persons wish to appear before Council at a meeting (Delegate(s)), their names and titles (if applicable) will appear on the Agenda and/or the content of council packages, unless the matter is to be held in closed meeting in accordance with Section 197 of the Municipal Government Act, RSA 2000, c M-26, or unless disclosure would constitute an unreasonable invasion of personal privacy under the Protection of Privacy Act, SA 2025, c P-16.
- (g) Delegates shall be granted a maximum of fifteen (15) minutes to present the matter that has been outlined in the communication to Council. The Chair reserves the right to grant additional time to the delegate and a Councillor can request extra time for a delegate by motion and majority vote. The length of time for the extension must be stated in the motion.

Bylaws (General)

- 22. (a) Where a Bylaw is presented to Council for enactment, the CAO shall cause the number and short title of the Bylaw to appear on the Agenda.
- (b) When third reading of a Bylaw is not received within two years of the date of first reading, all previous readings are deemed to be rescinded.

Bylaw Amendments (applies to Regular Bylaws and Statutory Hearings)

- 23. (a) Council should make amendments to any proposed Bylaw by motion and majority vote unless the content and number of amendments requires that the CAO record the changes and provide an amended Bylaw at a future meeting of Council.
- (b) If the content and number of amendments requires, the Bylaw should not proceed to the next reading until a revised copy of the Bylaw is presented to Council for review.
- (c) When reasonable to do so, if the Bylaw does not pass a reading, a motion should be made to table the Bylaw to a future regular council meeting by date.

Bylaw First Reading

- 24. (a) A Bylaw shall be introduced for first reading by a motion that the Bylaw specifically its number and short title, be read a first time.
- (b) After a motion for first reading of the Bylaw has been passed, Council may:

BYLAW #2026-12
VILLAGE OF BEISEKER
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COUNCIL PROCEDURAL BYLAW

- i. debate the substance of the Bylaw; and/or
- ii. propose and consider amendments to the Bylaw;

Bylaw Second Reading

25. (a) A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw.
- (b) after a motion for second reading of the Bylaw has been passed, Council may:
- i. debate the substance of the Bylaw, and
 - ii. propose and consider amendments to the Bylaw;

Bylaw Third Reading

26. A Bylaw may proceed to third reading by motion and majority vote. When a proposed Bylaw has received first and second reading at the same meeting and Council wishes to give third reading at that same meeting, unanimous consent of all Councillors present is required.

Bylaw (Statutory Hearings)

27. (a) A Bylaw which has been initiated by a group or individual exercising statutory rights and which requires a public hearing shall be introduced by a motion for first reading which shall be voted upon without amendment and if carried, a public hearing date will be established by a second motion and majority vote.
- (b) Proceedings for a Public Hearing will be held in accordance with the MGA and any relative policies or Bylaws of the Village of Beiseker.
- (c) Following the public hearing, a motion for second reading may be presented and Council may:
- i. debate the substance of the Bylaw and
 - ii. propose and consider amendments to the Bylaw;
- (d) When all amendments have been dealt with, the motion for second reading of the Bylaw shall be placed.

Bylaws (Reconsideration)

28. (a) A Bylaw that requires more time for consideration by Council may be tabled to another council meeting.
- (b) If a Bylaw in its entirety is defeated at the second or third reading, all previous readings are deemed to be rescinded and the Bylaw is not eligible for reconsideration.

Bylaw Enactment

29. When a Bylaw has been given three readings by Council it is:

**BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW**

- (a) A municipal enactment of the Village; and
- (b) effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.
- (c) After passage, a Bylaw shall be signed by the Mayor or by the member presiding at the meeting at which the Bylaw was passed, and by the Village CAO and shall be impressed with the corporate seal of the Village, filed accordingly and posted to the Village website.

Adjournment

30. (a) The Chair determines when a meeting of Council is adjourned.
- (b) The time of adjournment of all meetings of Council will be recorded in the Minutes.
- (c) Council shall adjourn at the hour of 11:00 P.M., unless otherwise determined by motion and majority vote of the members present.
- (d) If the meeting continues after 11:00 PM, a motion and majority vote is required every hour after.
- (e) If the meeting is adjourned by motion and majority vote prior to completion of the agenda, the time and date for continuation of the meeting will be made by motion and majority vote.

Severability

31. If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed to be separate and independent there from and are to be enacted as such.

This Bylaw shall come into full force and effect upon third and final reading.
Bylaw 2024-13 is rescinded on the date this Bylaw comes into force and effect.

READ A FIRST TIME THIS 13th day of April, 2026

READ A SECOND TIME THIS day of 2026

READ A THIRD TIME AND FINALLY PASSED, this day of 2026

**BYLAW #2026-12
VILLAGE OF BEISEKER
TO REPEAL BYLAW #2024-13
COUNCIL PROCEDURAL BYLAW**

Mayor, David Ledoyen

CAO, Gail Peckham

9.9'

Beiseker Municipal Library 2025 Value of Your Investment



As a member of Marigold Library System (Marigold), Beiseker Municipal Library maximizes cost-efficiency and benefits from shared resources, enriching library services for the Beiseker community. Beiseker Municipal Library gains access to the centralized support, volume discounts, and specialized services provided by Marigold that complement local efforts—making library service more accessible, sustainable, and impactful.

2025 levy payments from Beiseker to Marigold (2024 Municipal Affairs population)

	Per Capita Levy	Population	Contribution
Municipality	\$ 6.59	754	\$ 4,968.86
Library Board	\$ 4.50	754	\$ 3,393.00
TOTAL levy payments from Beiseker to Marigold			\$ 8,361.86

2025 financial value of Beiseker Municipal Library's membership in Marigold

This amount indicates what it would cost Beiseker Municipal Library, where costs are known, to offer the same standard of service to meet community needs and interests without membership in Marigold.

The value of core services for Beiseker Municipal Library includes managed IT services and helpdesk support, library software, books, ebooks and other collections, deliveries of interlibrary loans, training materials for staff and patrons, and more.

Value Calculations are detailed on the following pages	\$ 657,248.78
Cash & spending accounts from Marigold to Beiseker Municipal Library	
Transfer payments (cash)	\$ 3,300.00
Collection allocation (spending account for books etc.)	\$ 4,815.00
TOTAL Value of Membership	\$ 665,363.78

2025 Levy Payments from Beiseker to Marigold
\$8,361.86

2025 Value of Beiseker's Membership in Marigold
\$665,363.78

Beiseker Municipal Library

2025 Value of Your Investment



Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of services to meet community needs and interests without membership in Marigold.

Collections

Collections Discounts for Your Library \$ 1,685.25

This value represents the amount of money your library saved on collection materials. Marigold's bulk purchasing power provides deep discounts for new collection items. Without membership in Marigold, your library would spend more to purchase the same collection materials. Marigold staff save library staff time by assisting with collection selection.

Cataloguing & Processing of New Materials by Marigold \$ 1,740.00

Professional cataloguing enables patrons to find and request popular books, video games, movies, equipment, and more in the online catalogue or app (TRACpac+). Materials are delivered to your library ready for patrons to borrow with barcodes, protective wrap, labels, and durable cases for audiovisual items like video games.

Unique eBook & eAudiobook Titles Borrowed by Your Cardholders \$ 60,421.91

Marigold provides a wide range of digital collections for reading, watching, and listening. Average costs for an eBook increased to over \$70, and \$100 for an eAudiobook. We purchase unlimited access titles where possible to keep costs down. Marigold's membership in The Regional Automation Consortium (TRAC) allows your patrons access to shared Overdrive/Libby and Cloud Library collections.

eResources \$ 20,590.00

Licensed online resources provide digital, online content for your patrons. eResources include Ancestry Library Edition, Brainfuse (tutoring); HelpNow and JobNow, Kanopy Plus, LinkedIn Learning and PressReader.

Programming Resources \$ 756.44

Libraries save money by borrowing programming resources from Marigold, such as STEM kits, life-size games like Snakes and Ladders, a mobile podcast and photo booth, and more.

Collection Insurance \$ 1,040.47

Marigold provides insurance for the physical collections at member libraries.

Beiseker Municipal Library

2025 Value of Your Investment



Delivery and Resource Sharing

Unique Physical Titles Borrowed from Other Libraries by Your Patrons \$ 93,675.00

Since Marigold is a member of TRAC and an Alberta Public Library Network Partner, patrons registered at Marigold libraries can request an item from any of the 185+ libraries in TRAC, plus other libraries across Alberta. The TRACpac+ online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

Library to You (L2U) is a free mail service for those facing physical or geographic difficulties visiting their public library in person. For patrons across the region, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

Weekly Van Delivery Service \$ 13,745.33

All items requested by patrons pass through Marigold headquarters for sorting and transportation to their library through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems), or by mail (e.g. academic libraries). Drivers also deliver new collection materials, programming resources, and promotional materials.

IT

Managed IT Services \$ 174,000.00

Marigold serves as a complete IT department for libraries. This includes managing email accounts and Microsoft 365 tools, providing secure access for staff onsite or remotely, and overseeing the private network that connects all library locations. We supply and support all networking equipment, maintain both staff and public Wi Fi, SuperNet administration, and ensure safe, reliable access to public computers.

Our team handles website hosting and updates, connectivity for local printing services, software licensing, and the commissioning and decommissioning of equipment. We also provide 24/7 network monitoring, advanced threat protection, data protection, and ongoing staff training on phishing and email safety.

Beiseker Municipal Library

2025 Value of Your Investment



IT Helpdesk, Site Visits, & Professional Support

\$ 5,676.72

In addition to managed services, Marigold IT HelpDesk and onsite support provides libraries with dependable assistance for everyday technology questions and more complex issues. Our IT team provides real time troubleshooting, resolving problems such as login difficulties, software errors, connectivity issues, and device failures. When hands on help is required, our staff are onsite to address problems or install equipment and upgrades.

Library staff exploring new technology initiatives can also consult with our team for guidance, including help reviewing options to ensure compatibility with existing systems. With this support, libraries can confidently plan, implement, and maintain the technology that serves their staff and communities.

Beyond day to day support, we assist Library Managers and Boards with long term planning by tracking equipment lifecycles, forecasting replacement needs, and consulting on space planning and library moves. In short, we act as each library's full service technology partner - managing installation, maintenance, security, support, and strategic planning across all technology systems.

Polaris Integrated Library System

\$ 272,558.39

The Polaris ILS is the central piece of library software that manages cataloging, circulation, patron accounts, and other core library operations.

Polaris allows library patrons to check out books on the app or self-check stations, access eBook platforms, download or stream digital content, use online resources like Ancestry, place holds through ME Libraries (Alberta Wide Borrowing), and connect to many other library services.

Polaris "Leap" is a web-based interface that library staff use to manage patron accounts, check books and other items in and out, track inventory, order new materials, run reports, and handle other important library tasks.

Website

\$ 9,197.37

Your library is provided with a website to share information on everything you offer to your community. The websites allow libraries to engage with community members and provide information, resources, and services to the public. Marigold staff are available to assist libraries with website updates.

Beiseker Municipal Library

2025 Value of Your Investment



Training & Support

Marigold Conference & Training \$ 1,000.00

Marigold pays for up to two library staff members to travel and attend the Marigold Conference, which featured keynote speaker Clara Hughes in 2025. The conference also included a day of sessions and networking with peers. Marigold also organizes training opportunities for library staff in a variety of formats, and on a wide range of skills and topics. We also produce a monthly Professional Development newsletter of third-party training opportunities, saving time for library managers and supervisors.

Professional Support & Expertise \$ 1,161.90

Member library staff can turn to Marigold professionals to access a wide range of skills and expertise. Marigold staff assist library staff and boards with problem-solving by investigating options to solve challenges, and sharing information and solutions. We support libraries in their work on program planning, collection development, weeding and inventory, technology needs, board and policy development, standards and best practices, reference questions, performance measures, space planning, and much more.

Libraries gain access to the Marigold Content Bank, with pre-made marketing materials for a variety of media. Library staff can save time with ready-to-use promotional items for notable events, library offerings, and more.

Customized Plastic Library Cards

Marigold subsidizes new plastic library cards, which require a special numbering sequence for each library. \$ -

Financial Value of Marigold Services **\$** **657,248.78**

Member libraries are thriving!

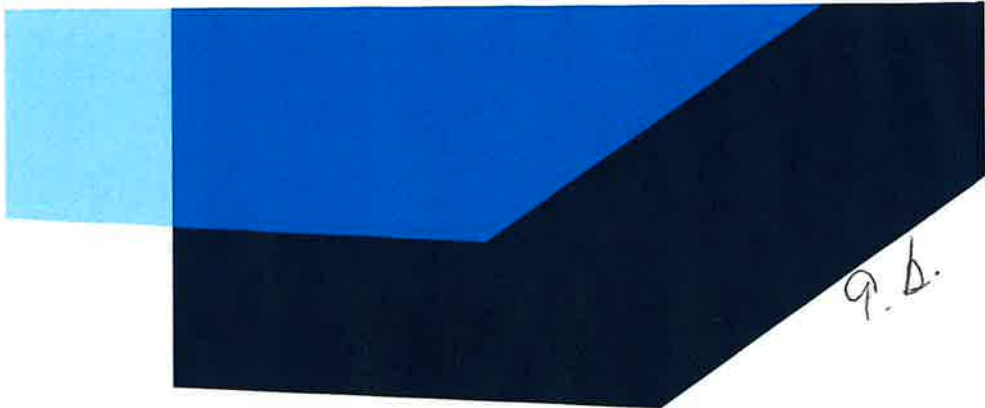
Across Marigold...

- ▶ **131,668** people/families have a library card
- ▶ **445,005** eBooks borrowed
- ▶ **2,535,278** items loaned
- ▶ **11,464** programs with **367,864** participants
- ▶ **81,332** new books and more added to library collections
- ▶ **11.8 million** patron visits to the online library catalogue
- ▶ Over **13 million** items available in TRACpac online catalogue



MARIGOLD
LIBRARY SYSTEM

Q1 2026-27



PRC DATA REPORT

DEC. 1, 2025 TO MARCH 31, 2026

Police Review Commission

Date of Release: April 16, 2026



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PUBLIC REPORTING NOTES

**This report covers the first quarter of 2026-27,
with additional data from December 2025**

This report provides a provincewide view of police oversight activity across Alberta during the first four months of the Police Review Commission's operations. It presents results from Dec. 1, 2025 to March 31, 2026, along with additional month-by-month reporting on submissions, complaints and closures during the same four-month timeframe.

By consolidating this information in a single, consistent format, the report establishes a shared point of reference for understanding activity across jurisdictions and creates a clearer picture of how the system under the PRC is operating in practice.

The PRC provides regular data reporting to police commissions to support local oversight and awareness. Quarterly reports bring together provincewide data, highlighting early observations and identifying trends where sufficient data exists.

While this report provides a strong foundation, it also marks the beginning of a broader and more detailed public reporting approach. As the system matures and more data becomes available, future reports will expand in scope to include deeper analysis, trends where appropriate, and outcomes. We provide additional details on planned enhancements to public reporting on Page 14 of this document.

MESSAGE FROM THE CEO

The PRC Data Report offers a clear look at police oversight in action across Alberta

Across Alberta, police oversight is now coming together under one system. For the first time, this report offers a provincewide snapshot of how that system is working in practice – and what a centralized approach can begin to deliver.

As the Police Review Commission continues to take shape, it is bringing together information, processes and perspectives that were once spread across the province. That is already creating a clearer, more consistent view of police oversight activity across Alberta. There is real value in that, and not just in what we can see today, but in how we can apply it.

By bringing oversight into one place, we are strengthening consistency across the province and setting clearer expectations for how matters are received, assessed and resolved.

Albertans need to know concerns will be handled fairly and independently. Police and peace officers need confidence that oversight is applied consistently, with actions assessed in context, and professionalism recognized alongside accountability.



This is early work. Many files are at the beginning of their lifecycle, and it will take time for the full picture to emerge. This report is a first step and a strong foundation for continued transparency, consistency and confidence in the system.

Michael Ewenson, KC
Interim CEO

**WE ARE STRENGTHENING CONSISTENCY
ACROSS THE PROVINCE AND SETTING
CLEARER EXPECTATIONS**

POLICE OVERSIGHT IN ALBERTA

An introduction to the province's new independent, civilian-led police oversight agency

The Police Review Commission was established in December 2025 as an independent, civilian-led agency to address complaints about police conduct in Alberta while supporting transparency and accountability.

The PRC handles serious and sensitive incidents, statutory offences and police code of conduct matters. It includes the Alberta Serious Incident Response Team (ASIRT), which conducts independent investigations into potential criminal wrongdoing involving all police (including RCMP), peace officers and the Legislative Assembly Security Service.

The PRC assesses complaints, conducts investigations and determines outcomes, including disciplinary action. Its mandate is to strengthen public trust in law enforcement through clear, fair and objective oversight.



albertaprc.ca

Learn more about the PRC. We provide oversight of law enforcement in Alberta:

- Blood Tribe Police Service
- Calgary Police Service
- Camrose Police Service
- Edmonton Police Service
- Grande Prairie Police Service
- Lacombe Police Service
- Lakeshore Regional Police Service

- Lethbridge Police Service
- Medicine Hat Police Service
- Taber Police Service
- Tsuut'ina Nation Police Service

*ASIRT holds jurisdiction for criminal allegations involving police (incl. RCMP) and peace officers in Alberta

PROCESS AND 180-DAY TIMELINE

The 180-day timeline starts once a submission is categorized as a complaint

The PRC categorizes submissions into five levels to make sure each is addressed appropriately. Here's how complaints are sorted:

Lvl.	Type	Auth.
1	Death, serious injury and serious / sensitive case for all Alberta police services (incl. RCMP), peace officers, Legislative Assembly Security Service	PRC ASIRT
2	Allegations of criminal / statutory offences that don't meet the criteria for Level 1, involving all police services in Alberta	PRC ASIRT
3	Breaches of the Police Conduct and Oversight Regulation – applicable to First Nation and municipal police services	PRC
4	Unsatisfactory employee performance. Complaints are referred to an officer's employer for resolution through internal processes	Involved Police
5	Policy or services of a police service. Complaints are referred to an officer's employer for resolution through internal processes	Involved Police

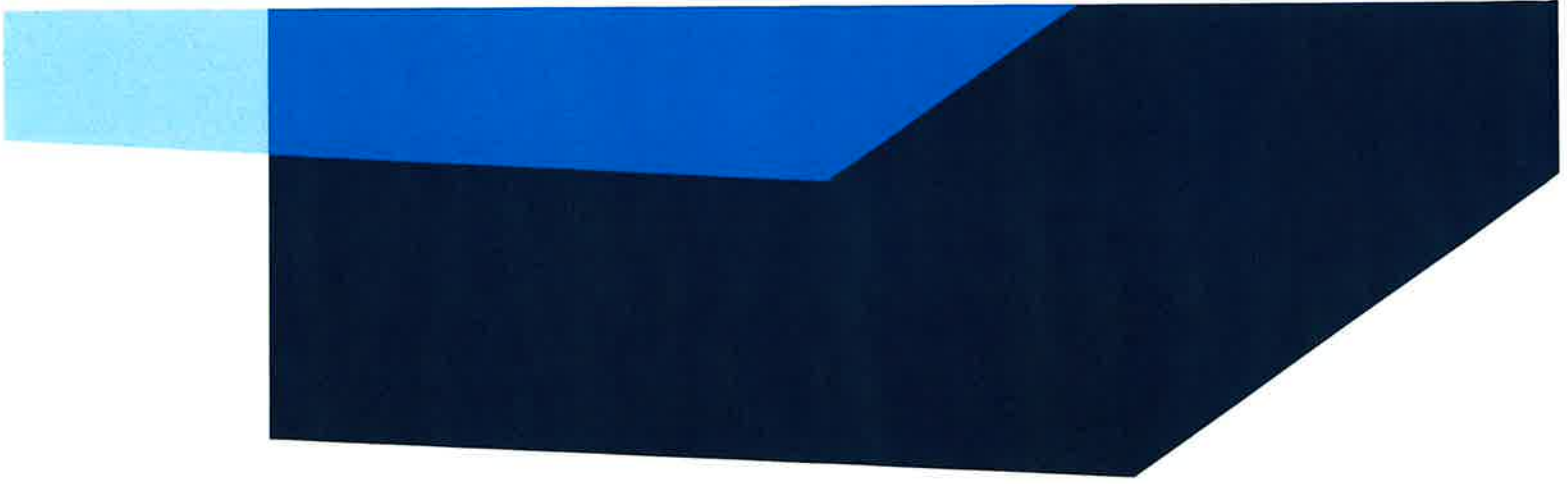


180-Day Timeline

During intake, submissions are reviewed to confirm completeness, jurisdiction and whether they meet the legislative requirements to be deemed a complaint. From that point, a file may move through several pathways before reaching a final disposition. These pathways can include investigation, alternative dispute resolution or other processes, depending on the nature and complexity of the issues involved.

Advancing a file requires information from multiple sources, including police services, complainants, subject officers and, in some cases, external agencies. Requests for records, interviews, legal considerations and coordination across organizations can take time. As a result, not all files will progress at the same pace within the reporting period.

The PRC makes reasonable efforts to complete investigations within 180 days, with files over this timeline reported publicly, as per regulation. The time needed to obtain information and make informed decisions means many files remain active as they move toward resolution and disposition.



ALBERTA AT A GLANCE

DEC. 1, 2025 TO MARCH 31, 2026

OVERVIEW: SUBMISSIONS

A provincewide view of submission volume, initiation methods and entry points

Overall, the data shows a system that is accessible and actively used by the public.

Submissions and complaints are concentrated in Calgary and Edmonton, which aligns with population distribution.

Most submissions are received through the online portal, representing about three-quarters of intake, while email and voicemail are used less frequently. These early results are consistent with pre-launch expectations and provide a foundation as the system continues to mature.

[Find definitions on Page 13](#)

Point of Entry



Website: 764

Submitted through the PRC portal



Email: 110

Sent to prccomplaints@gov.ab.ca



Phone / Voicemail: 156

Called 780-644-0306 or toll-free

1,030

Total Number of Submissions

A submission is an initial contact from a member of the public.

Once reviewed by the PRC, it is considered a complaint if it meets the requirements set out in the *Police Act*.

Initiation Method

Public (1,014) 98%



Chief-Initiated (15) 1.4%



PRC CEO-Initiated (1) 0.5%

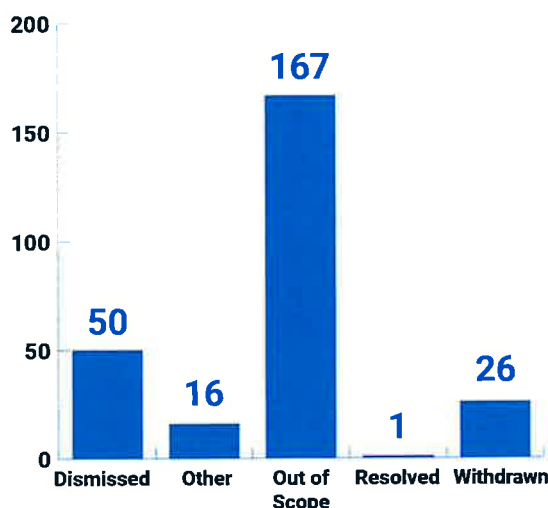


Compliments

The submission process captures both concerns and positive feedback. Five compliments were received in the reporting period, and are included within service-specific data.

LEVEL 3 CLOSURES

A provincewide overview of closures by reason



260

Total Closures

It is still early in the file lifecycle. The 180-day mark (May 30, 2026) will provide a clearer picture of closure data

More definitions on Page 13

Definitions

Dismissed: The complaint was concluded because of one of the following:

- it was found by the CEO to be frivolous, vexatious or made in bad faith
- it was more than a year after the alleged conduct occurred
- PRC was unable to proceed due to insufficient participation from the complainant
- the complaint was assessed and no further investigation is required or practicable

Other: The submission was a compliment or inquiry rather than a complaint, or involved a Level 3 matter where the subject officer retired or resigned and the CEO determined that the investigation would continue, or not continue, in the public interest

Out of Scope: The complaint fell outside the PRC's jurisdiction, was a duplicate submission, related to a peace officer matter not meeting Level 1 criteria, related to an RCMP officer matter not meeting Level 1 or Level 2 criteria or was transferred to the appropriate police service or oversight body, including the Civilian Review and Complaints Commission / RCMP for another reason

Resolved: The investigation concluded with findings that the complaint was either not supported by evidence, supported in part, or fully supported by evidence, or the complaint was resolved using Alternative Dispute Resolution

Withdrawn: The complainant chose not to continue with the complaint

SUBMISSION COUNTS

A service-by-service snapshot of PRC submissions

Dec. 1, 2025 to March 31, 2026

Agency	Submissions	Complaints	Closed
Blood Tribe Police Service	2	-	-
Calgary Police Service	455	195	98
Camrose Police Service	2	-	-
Edmonton Police Service	384	192	83
Grande Prairie Police Service	12	4	2
Lacombe Police Service	6	5	1
Lakeshore Regional Police Service	4	3	-
Lethbridge Police Service	38	12	4
Medicine Hat Police Service	11	3	1
Taber Police Service	1	-	-
Tsuut'ina Nation Police Service	2	2	-
Out-of-Scope and Other Submissions			
Peace Officers	20	7	4
RCMP	64	7	56
Other / Unknown	29	5	11
Total	1,030	435	260

Note: Complaint data may change over time as files develop.

ASIRT INVESTIGATIONS

A provincewide overview of investigative activity since the launch of the Police Review Commission

Since the PRC launched on Dec. 1, 2025, the Alberta Serious Incident Response Team has opened 36 new files related to potential criminal conduct.

This includes 20 Level 1 investigations involving the most serious matters – incidents where there has been death, serious injury, or serious and sensitive allegations. These files represent the most complex and high-impact cases under the new system.

ASIRT has also opened 16 Level 2 investigations. These are allegations of criminal offences and violations of other laws that don't meet the criteria for Level 1. ASIRT is responsible for investigating these types of allegations involving all police services in Alberta.

36

New files

ASIRT has opened 20 Level 1 and 16 Level 2 investigations since the Police Review Commission launched on Dec. 1, 2025

ASIRT Key Elements

Criminal investigations

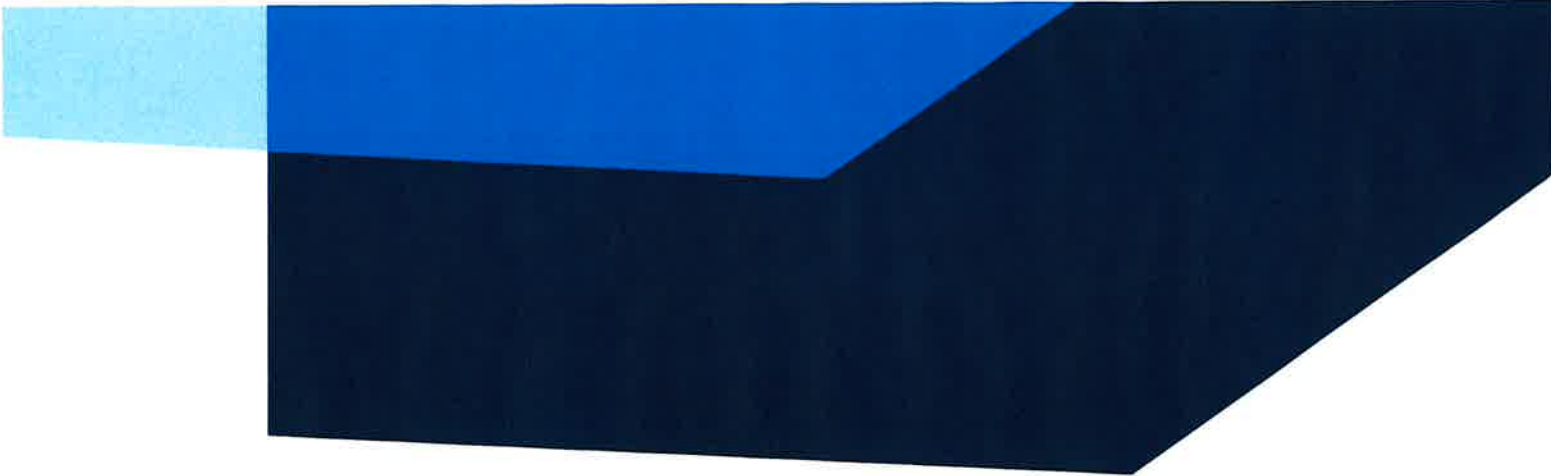
ASIRT is authorized to investigate cases involving Alberta police officers and peace officers whose conduct may have resulted in death, serious injury or serious and sensitive allegations. Under the PRC, ASIRT's mandate has been expanded to include investigations of all other potential criminal conduct by police

Provincewide

ASIRT is authorized to investigate criminal and statutory allegations involving all police services in Alberta (municipal police, First Nation police and the RCMP). ASIRT's Level 1 mandate also applies to peace officers working for the provincial government, municipalities, Indigenous communities and other authorized employers

Authority

ASIRT has the authority to lay criminal charges – if, after an investigation, the executive director has reasonable grounds to believe a criminal offence has been committed



DATA NOTES

DEFINITIONS

Understanding the terms used in this report

Compliments

Compliments: A compliment is positive feedback provided by a member of the public recognizing the professionalism, courtesy, or quality of service demonstrated by a police officer

Complaint Initiation

Public Submission: A public submission is any information provided to the Police Review Commission by a member of the public. This may include a complaint, concern, compliment, or a general inquiry about a police officer, police service, or the complaint process

Chief-initiated complaint: A complaint started by any chief of police in Alberta when they become aware of a potential issue involving a criminal matter, an incident of serious or sensitive nature, or misconduct by a police officer within their service. This may occur even if no public submission has been made

Chief Executive Officer-initiated complaint: A complaint started by the CEO of the Police Review Commission when they identify a matter that is in the public interest to review and may contain criminality, seriousness or sensitivity, or misconduct

This allows the PRC to initiate an investigation even if no complaint or submission has been made by a member of the public

Complaint Breakdown

Submission: A public submission is any information provided to the Police Review Commission by a member of the public. This may include a complaint, a concern, or a general inquiry about a police officer, a police service, or the complaint process

Complaint: A submission is deemed a complaint if it meets the requirements set out in section 42.1 of the *Police Act*

Level 1, 2 Complaints

L1: Cases of death, serious injury, and serious or sensitive allegations involving all police services (including the RCMP), peace officers and the Legislative Assembly Security Service. Cases may be incident-based or stem from a complaint

L2: A matter alleging that a police officer has committed a statutory offence which does not meet the criteria of an L1 case. Cases may be incident-based or stem from a complaint

Level 3 Complaints

L3: A complaint alleging that a police officer has committed a contravention of the Police Conduct and Oversight Regulation

FUTURE REPORTING

This report establishes a baseline for a provincewide snapshot, with future reporting to build on it

Future reports will expand to include additional layers of analysis and detail. This will include further breakdowns of Level 4 and Level 5 complaints, more refined categorization of allegation types, and improved visibility into how cases are tracked across the Police Review Commission, including the Alberta Serious Incident Response Team, and individual police services.

Additional reporting will also provide greater insight into processing timelines, including time spent at intake, assessment, investigation and resolution stages.

Further enhancements will include monitoring and reporting on alternative dispute resolution activity, as well as expanded comparisons across services and over time. As more data becomes available, future reports will also provide clearer insight into dispositions and outcomes, helping to illustrate not only how cases are received, but how they are resolved.

At this stage, reporting reflects the data available within a new and evolving system. This progression is expected and is a key part of building a durable, transparent reporting framework.

g.c.

Council Notes

Signing Authority Update

Council will consider an administrative update to the Village's signing authority to reflect temporary staffing changes.

Recommended Motion

"That Council update the Village of Beiseker's municipal signing authority by removing Lee Johnston as a signing authority, effective immediately, and direct Administration to complete the necessary updates with all financial institutions and internal authorization records."



VILLAGE OF BEISEKER

OFFICE OF MAYOR AND MUNICIPAL ADMINISTRATOR

a.d.

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Village Alert & Communication System

The automation workflow developed using Make to streamline resident emergency alerts, and internal administrative processes for the Village. The system replaces manual posting across multiple platforms with a centralized, automated workflow that allows staff to input information once and distribute it across all communication channels within seconds.

The system automatically distributes alerts to multi-platforms. Such as:

- Website (post creation)
- Website banner
- Email
- Telegram
- Facebook
- Instagram
- SMS/Text Message

Cost Savings & Return on Investment (ROI)

The implementation of automated workflows using Make has resulted in significant cost savings, improved operational efficiency, and enhanced communication reliability for the Village. This system replaces a previously manual, multi-step communication process with a centralized, automated solution requiring minimal staff input.

Estimated Development Value

The estimated development value by external consultants or agencies typically range from:

- \$5,000 to \$15,000+ for initial setup and configuration
- \$200 to \$500/month for ongoing maintenance and support

This system was developed internally using the **free-tier** version of Make, resulting in substantial cost avoidance.

Return on Investment Summary

While the system required internal development time, the Village has effectively:

- Avoided \$5,000–\$15,000+ in development costs
- Eliminated the need for ongoing third-party maintenance fees
- Created a system that continues to generate annual labour savings
- Improved overall communication efficiency and reliability

The automation system provides both immediate and long-term value by reducing costs, saving staff time, and enhancing service delivery. This investment in internal process automation strengthens the Village's ability to respond quickly, communicate effectively, and operate efficiently without increasing operational expenses.