



AGENDA

Peace River Town Council
Regular Meeting
Monday, June 22, 2026
5:00 pm.

Page

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

1. Additions:
2. Deletions:

Proposed Motion: moved that Council adopt the Agenda of the June 22, 2026 Regular Council Meeting, as presented.

3. **ADOPTION OF MINUTES**

1. Minutes of the June 8, 2026, Regular Council Meeting. 5 - 10
[PDF - 2026 06 08 Regular Council Meeting Minutes](#)

Proposed Motion: moved that Council adopt the Minutes of the June 8, 2026, Regular Council Meeting, as presented.

4. **PUBLIC HEARINGS**

1. None.

5. **DELEGATION PRESENTATIONS**

1. None.

6. **COMMENTS FROM THE PUBLIC**

1. To be determined at meeting.
Comments from the public shall be handled in accordance with Schedule "A" of Meeting Procedures Bylaw No. 2187, being the Comments from the Public Section Terms of Reference.

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7. **BYLAW READINGS**

1. None.

8. **UNFINISHED BUSINESS**

1. None.

9. **CURRENT BUSINESS**

1. Peace Regional Mutual Aid Agreement Update [T. Harris]. 11 - 18
[PDF - 2026 06 22 - RFD Renewal of Mutual Aid Agreement](#)

Proposed Motion: moved that Council ratifies the updated Peace Regional Mutual Aid Agreement, and authorizes Interim CAO Parsons to sign the agreement on behalf of the Town of Peace River.

2. Rural Renewal Stream - Application Renewal [K. Whittley]. 19 - 20
[PDF - 2026 06 22 RFD - Rural Renewal Stream Program](#)

Proposed Motion: moved that Council approves the Town's application to renew its designation under the Rural Renewal Stream Program.

3. 2027 Budget Planning Update [R. Guindon]. 21 - 28
[2026 06 22 - Breifing Note - 2027 Budget Process](#)

Proposed Motion: moved that Council accept the 2027 Budget Planning update, for information.

4. Revoked COPTER Exemption – Mighty Peace Barbell Club 29 - 50 [R. Guindon].
[PDF - 2026 06 22 RFD - Revoke COPTER Exemption - Mighty Peace Barbell Club](#)

Proposed Motion: moved that Council...

5. Peace Region Dance Society Request for Tax Levy Cancellation [R. Guindon]. 51 - 55
[PDF - 2026 06 22 RFD Request for Property Tax cancellation from PR Dance Society](#)

Proposed Motion: moved that Council approves the request to cancel property taxes for the portion of property located at 10107 100 Street, Peace River, leased by the Peace Region Dance Society, in the amount of \$5,319.11.

6. Peace Region Family Resource Network [T. Bell]. 56 - 57

[PDF - 2026 06 22 Briefing Note-Family Resource Network](#)

Proposed Motion: moved that Council accept the Peace Region Family Resource Network grant update, for information.

7. Baytex Energy Centre Extended Ice Season Request - Level of Service Review [T. Bell]. 58 - 62

[PDF - 2026-06-22-RFDir Level of Service Ice Season](#)

Proposed Motion: moved that Council...

8. Joint Use Planning Agreement (JUPA) Update [T. Bell]. 63 - 103

[PDF - 2026 06 22 Briefing Note JUPA](#)

Proposed Motion: moved that Council accept the JUPA update for information, noting that Council motion 25-05-173 still stands, authorizing administration to enter into the Joint Use Planning Agreement with the school division partners.

9. Mihta Askiy Data Centre Project - AUC Statement of Intent to Participate [K. Parsons]. 104 - 108

[PDF - 2026 06 18 RD re Mihta Askiy Data Center Project - AUC Statement of Intent to Participate](#)

Proposed Motion: moved that Council directs administration to submit the Statement of Intent to Participate, as presented, to the Alberta Utilities Commission regarding the Mihta Askiy Data Centre Project in Northern Sunrise County.

10. **REPORTS**

1. May 2026 Council Event Attendance Reports - Coun. Erickson. 109

[PDF - 2026 05 Council Event Attendance Report - Councillor Erickson](#)

2. June 3, 2026, North Peace Housing Foundation Board Meeting Synopsis [DM Carr]. 110 - 113

[PDF - 2026 06 03 North Peace Housing Foundation Board Meeting Synopsis](#)

Proposed Motion: moved that Council accept Reports 10.1 and 10.2, for information.

11. **INFORMATION**

1. Council Communications Package - [June 5, 2026](#) and [June 12, 2026](#). 114 - 117

[PDF - 2026 06 12 Council Communications Package](#)

[PDF - 2026 06 05 Council Communications Package](#)

Proposed Motion: moved that Council accept item 11.1, for information.

12. **NOTICES OF MOTION**

1. None.

13. **CLOSED SESSION**

1. Council Committee Member Appointments - ATIA s. 20 (Disclosure harmful to personal privacy) and s. 22 (Confidential Evaluations).
2. Proposed Land Purchase - ATIA s. 19 (Disclosure harmful to business interests of a third party) and s. 29 (Advise from officials).

Proposed Motion: moved that Council move into a closed session at ____ p.m., in accordance with sections 19, 20, 22, and 29 of the ATI Act.

Proposed Motion: moved that Council return to open session at __ p.m.

14. **ADJOURNMENT**

1. Meeting Adjourned.

Proposed Motion: moved that Council adjourn the meeting at ____ p.m.



MINUTES OF THE TOWN OF PEACE RIVER REGULAR COUNCIL
MEETING HELD MONDAY, JUNE 8, 2026,
IN COUNCIL CHAMBERS

PRESENT: Shelly Shannon – Mayor (Virtual)
Brad Carr – Deputy Mayor
Brandon Dous - Councillor
Robin Erickson - Councillor
Orren Ford – Councillor (Chair)
Jeff Forsythe – Councillor

REGRETS Yemi Babalola - Councillor

STAFF PRESENT Kayla Parsons – Interim CAO & Legislative Services Manager
Tanya Bell – Director of Community Services
Pat Fisher – Director of Infrastructure & Development
Daniel Cress - Director of Protective Services
Stewart Burnett – Communications Coordinator

RECORDING SECRETARY Catherine Krushel– Executive Assistant

1. CALL TO ORDER

- 1 Deputy Mayor Carr called the meeting to order at 5:00 p.m. and transferred the position of Chair to Councillor Orren Ford. No objections of Council were received with respect to the transfer of chair responsibilities.

Councillor Ford took the opportunity to thank Director Pat Fisher for his service to the Town during his tenure with the Town.

2. ADOPTION OF AGENDA

- 1 Additions:
- 9 Current Business - 10. Winter 2025 Snow Removal Update & Roads Budget Request.

MINUTES OF THE TOWN OF PEACE RIVER REGULAR COUNCIL
MEETING HELD JUNE 8, 2026, IN COUNCIL CHAMBERS

2 Deletions: None.

MOTION-26-06-172 Councillor Dous moved that Council adopt the Agenda of the June 8, 2026, Regular Council Meeting, as amended.
CARRIED

3. ADOPTION OF MINUTES

1 Minutes of the May 25, 2026, Regular Council Meeting.

MOTION-26-06-173 Councillor Forsythe moved that Council adopt the Minutes of the May 25, 2026, Regular Council Meeting, as presented.
CARRIED

4. PUBLIC HEARINGS

1 None.

5. DELEGATION PRESENTATIONS

1 Mackenzie Municipal Services Agency - Donna Buchinski, MMSA Board Chair and Brian Allen, Executive Director.

6. COMMENTS FROM THE PUBLIC

1 None.

7. BYLAW READINGS

1 None.

8. UNFINISHED BUSINESS

1 None.

9. CURRENT BUSINESS

1 New Town Hall Building Discussion.

MINUTES OF THE TOWN OF PEACE RIVER REGULAR COUNCIL
MEETING HELD JUNE 8, 2026, IN COUNCIL CHAMBERS

MOTION-26-06-174 Councillor Dous moved that Council direct administration to proceed with detailed design for the New Town Hall project, based on discussions during this meeting.

CARRIED

2 Wastewater Treatment Plant Clarifier Repair and Upgrade - Financial Update.

MOTION-26-06-175 Councillor Forsythe moved that Council accept the Wastewater Treatment Plant Clarifier Repair financial update, for information.

CARRIED

3 Highway 743 GOA Collaboration Opportunity Update.

Councillor Erickson left the meeting at 6:12 p.m.

Councillor Erickson returned to the meeting at 6:14 p.m.

MOTION-26-06-176 Councillor Dous moved that Council accept the Highway 743 GOA collaboration opportunity update, for information.

CARRIED

4 Capital Project: Fieldhouse Wall at Baytex Energy Centre.

Mayor Shannon left the meeting at 6:21 p.m.

MOTION-26-06-177 Councillor Erickson moved that Council approve an increase of \$30,000 to the Fieldhouse Wall capital budget, to be funded from the Tax-Supported Capital Reserve.

CARRIED

5 FCSS Grants to Groups Update.

Mayor Shannon returned to the meeting at 6:23 p.m.

MOTION-26-06-178 Mayor Shannon moved that Council accept the FCSS Grants to Groups update, for information.

CARRIED

MINUTES OF THE TOWN OF PEACE RIVER REGULAR COUNCIL
MEETING HELD JUNE 8, 2026, IN COUNCIL CHAMBERS

6 TPR Council attendance at 2026 RhPAP Conference.

MOTION-26-06-179 Councillor Forsythe moved that Council authorize registration for this event to be funded separate from Councillor's individual discretionary budgets, and approve up to 2.5 additional per diem days for those members of Council wishing to attend this event.
CARRIED

7 Economic Development Committee Board Member Appointment.

MOTION-26-06-180 Deputy Mayor Carr moved that Council appoint Amber Armstrong to the Town of Peace River Economic Development Committee for a two-year term, from June 8, 2026 to June 7, 2028.
CARRIED

8 Peace Region Economic Development Alliance (PREDA) Membership Renewal.

MOTION-26-06-181 Councillor Erickson moved that Council direct administration to withdraw the Town's membership from the Peace Regional Economic Development Alliance, with thanks to the board for their collaboration over the past two years.
CARRIED

9 Mihta Askiy Data Centre Project - AUC Statement of Intent to Participate.

MOTION-26-06-182 Councillor Forsythe moved that Council direct Administration to research and bring forward a Statement of Intent to participate with regard to the Mihta Askiy Data Centre Project, and to return a draft statement to the June 22, 2026, Council meeting for Council's consideration.
CARRIED

10 ADDITION: Winter 2025 Snow Removal Update & Roads Budget Request.

MOTION-26-06-183 Councillor Erickson moved that Council approve a transfer of \$210,000 from the Tax Supported Operating Reserve to the 2026 roads operating budget due to the added budget pressures resulting from significant snowfall event that occurred in Winter 2025/2026.
CARRIED

MINUTES OF THE TOWN OF PEACE RIVER REGULAR COUNCIL
MEETING HELD JUNE 8, 2026, IN COUNCIL CHAMBERS

10. REPORTS

- 1 May 2026 Council Event Attendance Reports - Councillors Babalola and Forsythe.
- 2 May 6, 2026 Community Service Board Meeting Minutes.

MOTION-26-06-184 Councillor Dous moved that Council accept Reports 10.1 and 10.2, for information.
CARRIED

11. INFORMATION

- 1 Council Communications Package - May 29, 2026.
- 2 June 1, 2026 Governance & Priorities Committee Meeting Draft Minutes.

MOTION-26-06-185 Councillor Forsythe moved that Council accept items 11.1 and 11.2, for information.
CARRIED

12. NOTICES OF MOTION

- 1 None.

13. CLOSED SESSION

MOTION-26-06-186 Deputy Mayor Carr moved that Council move into a closed session at 6:53 p.m., in accordance with sections 23 and 29 of the ATI Act.
CARRIED

- 1 Proposed RCMP & Crime Stoppers Initiative - ATIA s. 23 (Disclosure harmful to law enforcement) and s. 29 (Advice from officials).

MOTION-26-06-187 Councillor Dous moved that Council return to open session at 7:22 p.m.
CARRIED

MINUTES OF THE TOWN OF PEACE RIVER REGULAR COUNCIL
MEETING HELD JUNE 8, 2026, IN COUNCIL CHAMBERS

14. ADJOURNMENT

1 Meeting Adjourned.

MOTION-26-06-188 Mayor Shannon moved that Council adjourn the meeting at 7:22 p.m.
CARRIED

**Orren Ford, Town Councillor
& Chair**

Kayla Parsons, Interim CAO



**TOWN OF PEACE RIVER
Request for Decision**

To:	Mayor & Council	Meeting Date:	June 22, 2026
Presenter:	Tim Harris Fire Chief and Protective Services Manager	Prepared By:	K. Parsons
Topic:	Peace Regional Mutual Aid Agreement Update	File No.:	23/301
Attachments:	Peace Regional Mutual Aid Agreement		

Issue

The Peace Regional Mutual Aid Agreement has undergone the contractually required review and is presented to Council for ratification of a several minor Agreement updates.

Background

The Peace Regional Mutual Aid Agreement has been a long-standing agreement for our region. Parties to the agreement include:

- The Town of Grimshaw;
- Northern Sunrise County;
- County of Northern Lights;
- The Municipal District of Peace No. 135;
- The Town of Peace River;
- Municipal District of Smoky River No. 130;
- The Village of Berwyn

The purpose of the agreement is to define the conditions, procedures, responsibility, and fees that would be applicable should one of the parties request mutual aid from another party for assistance with a fire or emergency incident where independent local resources are insufficient to gain control of the situation.

Clause five of the agreement states (emphasis added):

“This Agreement will come into force on the date a resolution of council is passed. The agreement will renew automatically every year and be reviewed every two years thereafter. Any additions may be introduced by way of an amendment which shall become part of the Agreement upon ratification by all parties.”

In accordance with such clause, as amendments are being recommended, administration is bringing forward this Agreement for ratification by Council. A link to the 2017 agreement ratification is provided here: [VIII.2 - Request for Decision re Peace Regional Mu.pdf](#). The attached agreement contains highlights indicating where changes have been made, most of which are fairly minor.

Option 1: That Council ratifies the updated Peace Regional Mutual Aid Agreement for 2026, and authorizes Interim CAO Parsons to sign the agreement on behalf of the Town of Peace River.

Advantages

Updates the Mutual Aid Agreement as desired by the respective parties.

Disadvantages

None.

Financial Implications

As described in the agreement should we be called or should we make the call for mutual aid.

Option 2: That Council declines to ratify the agreement amendments.

Advantages

None.

Disadvantages

This would impact our ability to call on our mutual aid partners in the event of an emergency.

Financial Implications

None.

Option 3: Such other direction as provided by Council, including recommendations for additional amendments to be sent to the parties to the agreement for consideration or direction to administration to seek additional information.

Recommendation

That Council ratifies the updated Peace Regional Mutual Aid Agreement for 2026, and authorizes Interim CAO Parsons to sign the agreement on behalf of the Town of Peace River.

Strategic Plan Alignment

Pillar: A High Functioning Local Government

Collaborate with regional partners and other orders of government for the betterment of all

Pillar: A Strong, Safe and Connected Community

Foster a safe community

APPROVED

Submitted/approved by: Kayla Parsons, CLGM
Interim Chief Administrative Officer

Date Submitted: June 18, 2026



PEACE REGIONAL MUTUAL AID AGREEMENT

Between the parties of:

1. The Town of Grimshaw;
2. Northern Sunrise County;
3. County of Northern Lights;
4. The Municipal District of Peace No. 135;
5. The Town of Peace River;
6. Municipal District of Smoky River No. 130;

WHEREAS a fire or emergency incident could affect any party to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS the above named parties wish to make pre-arrangements for the quickest possible reaction in support of any one party in the group which may be affected or threatened by an incident and require assistance;

THEREFORE, the above named parties agree as follows:

1. Any one of the parties to the Agreement, if and when in need of help to combat a fire or emergency incident, may request aid from one or more of the other parties, subject to the following conditions:
 - a. On receipt of a call for aid, the extent of assistance given will be at the discretion of each responding party, having regard to their own local situation at the time;
 - b. The municipality affected by the incident and calling for aid will assume direction and control over equipment and manpower contributed by the parties to this agreement. The officer in charge of the operation of the responding unit will report to the incident commander and be under his/her direct supervision and control.
 - c. Calls for aid shall be made by the Fire Officer in charge of the incident from the home municipality, or in the event of a major disaster or incapacitation of home municipality's fire officers, by the Director of Emergency Management, or CAO of the home municipality.
 - d. Financial remuneration shall be as outlined in Appendix "A"
 - e. The parties that are signatories to this Agreement agree to cooperate in the provision of materials, equipment and training as per Appendixes "B"

2. The party requesting aid shall indemnify and save harmless the other parties from any and all claims arising out of or in any way related to the proper discharge of the obligations of a party supplying aid under the terms of the Agreement.
3. Each municipality shall determine that their vehicles, equipment and personnel are insured under all conditions with respect to this Agreement.
4. Each party shall obtain and maintain in good standing public liability insurance coverage in an amount equal to or greater than \$5 million per any one occurrence, such insurance to apply to the parties as their respective interests may appear under this Agreement from time to time.
5. This Agreement will come into force on the date a resolution of council is passed. The agreement will renew automatically every year and be reviewed every three years thereafter. Any additions may be introduced by way of an amendment which shall become part of the Agreement upon ratification by all parties.
6. Meetings of the Chief Fire Officers will be held every three years to oversee implementation and monitoring of the Agreement. Chief Fire Officers from the signatory municipalities shall meet at the Peace Regional Fire Chiefs' Association Meetings held throughout the year, to discuss common concerns, enhance communications and provide input to local training needs.
7. Any one of the participating parties may withdraw from this Agreement, by giving 180 days notice of termination to the other parties. After the withdrawal of any party, the Agreement shall continue in force between the remaining parties.

Executed on behalf of the participating parties, by their authorized signing officers;

1. The Town of Grimshaw Date: _____
Per: _____

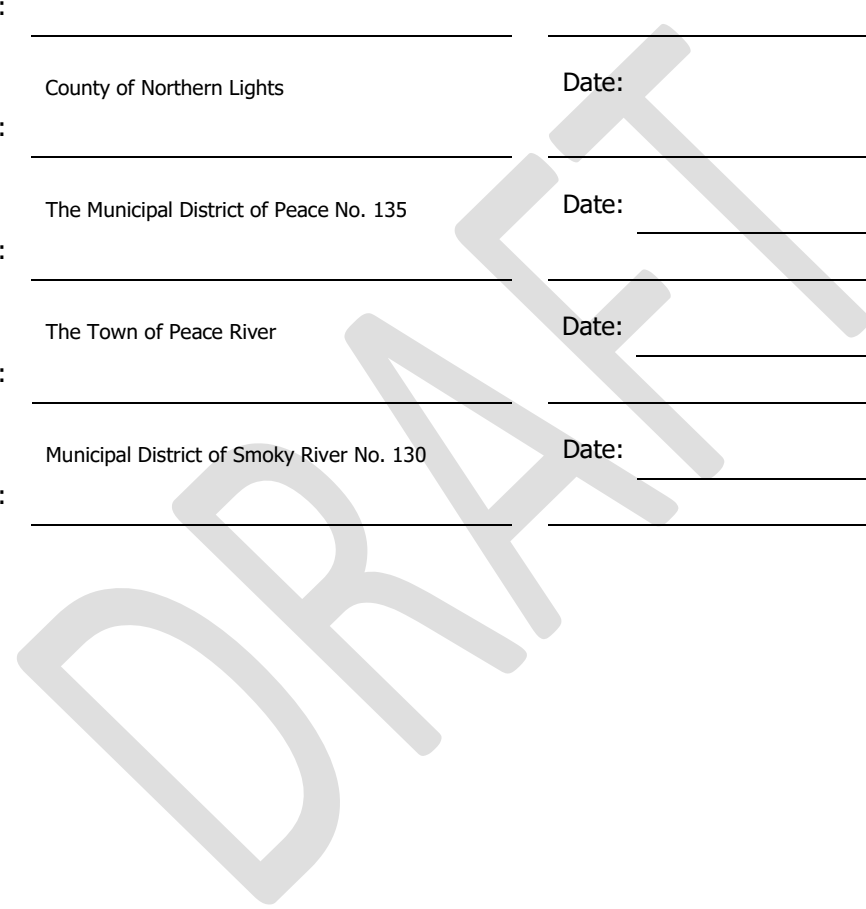
2. Northern Sunrise County Date: _____
Per: _____

3. County of Northern Lights Date: _____
Per: _____

4. The Municipal District of Peace No. 135 Date: _____
Per: _____

5. The Town of Peace River Date: _____
Per: _____

6. Municipal District of Smoky River No. 130 Date: _____
Per: _____



APPENDIX "A"

1. GENERAL

An effective Mutual Aid Agreement will only be fair if there is a level of compensation established to cover a party's realistic costs. In addition, the fairness must also relate to what each party is able to supply back, such as equipment or firefighting personnel.

2. FIREFIGHTING PERSONNEL

Costs for firefighter's services shall be included in Equipment rates as per part 3. Costs for firefighter's services beyond the normal vehicle complement will be charged at the actual costs incurred by the municipal supplying the services.

3. EQUIPMENT

Compensation rates for each piece of equipment includes an apportionment of costs incurred to support the apparatus which includes facilities, training, insurance, firefighters and the capability of the unit. **All supplies used will be billed at cost.** Rates will not be more than:

1. ULC Rated Pumping Apparatus, **including 4 firefighters** @ **\$450** per hour
2. Fire Department Water Tender, **includes 1 firefighter** @ \$400 per hour
3. Rapid Access Unit with pump, water supply with optional foam system, **including 2 firefighters** @ \$400 per hour
4. A. Squad vehicles for transportation of personnel and equipment **at fire scenes.** @ \$75 per hour
B. **Command units with 1 Fire Officer.** @ **\$75 plus wage per hour**
5. Rescue unit, **includes 4 firefighters.** @ \$400 per hour
6. **Command Post/Rehab Response Unit plus towing vehicle.** @ \$200 per hour
7. **Structural Protection Unit plus the (towing vehicle, supplies & expenses)** @ \$275 per hour
8. Hazardous Materials Response Unit @ \$400 per hour
9. **Aerial Apparatus** @ **\$600 per hour**

APPENDIX "B"

TRAINING

Due to safety and liability concerns, fire department personnel must receive appropriate training. Any firefighters responding to a mutual aid call shall be trained and competent. It is the responsibility of the Municipality providing the mutual aid to ensure responding personnel are adequately trained and competent for required job tasks, as per the Alberta Occupational Health and Safety Firefighters Code of Practice.

EQUIPMENT COMPATIBILITY

Chief Fire Officers will continue to ensure that equipment will be compatible with mutual aid departments.

COMMUNICATIONS

A Mutual Aid channel will be assigned by Fire Dispatch to the responding department using AFRRCS and all departments listed in this document, must have the capability to use it. Each department will be responsible for providing its own communication equipment.

INCIDENT COMMAND

A Unified Command structure will be used when responding to a mutual aid call in the region and the receiving Municipality has control of the incident.



**TOWN OF PEACE RIVER
Request for Decision**

To:	Mayor & Council	Meeting Date:	June 22, 2026
Presenter:	Kariene Whittley, PEcD Economic Development Officer	Prepared By:	K. Whittley
Topic:	Rural Renewal Stream Program - Extension	File No.:	64/131.3
Attachments:	None.		

Issue

Term expiration in the Rural Renewal Stream (RRS) Program administered by Alberta Advantage Immigration Program (AAIP).

Background

The Town of Peace River was assigned designation into AAIP’s RRS Program on June 14, 2023, for a 3-year term. Since joining the program in 2023, the Town has demonstrated strong uptake with 54 local businesses participating and 248 endorsement letters issued as of April 28, 2026.

Despite the program being paused for 2026 demand remains high. This sustained interest highlights the program’s critical role in supporting local workforce needs and shows its continued relevance as a key economic development tool.

Renewal of the Town’s designation is essential to mitigate the growing risk of labour shortages that could negatively impact business operations and service delivery. Employers have consistently indicated that without access to the RRS, they may be unable to maintain staffing levels required for sustainable operations, potentially leading to reduced hours, business closures or relocation. Failure to renew participation could also result in out-migration of temporary residents and their families, further worsening workforce challenges.

Option 1: Council approves the Town’s application to renew its designation under the Rural Renewal Stream Program.

Advantages

Renewing participation in RRS Program assists local businesses in retaining current staff while demonstrating that Council has heard their concerns about the essential role these temporary workers play in daily operations.

Disadvantages

None.

Financial Implications

None.

Option 2: Council declines to renew the Town as a designated community in the AAIP’s Rural Renewal Stream Program.

Advantages

None.

Disadvantages

Negatively impacts the business community's current labour force numbers.

Financial Implications

None.

Recommendation

Council approves the Town's application to renew its designation under the Rural Renewal Stream Program.

Strategic Plan Alignment

Pillar: A Robust and Sustainably Economy

Goal: Grow investment in Peace River

APPROVED

Submitted by: Kariene Whittle, PECD
Economic Development
Officer

Approved by: Kayla Parsons, CLGM
Interim Chief Administrative
Officer

Date Submitted: June 19, 2026

Date Approved: June 19, 2026



**TOWN OF PEACE RIVER
Briefing Note**

To:	Mayor and Council	Meeting Date:	June 22, 2026
Presenter:	Roxane Guindon, CA, CPA Acting Director of Corporate Services	Prepared By:	R. Guindon
Topic:	2027 Budget Planning	File No.:	12/122
Attachments:	Budget Process Policy P-12-83-A		

Purpose:

To provide a general plan for the 2027 budget process

Information:

A balanced operating and capital budget must be approved every year to authorize expenditures for the municipality as set out in the *Municipal Government Act* (MGA) sections 242 through 249. Section 283 of the MGA, also indicated that the Municipality must have a three-year operating plan and a five-year capital plan which is reviewed annually. The Town approved a Budget Process Policy P-12-83-A (attached) which details the timeline for completion of the requirements in accordance with the MGA. Per the timelines in this policy, an Interim budget would be passed in December with final budget approval in January/February.

Administration has tentatively planned a schedule for the 2027 budget which deviates slightly from the official policy but would result in final budgets passed in December, 2026. The proposed schedule is as follows:

- August
 - 2-Day budget workshop with Council, involving line-by-line review of 2026 budget and developing a general understanding of Council and Administrative priorities for the 2027 budget, utilizing the new Strategic Plan
- September/October
 - Directors develop their respective budgets
 - Water and Wastewater rate models updated for discussion with Council
 - Interim updates provided to Council where appropriate
- November
 - Draft Utility, Tax-Supported, and Capital Budgets presented to Council for discussion and feedback
- December
 - Final Budgets passed

This is a very ambitious schedule given our current staffing levels, and the timeline may need to be adjusted if unforeseen events or interruptions occur.

Strategic Plan Alignment

Supports a High Functioning Local Government by ensuring that the Town of Peace River remains a sustainable and vibrant municipality.

APPROVED

Submitted by: Roxane Guindon, CPA, CA
Acting Director of Corporate Services

Reviewed by: Kayla Parsons, CLGM
Interim CAO

Date Submitted: June 18, 2026

Date Approved: June 18, 2026

Approval Date:	November 9, 2020	Policy Number:	P-12-83-A
Motion:	MOTION-20-11-322		
Supersedes:	New		
Title:	Budget Process Policy		

Purpose

A balanced three-year operating and five-year capital budget must be approved every year to authorize expenditures for the municipality as set out in the *Municipal Government Act (MGA)* Section 242 through 249 and 283.

The Town considers budget preparation a critical strategic function that aligns financial resources with the strategic plans and ensures appropriate service levels for the residents of the Town of Peace River.

The purpose of this policy is to set out the requirements, guidelines and responsibilities for the annual budget.

Definitions

“Approved Budget” means the final budget passed by Council, which will govern the operations and reporting during the fiscal year.

“Balanced Budget” means the plan of financial operation where total revenues match total expenditures. It is a requirement of the town to approve a balanced budget annually.

“Base Budget” means budgetary resources that are required to maintain service at the level provided in the previous year’s budget.

“Budget” is a financial plan for a specified period of time (year) that matches with all planned revenues and expenditures with various town services.

“CAO” means the Chief Administrative Officer.

“Capital Budget” is the plan of approved capital expenditures to be incurred in the current year and over a period of subsequent future years (long term), identifying each capital project and the method of financing.

“Consumer Price Index (CPI)” means a measure of changes in the purchasing-power of a currency and the rate of inflation. The consumer price index expresses the current prices of a basket of goods and

“Consumer Price Index (CPI)” means a measure of changes in the purchasing-power of a currency and the rate of inflation. The consumer price index expresses the current prices of a basket of goods and services in terms of the prices during the same period in a previous year, to show effect of inflation on purchasing power.

“Department” means a major administrative subset of the town which indicates overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions.

“Inflation” means a rise in price levels caused by economic activity.

“MGA” means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.

“Senior Management” means the CAO and Directors of the Town, plus relevant staff resources as needed.

“Taxes” or “Taxation” means the compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

“Town” means the corporation of the Town of Peace River.

“User charge/fee” is the payment for direct receipt of a public service by the party benefiting from the service.

Policy

1. Principles

- 1.1. Budget development will align with the principles of Council’s Strategic Plans, master plans, studies and any other relevant report or information.
- 1.2. Inputs obtained from various forms of council priorities, board inputs, pertinent organizations and/or citizen engagement will be considered during budget planning.
- 1.3. The budget authorizes program and service level delivery to the community. Where possible in future budgets, service levels will be identified.
- 1.4. Short-term and long-term planning will be considered during budget development. Provision for future requirements is essential for long- term sustainability.

2. Guidelines

- 2.1. Budget assumptions are developed and presented to Council for approval. These include key areas such as:
 - 2.1.1. Property Taxes – CPI rates, new growth estimates,
 - 2.1.2. Service level changes,
 - 2.1.3. Salary and benefit increases based on collective agreement information,
 - 2.1.4. Compensation strategies,
 - 2.1.5. Staffing proposals as per the updated staffing plan prepared by Senior Administration,

- 2.1.6. Utility Rates,
 - 2.1.7. User Fees, and
 - 2.1.8. Franchise fee projections and capital reserve transfer.
- 2.2. Taxes will be levied to fund the costs to deliver tax supported services. These services include those planned for within the operating fund as well as transfers to the capital fund. In some cases, user fees are charged to offset the cost to deliver services. The operating fund will include the projected costs to deliver services to the community.
- 2.3. All operating budget submissions will be reviewed by the Director, CAO and Finance staff prior to presentation to Council.
- 2.4. Current year budgets are to be prepared based on existing service level operations, or base budget amounts.
- 2.5. Changes in service levels or new programs will be identified along with costs and justification submitted for consideration.
- 2.6. Directors and managers will review prior year actuals and budgets and make adjustments based on changes in service or program delivery. Any significant changes will require either a business case or explanation for the change.
- 2.7. Where possible, cost savings and efficiencies are encouraged.
- 2.8. Revenues are to be calculated based on known trends, historical information or approved studies/reports including user fee reports or master plans, etc.
- 2.9. Volatile revenue sources will not be used to fund ongoing expenditures.
- 2.10. Staffing will be based on the existing compliment. Any changes to staffing need to be included in the staffing plan that is reviewed by Senior Management.
- 2.11. Senior Management will evaluate each new program and/or service enhancement on the basis of need and funding availability. Some of the considerations will be:
- 2.11.1. Legislative requirements;
 - 2.11.2. Capital impact;
 - 2.11.3. Growth adjustment;
 - 2.11.4. Cost savings or efficiencies; and
 - 2.11.5. Identified need with revenue possibilities.
3. Responsibilities
- 3.1. Municipal Council to:
- 3.1.1. Approve by resolution this policy and any amendments.
 - 3.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.

- 3.2. Chief Administrative Officer to:
 - 3.2.1. Implement this policy and approve procedures.
 - 3.2.2. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 3.3. Director of the Department to:
 - 3.3.1. Ensure implementation of this policy and procedure.
 - 3.3.2. Ensure that this policy and procedure is reviewed every three years.
 - 3.3.3. Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 3.4. Manager to:
 - 3.4.1. Understand, and adhere to this policy and procedure.
 - 3.4.2. Ensure employees are aware of this policy and procedure.
- 3.5. All Employees to:
 - 3.5.1. Understand and adhere to this policy and procedure.

4. Timeline

- 4.1. The budget process commences in July of the year prior to the fiscal year and is completed by April prior to the approval of the tax bylaw. In general, the timelines are:
 - 4.1.1. **July/August** – Budget guideline preparation, assumptions for Council approval, staff input and other inputs. Opportunity for public or citizen engagement through a variety of means.
 - 4.1.2. **September/October** – Submission of budget information, review and approval, calculation of major areas such as revenues, taxes, general revenues, salaries & benefits, other fixed expenses.
 - 4.1.3. **October/November** – Budget workshop with Council. Senior Administration review and revisions, preparation of budget document.
 - 4.1.4. **November/December** – Presentation of budget, revisions as required. Budget deliberations to occur over several public meetings.
 - 4.1.5. **December** – Presentation of interim budget for approval.
 - 4.1.6. **January/February** – Presentation and approval of the final budget.
 - 4.1.7. **March/April/May** – Preparation, presentation and approval of Utility Rate Bylaw and Tax Rate Bylaw.
- 4.2. The overall budget timeline consists of the following items:
 - 4.2.1. Budget assumptions presented to Council for discussion and approval. Council able to provide direction, potential service level items and public/citizen priority items.
 - 4.2.2. Instructions to Directors/Managers in late July/August for operating and capital budget information completion.
 - 4.2.3. Finance reviews major areas such as global revenues including property taxes, grants, interest, etc. and expenses that are complex such as salaries and benefits or fixed such as utilities, debt payments and insurance.

- 4.2.4. Capital budgets will consist of taking the current year of the 5-year plan and determining if any changes are required.
- 4.2.5. The 5-year capital plan will also be reviewed to identify long range changes.
- 4.2.6. The budget preparation is prepared electronically and will allow staff to enter budget changes or projections for up to five years.
- 4.2.7. Council guidance for upcoming year incorporated into operating and capital budgets.
- 4.2.8. The budget information will be approved by the Directors prior to submission to Finance by October.
- 4.2.9. The Chief Administrative Officer (CAO) will also review and approve all department submissions
- 4.2.10. Consolidation of budget information for review, analysis and senior administration discussion. This includes balancing the budgets for both operating and capital.
- 4.2.11. Adjustments as required based on input from senior administration to balance the budget should be completed by mid to the end of October.
- 4.2.12. Presentation of the budget to Council for approval, usually starting in November.
- 4.2.13. Budget amendments and adjustments are incorporated based on subsequent Council deliberations and direction.

5. Capital Budget

5.1. Capital Budget

- 5.1.1. A capital item is defined as a significant expenditure incurred for the improvement, acquisition or major rehabilitation of buildings, equipment, rolling stock and infrastructure used in providing municipal services (including studies undertaken to plan for these expenditures).
- 5.1.2. A capital expenditure includes capital assets as defined by the Town's Tangible Capital Asset Policy.
- 5.1.3. A capital asset will have benefits lasting beyond one year and have a minimum threshold of \$5,000 or as otherwise stipulated in the Town's Tangible Capital Asset Policy.
- 5.1.4. A repair or maintenance expenditure designed to maintain an asset in its original state is not a capital expenditure, unless it will extend the useful life of the asset. Such repairs or maintenance expenditures will be included in the operating budget.
- 5.1.5. Once a capital project has been approved it is not permitted to use these funds to purchase any item other than the items contained in the original project approved by Council.

5.2. Capital Budget Preparation

- 5.2.1. A five-year plan has been prepared and approved by Council. Each year, the starting basis for the current capital budget will be the upcoming year in the five-year plan.
- 5.2.2. Staff will review these projects to determine if they are still required and make any adjustments as required for the scope of the project.
- 5.2.3. The future projects should also be reviewed for relevancy, cost estimates and timing.
- 5.2.4. Finance will compile the projects and review funding sources.

5.2.5. Senior administration will review projects and determine the viability of projects. If there is insufficient funding, projects may be moved out into future years of the five-year plan.

5.3. Capital Spending

5.3.1. Unless a capital budget has been approved by Council, no department will begin a capital project that was not authorized in the current or prior year.

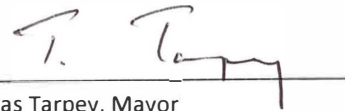
5.3.2. Budget authorization in unusual circumstances may be brought to Council through a Request for Decision if there is a need either to amend the existing budget or obtain approval for something that has arisen during the year and cannot wait for the subsequent budget cycle.

6. Interim and Final Budget

6.1. The interim budget will be approved prior to December 31 of the year preceding the budget. This provides legislated approval for the municipality to make expenditures.

6.2. The final budget shall be approved upon the completion of budget deliberations by Council. Council may approve the final budget prior to the completion of the final assessment totals for the upcoming year.

6.3. The final assessment for the fiscal year is received by February of the year in question. Prior to approval of the tax rate bylaw, the interim budget may be adjusted to reflect the new assessment and requisitions (if available) for the schools and senior requisitions.



Thomas Tarpey, Mayor



Christopher J. Parker, CAO



TOWN OF PEACE RIVER
Request for Direction

To:	Mayor and Council	Meeting Date:	June 22, 2026
Presenter:	Roxane Guindon, CA, CPA Acting Director of Corporate Services	Prepared By:	R. Guindon
Topic:	Revoking of COPTER Exemption for Mighty Peace Barbell Club	File No.:	302300
Attachments:	Copy of Community Organization Property Tax Exemption Regulation		

Purpose:

Discussion of the revocation of one Community Organization Property Tax Exemption Regulation (COPTER) exemption (Roll no. 302300) for 2026.

Information:

In 2023, the Mighty Peace Barbell Club was granted COPTER tax exemption for their location (plan 6242AX block 11 lots 27-29) in Peace River. The 2025 exemption amounted to \$4,767.51.

A subsequent review of the Regulation noted that section 9(1)(b) states that a property is not exempt from taxation under section 362(1)(n)(ii) of the Act if the property is solely used for community sports, games, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

As the club does not have a child membership fee and is accessible 24 hours a day via a fob system, it has been determined that the property is being utilized by those over 18 years of age more than 40% of the time it is in use, and therefore does not meet the criteria for COPTER exemption as defined in the Regulation. As a result, COPTER tax exemption applied to roll no. 302300 was revoked effective for the 2026 tax year and was not included in Administration’s RFD for property tax cancellation on April 13, 2026.

Notification was sent to the Barbell club notifying them of this revocation in April 2026, and Council was notified of this revocation prior to such letter being sent.

In early June, administration received a request from Council for this item to be returned to the Council table for discussion.

Request

Given that this request was initiated by Council, administration requests direction as to what actions Council desires to be taken regarding this COPTER revocation.

APPROVED

Submitted by: Roxane Guindon, CPA, CA
Acting Director of Corporate Services

Reviewed by: Kayla Parsons, CLGM
Interim CAO

Date Submitted: June 18, 2026

Date Approved: June 18, 2026



Province of Alberta

MUNICIPAL GOVERNMENT ACT

**COMMUNITY ORGANIZATION
PROPERTY TAX EXEMPTION
REGULATION**

Alberta Regulation 281/1998

With amendments up to and including Alberta Regulation 162/2025

Current as of January 1, 2026

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 162/2025)

ALBERTA REGULATION 281/98

Municipal Government Act

**COMMUNITY ORGANIZATION PROPERTY
TAX EXEMPTION REGULATION**

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Interpretation**1(1)** In this Regulation,

- (a) repealed AR 162/2025 s2;
- (b) “charitable or benevolent purpose” means the relief of poverty, the advancement of education, the advancement of religion, the amelioration of the conditions of disadvantaged persons or any other purpose beneficial to the community;
- (b.1) “disadvantaged person” means a person who is disadvantaged because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- (c) “general public” means pertaining to the general community, rather than a group with limited membership or a group of business associates;
- (d) “professional sports franchise” means a professional sports franchise operating in
 - (i) the American Hockey League,
 - (ii) the Canadian Elite Basketball League,
 - (iii) the Canadian Football League,
 - (iv) the Canadian Premier League,
 - (v) the National Hockey League,
 - (vi) the National Lacrosse League,
 - (vii) the Northern Super League, or
 - (viii) the Professional Women’s Hockey League;
- (d.1) “subsidized accommodation” means
 - (i) rental accommodation where the Government of Alberta sets the rent at a maximum amount, sets the

rent at a percentage of household income or provides the facility with ongoing operating funds, and

- (ii) rent to own units where the Government of Alberta sets the rent at a percentage of income or sets the rent at a maximum amount,
- (iii) repealed AR 152/2023 s2;
- (e) “taxation” means taxation under Division 2 of Part 10 of the Act.

(2) For the purposes of the Act and this Regulation, “community association” means an organization where membership is voluntary, but restricted to residents of a specific area, and that is formed for the purpose of

- (a) enhancing the quality of life for residents of the area or enhancing the programs, public facilities or services provided to the residents of the area, or
- (b) providing non-profit sporting, educational, social, recreational or other activities to the residents of the area.

(3) The definitions in sections 1 and 284 of the Act apply to this Regulation.

AR 281/98 s1;182/2008;152/2023;162/2025

Part 1 General Rules

Application

2 This Regulation applies to taxation in 1999 and later years.

Part of a property

3 An exemption under section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation applies only to the part of a property that qualifies for the exemption.

Primary use of property

4(1) Property is not exempt from taxation under section 362(1)(n)(iii), (iv) or (v) of the Act or Part 3 of this Regulation unless the property is primarily used for the purpose or use described in those provisions.

(2) For the purposes of this Regulation, a property is primarily used for a purpose or use if the property is used for the specified purpose or use at least 60% of the time that the property is in use.

Holding property

5 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization, society or association is the owner of the property and the property is not subject to a lease, licence or permit, or
- (b) the organization, society or association holds the property under a lease, licence or permit.

Non-profit organization

6 When section 362(1)(n)(i) to (v) of the Act or Part 3 of this Regulation requires property to be held by a non-profit organization, community association or residents association as defined in section 13 for the property to be exempt from taxation, the property is not exempt unless

- (a) the organization or association is a society incorporated under the *Societies Act*, or
- (b) the organization or association is
 - (i) a corporation incorporated in any jurisdiction, or
 - (ii) any other entity established under a federal law or law of Alberta

that is prohibited, by the laws of the jurisdiction governing its formation or establishment, from distributing income or property to its shareholders or members during its existence.

AR 281/98 s6;204/2011

Meaning of restricted

7(1) In this Regulation, a reference to the use of property being restricted means, subject to subsections (2) and (3), that individuals are restricted from using the property on any basis, including a restriction based on

- (a) race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation,
- (b) the ownership of property,

- (c) the requirement to pay fees of any kind, other than minor entrance or service fees, or
 - (d) the requirement to become a member of an organization.
- (1.1)** For the purpose of subsection (1)(c),
- (a) fees of any kind include rent, and
 - (b) minor entrance or service fees are fees that would not unreasonably prohibit the use of the property by the general public or intended recipients of the services, programs or amenities offered at the property.
- (2)** The requirement to become a member of an organization does not make the use of the property restricted so long as
- (a) membership in the organization is not restricted on any basis, other than the requirement to fill out an application and pay a minor membership fee, and
 - (b) membership occurs within a short period of time after any application or minor fee requirement is satisfied.
- (3)** Not permitting an individual to use a property for reasons related to safety, liability or protection of property or because the individual's use of the property would contravene a law does not make the use of the property restricted.
- (4)** For greater certainty, property referred to in subsection (3) includes an administrative area, parking lot, storage area or other similar area.

AR 281/98 s7;162/2025

Gaming and liquor licences

- 8(1)** For the purposes of section 365(2) of the Act, property described in section 362(1)(n) of the Act and Part 3 of this Regulation in respect of which a bingo licence, casino licence, pull ticket licence, Class C liquor licence or a special event licence is issued under the *Gaming, Liquor and Cannabis Regulation* (AR 143/96) is exempt from taxation if the requirements of section 362(1)(n) and this Regulation in respect of the property are met.
- (2)** Despite subsection (1), property in respect of which a casino facility licence is issued is not exempt from taxation.

AR 281/1998 s8;56/2019;295/2020

Part 2
Qualifications for Exemptions Under
Section 362(1)(n)(ii) to (v)

Exemption under section 362(1)(n)(ii) of the Act

9(1) The following property is not exempt from taxation under section 362(1)(n)(ii) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property that is used solely for community games, sports, athletics or recreation if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older.

(2) Property is not exempt from taxation under section 362(1)(n)(ii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

Exemption under section 362(1)(n)(iii) of the Act

10(1) Property referred to in section 362(1)(n)(iii) of the Act is not exempt from taxation unless

- (a) the charitable or benevolent purpose for which the property is primarily used is a purpose that benefits the general public in the municipality in which the property is located, and
- (b) the resources of the non-profit organization that holds the property are devoted chiefly to the charitable or benevolent purpose for which the property is used.

(2) Subject to subsection (3), property is not exempt from taxation under section 362(1)(n)(iii) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.

(3) The use of the property may be restricted within the meaning of section 7(1)(a) if the charitable or benevolent purpose for which the property is primarily used is the amelioration of the conditions of disadvantaged persons and the restriction is reasonably necessary for that purpose.

AR 281/98 s10;182/2008;162/2025

Exemption under section 362(1)(n)(iv) of the Act

11 Property referred to in section 362(1)(n)(iv) of the Act is not exempt from taxation unless the accommodation provided to senior citizens is subsidized accommodation.

AR 281/98 s11;182/2008

Exemption under section 362(1)(n)(v) of the Act

12(1) The following property is not exempt from taxation under section 362(1)(n)(v) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
- (c) property in Calgary or Edmonton that is held by and used in connection with a community association if the association is not a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues.

(1.1) Notwithstanding subsection (1)(c), property held by a community association referred to in that provision is exempt from taxation under section 362(1)(n)(v) of the Act where that community association was a member of the Federation of Calgary Communities or the Edmonton Federation of Community Leagues on January 1, 1999 but cancelled its membership after that date.

(1.2) Subsection (1.1) applies with respect to 2004 and subsequent years.

(2) Property is not exempt from taxation under section 362(1)(n)(v) of the Act if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 281/98 s12:283/2003

Part 3
Other Property Exempt Under
Section 362(1)(n)

Definitions

13 In this Part,

- (a) “arts” means theatre, literature, music, painting, sculpture or graphic arts and includes any other similar creative or interpretive activity;
- (b) “chamber of commerce” means a chamber of commerce that is a non-profit organization and is a member of the Alberta Chamber of Commerce;
- (c) “ethno-cultural association” means an organization formed for the purpose of serving the interests of a community defined in terms of the racial, cultural, ethnic, national or linguistic origins or interests of its members;
- (d) “linguistic organization” means an organization formed for the purpose of promoting the use of English or French in Alberta;
- (e) “museum” means a facility that is established for the purpose of conserving, studying, interpreting, assembling and exhibiting, for the instruction and enjoyment of the general public, art, objects or specimens of educational and cultural value or historical, technological, anthropological, scientific or philosophical inventions, instruments, models or designs;
- (e.1) “residents association” means a non-profit organization that requires membership for residential property owners in a specific development area, that secures its membership fees by a caveat or encumbrance on each residential property title and that is established for the purpose of
 - (i) managing and maintaining the common property, facilities and amenities of the development area for the benefit of the residents of the development area,
 - (ii) enhancing the quality of life for residents of the development area or enhancing the programs, public facilities or services provided to the residents of the development area, or
 - (iii) providing non-profit sporting, educational, social, recreational or other activities to the residents of the development area;

- (f) “retail commercial area” means property used to sell food, beverages, merchandise or services;
- (g) “sheltered workshop” means a facility designed to provide an occupation for and to promote the adjustment and rehabilitation of persons who would otherwise have difficulty obtaining employment because of physical, mental or developmental disabilities;
- (h) “thrift shop” means a retail outlet operated for a charitable or benevolent purpose that sells donated clothing, appliances, furniture, household items and other items of value at a nominal cost to people in need.

AR 281/98 s13;283/2003;204/2011

Exemption for other property

14 This Part describes property that is exempt from taxation under section 362(1)(n) of the Act that is not exempt under section 362(1)(n)(i) to (v) of the Act.

Property of residents association

14.1(1) Property that is owned and held by and used in connection with a residents association is exempt from taxation.

(2) Despite subsection (1), the following property owned and held by and used in connection with a residents association is not exempt from taxation under section 362(1)(n) of the Act:

- (a) property to the extent that it is used in the operation of a professional sports franchise;
- (b) property if, for more than 40% of the time that the property is in use, the majority of those participating in the activities held on the property are 18 years of age or older;
- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility, or information is available online, indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility, or information is available online, indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where the majority of the organization's beneficiaries do not reside in the municipality;
- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;

- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.
- (l) a facility used in connection with the purposes of a continuing care home in respect of which a type B or C continuing care home licence has been issued under the *Continuing Care Act*;
- (m) a facility used as a supportive living accommodation as defined in the *Continuing Care Act*;
- (n) a facility described in clause (k) used to provide temporary or transitional accommodation, excluding affordable housing accommodation referred to in section 363(1)(e) of the Act, and at which services, programs or amenities may be offered.

AR 281/98 s15;283/2003;182/2008;
77/2010;152/2023;162/2025

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of a property referred to in section 15 that is held by the organization if

- (a) the non-profit organization, subject to subsection (1.1),
 - (i) makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year, and
 - (ii) supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (A) any information the municipality requires to determine if the organization meets the conditions for the exemption;
 - (B) a description of any retail commercial areas in the facility on the property,

- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
 - (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
 - (d) the property is not disqualified under subsection (2) or (3), and
 - (e) the requirements of subsections (4) and (5), if applicable, are met.
- (1.1)** For the purpose of subsection (1)(a), the municipality
- (a) may specify other dates for a non-profit organization to make an application and supply the information and description referred to in subsection (1)(a), and
 - (b) must advertise the dates referred to in clause (a) in accordance with section 606 of the Act.
- (2)** Subject to subsections (2.1) and (2.2), property referred to in section 15(a), (b), (c), (e), (f), (j), (k) or (n) is not exempt from taxation if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7.
- (2.1)** The use of property referred to in section 15(k) and (n) may be restricted within the meaning of section 7(1)(a) if the charitable or benevolent purpose for which the property is primarily used is the amelioration of the conditions of disadvantaged persons and the restriction is reasonably necessary for that purpose.
- (2.2)** The use of property referred to in section 15(n) may be restricted within the meaning of section 7(1)(c) if the restriction is the requirement to pay rent for access to temporary or transitional accommodation at the property.
- (3)** Property referred to in section 15(d) or (g) to (i) is not exempt from taxation if an individual is not permitted to use the property because of the individual's race, culture, ethnic origin or religious belief.
- (4)** Before granting an exemption under this section in respect of a property that is held by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that

- (a) the organization will provide the municipality with a report by a time and in a manner specified in the agreement that sets out the information the municipality requires to determine if the organization met the conditions for the exemption during the taxation year, and
 - (b) if the organization does not comply with the provisions referred to in clause (a), the organization will pay the municipality an amount equivalent to the property taxes that would be payable in respect of the property for the taxation year if the property was not exempt.
- (5) Before granting an exemption under this section in respect of a property that is owned by a non-profit organization, the municipality may require that an agreement between the organization and the municipality be in force that sets out that
- (a) no disposition of the property may be made without the approval of the municipality, and
 - (b) if the organization is being wound-up and dissolved, the organization must, if required by the municipality, transfer the property to the municipality.
- (6) If a municipality grants an exemption to a non-profit organization and later determines that the organization did not meet the conditions that applied to the organization for the exemption for all or part of the taxation year, the municipality may in the taxation year cancel the exemption for all or part of the taxation year, as the case may be, and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

AR 281/98 s16;4/2010;77/2010;152/2023;
162/2025

Waiver of application requirement

- 17(1)** If a municipality has granted a non-profit organization an exemption from taxation under section 16 in respect of a property, the municipality may grant the non-profit organization an exemption from taxation in the following taxation year under section 16 in respect of the property without requiring the organization to apply for the exemption.
- (2) A municipality that has waived an application requirement under subsection (1) in respect of a property for a taxation year may
- (a) require the non-profit organization that holds the property to provide any information that the organization may be

required to provide if it was applying for an exemption,
and

- (b) if the non-profit organization does not provide the information, cancel in that taxation year the exemption for all or part of that taxation year and require the organization to pay property tax in respect of the property for the period that the exemption is cancelled.

(3) A municipality may not waive the application requirement under subsection (1) in respect of a property for more than 3 consecutive taxation years.

Retail commercial areas

18(1) In this section, “exempt facility” means a facility or part of a facility

- (a) that is held by a non-profit organization, a society as defined in the *Agricultural Societies Act* or a community association and that is exempt from taxation under section 362(1)(n)(i) to (v) of the Act or section 16 of this Regulation, or
- (b) that is owned and held by a residents association and that is exempt from taxation under section 362(1)(n) of the Act.

(2) A retail commercial area that is located within an exempt facility is exempt from taxation if

- (a) the non-profit organization, society as defined in the *Agricultural Societies Act*, community association or residents association that holds the exempt facility also holds and operates the retail commercial area, and
- (b) the net income from the retail commercial area is used
 - (i) to pay all or part of the operational or capital costs of the exempt facility, or
 - (ii) to pay all or part of the operational or capital costs of any other facility that is held by the non-profit organization, society, community association or residents association and that is exempt from taxation under section 362(1)(n) of the Act or section 16 of this Regulation.

AR 281/98 s18;204/2011

Part 4 Repealed AR 283/2003 s5.

Part 5
Repeal and Review

Repeal

22(1) The *Community Organization 1998 Property Tax Exemption Regulation* (AR 289/97) is repealed.

(2) Repealed AR 182/2008 s6.


AR 281/98 s22;182/2008

Expiry

23 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on December 31, 2030.

AR 281/98 s23;283/2003;182/2008;4/2010;9/2015;
257/2017;220/2018;152/2023;162/2025



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TOWN OF
PEACE RIVER
ALBERTA

TOWN OF PEACE RIVER
Request for Decision

To:	Mayor and Council	Meeting Date:	June 22, 2026
Presenter:	Roxane Guindon, CA, CPA Acting Director of Corporate Services	Prepared By:	R. Guindon
Topic:	Tax Levy Cancellation	File No.:	15/120.5
Attachments:	Request from Peace Region Dance Society Notification letter to Peace Region Dance Society		

Issue:

Request for cancellation of property taxes levied under MGA s.347(1)(b).

Information:

The Peace Region Dance Society (Dance Society) is requesting exemption from property tax at its current studio location.

In 2023, the Dance Society had applied for and was granted COPTER exemption for the 2024, 2025, and 2026 property tax years. As per the attached letter notifying the Dance Society that it had received the exemption, they were instructed to advise the Town of any changes including contact people, address changes, and changes in location.

In 2024 the Dance Society both changed locations and had significant turnover of its Board. With the changes in the composition of the Board, the new Board was unaware that it was required to notify the Town of changes in location to maintain its COPTER status. Two letters were both mailed and emailed to the information the Town had on file, advising the Society that we required updated lease information and contact information in order to retain their COPTER status. We received no response and their exemption was revoked in 2025. As a result, the Dance Society was not included in the list of properties brought forward to Council on April 13, 2026, requesting property tax exemption.

The Dance Society is a registered non-profit organization which primarily provides dance instruction to children. The Dance Society meets the criteria of more than 60% of the time the property is in use, the majority of those participating in the activities held on the property are under the age of 18.

They are in leased premises, and any property taxes that the landlord pays for the space are passed on to the Dance Society. Only the property taxes for the portion of the building leased by the Dance Society qualifies for exemption.

The tax exemption requested by the Dance Society is in the amount of \$5,319.11. The Dance Society is updating its administrative procedures to ensure that important information, such as procedures required to maintain its COPTER status, is provided to new Board members to ensure that this does not happen again. They will be applying for COPTER exemption this fall.

Option 1: Approve request to grant property tax exemption in the amount of \$5,319.11 to the Dance Society for their current lease space.

Advantages

Supports non-profit organization which was previously approved for COPTER exemption.

Disadvantages

Reduction of property tax revenue.
May set a perceived precedent for such property tax cancellations.

Financial Implications

Reduction of property tax revenue in the amount of \$5,319.11.

Option 2: Deny request to grant property tax exemption in the amount of \$5,319.11

Advantages

No change to property tax revenue.

Disadvantages

Does not support non-profit organization which was previously approved for COPTER exemption

Financial Implications

None.

Option 3: Direct the Dance Society to apply through the Emergency Not-For-Profit Grant program.

Advantages

Provides additional time to consider the issue.
Reduces the impact to tax revenues.

Disadvantages

Additional work required by both the Society and Town administration to make and process the request.
Delays the decision.

Financial Implications

If approved under this grant stream, funding would be provided for utilizing operational dollars allocated under the 2026 operating budget, resulting in no impact to property tax revenues.

Recommendation

That Council approves the request to cancel property taxes for the portion of the property leased by the Peace Region Dance Society, in the amount of \$5,319.11.

APPROVED

Submitted by: Roxane Guindon, CPA, CA
Acting Director of Corporate Services

Reviewed by: Kayla Parsons, CLGM
Interim CAO

Date Submitted: June 18, 2026

Date Approved: June 18, 2026



File: 15/120.5

December 14, 2023

Peace Region Dance Society
Box 5205
Peace River, AB T8S 1R8

Attention: Ashley Whittleton, President

Dear Ms. Whittleton:

Re: Non-Profit Property Tax Exemption Application for 2024 – Tax Roll 234600 (9814-100 Street)

We are pleased to advise that Town Council has granted property tax exemption to the above-noted property, for the 2024, 2025, and 2026 taxation years.

Under the Community Organization Property Tax Exemption Regulation (COPTER), Council can allow this exemption and waive the annual application requirement for up to three years, which they have done. You do not need to submit another application for property exemption until the fall of 2026 for the 2027 taxation year. We will send you a reminder at that time.

Please ensure to keep us advised of any changes to the information submitted in your application. Changes may include new contact people for your organization, mailing or email address changes, updated lease agreement, change in location, and so forth. You must continue to maintain your registered non-profit status and provide services in order to continue to be eligible during these three years.

If you have any questions, please do not hesitate to call us at (780) 624-2574 or email us at copter@peacriver.ca.

Yours truly,

A stylized signature in blue ink, with the word "SIGNED" written in blue capital letters to the left of the signature line.

Sam Mugford
Director of Corporate Services

SM/vj

cc: Martineau & Sons Ltd.

Kayla Parsons

From: PRDS Board <prdsboard@yahoo.com>
Sent: Tuesday, June 16, 2026 1:52 PM
To: CAO
Subject: Re: Request for Review of 2026 Property Tax Exemption Status

Peace Region Dance Society
Box 5202
T8S1R8

Prdsboard@yahoo.com
780 380 0260

16 June 2026

Town of Peace River Council
Town of Peace River

Re: Request for Review of 2026 Property Tax Exemption Status

Dear Mayor and Council,

On behalf of the Peace Region Dance Society, I am writing to respectfully request that Council consider a review of our 2026 property tax exemption status for our current studio location.

Peace Region Dance Society is a registered non-profit organization that has historically qualified for property tax exemption. We currently lease a portion of the building located at 10107 – 100 Street in Peace River, Alberta. We serve more than 110 dancers in our community and work hard to keep dance accessible and affordable for local families.

In October 2024, we moved to this location due to safety concerns for our dancers. This move happened during a time of significant transition, as our board also changed over during the same period. Unfortunately, some information was lost during that transition, and we did not realize that moving to a new location could affect or interrupt our existing exemption status.

We also understand that Town notices may have been sent to the physical location rather than our mailing address, and we did not receive them. We were only recently made aware of the issue when the property owner, Peace River Holdings, informed us that he had received a 2026 property tax invoice without the exemption applied. He advised us that the amount related to our space would be \$5,319.11.

We recognize that this situation may have resulted from an oversight on our part, and we take responsibility for not identifying the issue sooner. However, as a volunteer-run non-profit organization, this amount is significant. We do not have spare funds available to cover an unexpected property tax bill of this size. Our resources are already carefully allocated toward keeping dancer fees as low as possible, maintaining our studio space, fundraising for essentials such as flooring, and supporting the continued operation of our programs.

Our society does not have full-time administrative staff. We have an administrator who works approximately six hours per week in the evenings, as well as our dance instructors, but much of the behind-the-scenes operation of the organization is managed by our volunteer board. Our board members are parents and community volunteers, many of whom work full-time outside of the society.

We are also taking steps to prevent this from happening again. Our board is currently creating a studio binder and transition materials so that future board members have clear access to important administrative information, deadlines, contacts, and responsibilities.

We respectfully ask Council to consider reviewing our exemption status for the portion of the building leased and used by Peace Region Dance Society, and, if possible, applying the exemption for the 2026 tax year. We would be grateful for any consideration, guidance, or support the Town may be able to provide in resolving this matter.

Thank you for your time and for your continued support of non-profit organizations in our community. Peace Region Dance Society is proud to provide a safe, positive, and accessible space for children and youth to dance, grow, and belong.

Sincerely,

Chrizanne Aspelng
President
Peace Region Dance Society



TOWN OF PEACE RIVER
Briefing Note

To:	Mayor and Council	Meeting Date:	June 22, 2026
Presenter:	Tanya Bell, Director of Community Services	Prepared By:	T. Bell
Topic:	Peace Region Family Resource Network	File No.:	51/300
Attachments:	Letter from GOA		

Information

The Town of Peace River was successful in renewing the grant funding for the Peace Region Family Resource Network (FRN). The total annual grant amount is \$589,368 and the agreement term will be two years. The previous agreement’s annual grant amount was \$479,547. The increase is due to the successful addition of a new service under the renewal.

The FRN program offers a “Hub” service – which is information and referral, network coordination and promotion. In addition, there are three “Spoke” services including: Home Visitation – in home caregiver intensive support and education, Building Resilient Caregiver – parent/caregiver education and courses and the new Infant/Child Development spoke - early childhood programming.

FRN provides support and services to help Alberta families become resilient, strong, and healthy. The FRN programs deliver prevention and early intervention services and support for children and youth aged 0 to 18 and their families.

The Town of Peace River will be responsible for managing the hub and its programs. The Peace Region FRN will continue to operate at the Baytex Energy Centre. The current staffing compliment includes one Full time Coordinator and 5.2 program/facilitation staff. The new grant allows for the increase of a .8 FTE to deliver the new Infant/Child Development spoke.

As the Hub, the Peace Region FRN serves a large geographical area in addition to the Town of Peace River including the communities of: Village of Berwyn, Birch Hills County, County of Fairview No. 136, Town of Grimshaw, Village of Hines Creek, Little Buffalo, Town of Manning, Village of Nampa, County of Northern Lights, Northern Sunrise County, and MD of Peace No. 135.

Strategic Plan Alignment

Goal: Deliver needed Town programs and services efficiently

APPROVED

Approved by: Kayla Parsons, CLGM
Interim Chief Administrative Officer

Date Submitted: June 18, 2026



ALBERTA
CHILDREN AND FAMILY SERVICES

Office of the Minister
MLA, Spruce Grove-Stony Plain

20718

Tanya Bell
Director of Community Services
Town of Peace River
9911 100 Street
Peace River AB T8S 0A2

Dear Tanya Bell:

Thank you for your application to the Ministry of Children and Family Services' Family Resource Network (FRN) program.

Children and Family Services (CFS) is committed to maintaining a strong, province-wide network of prevention and early intervention services that families can depend on for consistent, high-quality supports. To that end, the FRN program is being renewed effective July 1, with new grant funding guidelines in place to ensure investments and supports are targeted to families and communities with greatest needs. By responding early, FRNs support families to stay together and thrive.

I am pleased to share that Town of Peace River's application to provide services for the Peace River FRN has been approved for funding in the amount of \$589,368. The approved funding reflects the outcome of the evaluation process and is based on available resources. This investment supports the ministry's commitment to coordinated prevention and early intervention focused services that respond to community needs and strengthen outcomes for children, youth and families across Alberta.

Your assigned grant specialist will contact you to initiate next steps to execute a grant agreement. This will include confirming alignment with program requirements and discussing any required adjustments to scope and deliverables to reflect the approved funding. If you have any questions, please contact Meghan Mulloy-Jevne, Director, at 780-678-4307 or Meghan.Mulloy-Jevne@gov.ab.ca.

On behalf of Children and Family Services, we look forward to continuing to work with you to deliver prevention and early intervention services for children, youth and families in Alberta.

Sincerely,



SIGNED

Honourable Searle Turton
Minister of Children and Family Services



TOWN OF
PEACE RIVER
ALBERTA

**TOWN OF PEACE RIVER
Request for Direction**

To:	Mayor and Council	Meeting Date:	June 22, 2026
Presenter:	Tanya Bell, Director of Community Services	Prepared By:	T. Bell
Topic:	Early Ice Request – Level of Service Review of Ice Operations	File No.:	72/300
Attachments:	Email - redacted		

Issue

Administration received a written request to install ice in mid-July. This report outlines the proposed process for Council’s consideration in determining whether to change the level of service related to the ice season at the Baytex Energy Centre.

Background

Town Council received a formal request, dated March 19, 2026, for early installation of ice at the Baytex Energy Centre. Administration has contacted the individual three times over the past three months; however, no response has been received to date. To support initial discussion, Administration presented the request at the recent Ice Allocation meeting with Baytex Energy Centre ice users. The general feedback was that users were not interested in July ice and preferred spring ice instead.

To address the broader interest in a potential extended ice season, Administration is proposing a Level of Service Review. As a basis for that review, this report provides Council with information on the current level of service.

Current Level of Service – Ice Season

The current level of service for the ice season is from early September to the end of March. The operational model for the Baytex Energy Centre provides ice during this period and includes a process for user groups to request early ice in accordance with the Ice Allocation Directive. The relevant section is provided below for ease of reference.

Ice Allocation Directive

2. ARENA ICE OPENING

- 2.1. *The Town of Peace River will have the ice installed at the Baytex Energy Centre for usage the first Saturday in September.*
- 2.2. *Earlier openings will be allowed at the discretion of the Director of Community Services or the Recreation Facilities Coordinator.*
- 2.3. *Fees for early opening will be charged as per current fee bylaw.*
- 2.4. *The Community Services Department must receive a request for early opening from user group(s) at the Ice Allocation meeting held in the 2nd week of June.*

3. ARENA ICE CLOSING

- 3.1. *The Town of Peace River will close the Baytex Energy Centre on the last Sunday in March unless it is required for:
 - The completion of scheduled league and/or provincial finals.
 - Hosting of local, provincial, or national tournament.Under these circumstances the arena ice may be left in for additional time, contingent on accommodating dry pad rentals.*
- 3.2. *Request for extension of ice closing must be made to the Director of Community Services or the Recreation Facilities Coordinator at the playoff allocation meeting in February. Late closing will be allowed at the discretion of the Director of Community Services or the Recreation Facilities Coordinator, for purposes other than those listed in this section.*
- 3.3. *The Baytex Energy Centre may be closed earlier than the specified date if low bookings do not require that it be open. This will be determined at the discretion of the Director of Community Services in consultation with the Recreation Facilities Coordinator.*

The current Fees and Charges Bylaw states:

- Early requests for summer ice are charged at the regular hourly rate and are subject to a minimum charge of 14 hours per day, regardless of actual time used, for a minimum of 14 days.

Current Operational Model

Under the current operational model at the Baytex Energy Centre, ice installation begins during the first week of August when an early ice request is received from a user group for use during the last two weeks of August.

The following provides a high-level overview of the staffing model which is broken out by the ice season from August/September through the end of the March and the parks season from May to August.

Staffing complement:

1. Four permanent Recreation Operations staff are assigned full-time to ice operations from the first week of August through the end of March or early April.
2. By mid-April, these staff transition to Parks operations, as they are certified in sports field operations and maintenance.
 - a. The Recreation Facilities Lead completes facility maintenance during the summer season.
 - b. The Recreation Facilities Operators, consisting of three full-time equivalent positions, complete facility maintenance, ball diamond maintenance, sports field maintenance, and special event coverage at the Baytex Energy Centre.
3. Three summer Parks staff are hired from April to August to support general labour, minor maintenance, and cleaning, including Water Play Park washrooms, garbage and recycling collection at parks, playground maintenance, weed management, and special event support.

Level of Service Review - Proposed Process:

To support Council's decision-making regarding the level of service, Administration proposes to prepare a formal report that will include several key components. The following outlines the proposed elements to be included in the future report.

1. Solicit user group commitments.

- a. Administration will engage ice users to gather feedback on the ice time they may use, including preferred times and months.
 - i. Regular user groups will be asked to provide a commitment for ice time, including specific hours per week or per day, by September 15, 2026.
- 2. Cost Analysis
 - a. Cost and revenue implications of continuing ice operations, on a month-by-month basis.
- 3. Operational Impacts
 - a. Administration will review staffing impacts associated with a potential increase to the ice season while ensuring there is no reduction in the level of service for outdoor facilities. This review will include consideration of the following:
 - i. Whether an additional summer student position would assist with service delivery.
 - ii. Options for maintaining trained and experienced staff to support outdoor sports fields and ball diamonds if the ice season is extended.
 - iii. Whether an additional full-time equivalent position would support service delivery.
 - iv. Whether alternative service delivery options, such as contracted services, are available.
 - v. Other operational impacts should be considered.
- 4. Other Affected Parties
 - a. Administration will include potential implications for other users and annual rentals that typically occur during the spring season (e.g. use of arena space for programming and events such as the Northern Expo (aka Trade Show)).
- 5. Overall Level of Service Options
 - a. The report will include various options for a change in level of service, including but not limited to:
 - i. Piloting a one-month ice season extension into April during the first year.
 - ii. Phasing in a 1.5-month ice season extension in the second year.
 - iii. Implementing a two-month ice season extension.

Overall, Administration proposes to present Council with a Level of Service Review Report at a future meeting. The report will be completed by early October for review by the Community Services Board in October, followed by Council’s consideration as part of the 2027 budget process.

Does Council have any additional information that Administration should include in the development of the Level of Service Review?

Strategic Plan Alignment

Goal: Deliver needed Town programs and services efficiently
Grow investment in Peace River

Request

Administration requests Council’s feedback on the proposed Level of Service Review for ice operations at the Baytex Energy Centre.

APPROVED

Submitted by: Tanya Bell
Director of Community Services

Approved by: Kayla Parsons
Interim CAO

Date Submitted: June 17, 2026

Date Approved: June 18, 2026

Kayla Parsons

From: S.20 Personal Privacy
Sent: Thursday, March 19, 2026 11:21 AM
To: Council; Shelly Shannon; Barb Miller; Kayla Parsons
Subject: Request to Consider Earlier Ice Installation at Baytex Energy Centre

Dear Mayor, Members of Council, and Administration,

I hope this message finds you well.

I am writing to respectfully request that the Town consider installing ice at the Baytex Energy Centre one month earlier than usual, beginning in mid-July rather than August.

There is a growing demand and clear opportunity to run structured hockey development camps during the summer months. These camps would provide local youth with valuable opportunities to continue developing their skills, stay active, and participate in high quality programming during the off season.

In addition, I am prepared to lead and operate a comprehensive summer ice program that ensures strong and consistent facility usage. This would include:

- High level hockey skills development camps based on my coaching and playing experience
- Collaboration with the local figure skating club, which has expressed interest in utilizing early ice
- Engagement with the men's recreational league, which is also interested in summer ice access
- A structured 3-on-3 league (youth through adult) to maximize participation and ice utilization
- Working with minor hockey associations across the Peace Country to bring additional players and teams into the community
- The ability to bring in additional external skills development providers to further expand programming

In addition to on ice programming, we would also request access to the field house to run structured off ice training sessions. There is a significant demand for this type of training, which would include plyometric and athletic development work such as:

- Agility and footwork (pylons, ladders)
- Explosive training (box jumps, hurdles)
- Strength, coordination, and injury prevention work

This would allow us to provide a complete development experience for athletes and further increase utilization of the facility.

There is currently a significant gap in ice availability across the region, with no ice available from High Level to Grande Prairie during this time. Last summer, during my camps in Grande Prairie, I had between 15–25 players regularly traveling just to access ice. That alone highlights the demand and need for earlier access within our region.

From an operational standpoint, we are prepared to guarantee and pre pay for a set amount of ice time each day. This commitment would help offset the additional costs associated with earlier ice installation and reduce financial risk to the Town.

In addition to cost recovery and confirmed usage, there are several broader benefits this initiative could bring to the community:

- Expanded development opportunities for local athletes
- Increased utilization of an important community facility
- Ability to attract participants from surrounding areas
- Positive economic impact through visiting families and extended stays

The Baytex Energy Centre is a key asset in our region, and this presents a strong opportunity to maximize its use while supporting youth development and community engagement.

I want to be clear that I am not asking for a full season adjustment, but simply the opportunity to begin one month earlier. I strongly believe this is a realistic and achievable step that would benefit both the Town and the broader community.

I would greatly appreciate the opportunity to present this idea further and discuss how we can work collaboratively to make this feasible. Please let me know the appropriate next steps to speak with Council and Administration.

Thank you for your time and consideration.

Sincerely,

S.20 Personal Privacy



TOWN OF
PEACE RIVER
ALBERTA

TOWN OF PEACE RIVER Briefing Note

To:	Mayor and Council	Meeting Date:	June 22, 2026
Presenter:	Tanya Bell, Director of Community Services	Prepared By:	T. Bell
Topic:	Joint Use and Planning Agreement – Update	File No.:	72/300
Attachments:	Proposed JUPA & Updated agreement		

Information

Update Council on the Joint Use Planning Agreement.

Background

The Alberta Government has mandated that all municipalities enter into a Joint Use and Planning Agreement with all school divisions that operate within their municipal boundaries.

Joint use and planning agreements (JUPAs) are a formal partnership between a municipality and a school board to enable the integrated and long-term planning and use of school sites on municipal reserve (MR), school reserve (SR), and municipal and school reserve (MSR) land.

The Town of Peace River has a Joint Use Agreement dated 2003 and an amending agreement dated 2005 which added school sports fields to the original agreement. However, these agreements did not include any components related to the planning aspects required by the new legislation.

The agreement includes the Holy Family Catholic Regional Division, Peace River School Division, and the Conseil scolaire du Nord-Ouest. The parties to the agreement have been working on updating the current agreement over the last two years.

Summary of the New Joint Use Agreement

The new agreement establishes a joint use framework for Town and school facilities. It provides clear operational guidelines for both parties, detailing how community organizations can access school facilities and identifying which facilities are available for shared use.

Key components of the agreement include:

- Community Access: Defined procedures for how and when community organizations can utilize school facilities.
- Shared Facilities: A list of facilities available to all parties under the agreement.
- Future Recreation Assets: A structured process for evaluating and considering new recreational infrastructure.

Additionally, the agreement clarifies the roles and responsibilities of each party in the planning and development of new school sites, including:

- Site Servicing: Who is responsible for servicing new school properties.
- Property Transfers: The process for transferring land between parties.
- Disposal of Sites: Steps for handling surplus or unneeded school sites.

The agreement also includes a dispute resolution process to address and resolve any disagreements that may arise between the parties.

The agreement was presented to Council on May 26, 2025, where Council made a motion to authorize the Town to enter into the Joint Use and Planning Agreement.

MOTION-25-05-173 Deputy Mayor Boychuk moved that Council authorize the Town to enter into the Joint Use and Planning Agreement with the school division partners. CARRIED

In the fall of 2025, during the process of ratification with all parties, one board presented a concern with the two proposed clauses. The concerns initiated an additional review of the agreement by the Joint Use Committee. A meeting was held in January 2026 to conduct a further review of the document and ensure any proposed changes were acceptable to all parties.

The resulting updated agreement has been included for your review. The major changes are highlighted by track changes within the document. A summary of the significant changes is outlined below.

The agreement was updated to clarify the role of the Steering Committee and add a Technical Committee.

Part 3- Steering Committee and Technical Committee

Steering Committee:

- responsible for Planning sections of agreement, any matters of policy or governance related to Joint Use and any amendments to this agreement for consideration by the Boards and Council.
- membership will be two members of each party's Administration and one Councillor or Board Member from each party. The previous requirement for a Community Services Board Member will be removed.

Technical Committee:

- responsible for Operations under Joint Use sections of agreement,
- membership will consist of the superintendents and secretary treasurers from each school division or delegates, and two members from Town administration. Representatives from Town and school divisions responsible for facility booking may also attend as required.

Clarified voting and quorum requirements.

Town Council has provided a motion to enter into the Joint Use and Planning Agreement in 2025. Administration is presenting the updates to the agreement; to allow Council an opportunity to provide further input or should Council have any concerns on the proposed changes, they could choose to provide an alternate motion.

Strategic Plan Alignment

Goal: Deliver needed Town programs and services efficiently

APPROVED

Approved by: Kayla Parsons, CLGM
Interim Chief Administrative Officer

Date Submitted: June 18, 2026

THIS JOINT USE AND PLANNING AGREEMENT IS MADE BETWEEN:

TOWN OF PEACE RIVER

and

THE PEACE RIVER SCHOOL DIVISION

and

THE HOLY FAMILY CATHOLIC SEPARATE SCHOOL DIVISION

and

LE CONSEIL SCOLAIRE DU NORD-OUEST

WHEREAS:

It is the responsibility of the Town to plan, develop, operate and maintain park and recreational land and facilities in Peace River, for recreational purposes and to organize and administer public recreational programs.

The Boards have adopted a policy of making school buildings and grounds available for community recreation purposes, provided there is no conflict with the operation of the school activities.

It is the responsibility of each of the Boards to develop and deliver educational programs and provide the necessary facilities and sites for these programs.

The Town and the Boards wish to use the facilities for the maximum benefit of the community and the maximum use of land and facilities would result in the most economical provision of school and public recreation facilities and programs.

The Town and the Boards believe it is in the best interest of the community that authorities offering similar services develop definite procedures in order to ensure the best possible service to the community, and avoiding duplication of services.

The MGA 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 planning agreement.

The MGA allows the Town to obtain Municipal Reserve, School Reserve or Municipal and School Reserves when lands within the Town are subdivided to meet the open space and site needs of the Town and school boards.

The MGA and the Education Act require that a joint planning agreement address matters relating to the acquisition, servicing, development, use, transfer and disposal of Municipal Reserve, School Reserve and Municipal and School Reserve.

NOW THEREFORE IN CONSIDERATION of their mutual commitment to the reciprocal use of Town Facilities and Schools and the terms and conditions of this Agreement, the sufficiency of which is irrevocably acknowledged, the Parties agree as follows:

PART 1 – DEFINITIONS, SCHEDULES, PRINCIPLES AND ACKNOWLEDGEMENTS

1. DEFINITIONS

1.1 In this Agreement, unless there is something in the context that is inconsistent therewith the

following terms shall be interpreted as having the following meanings:

- (a) "Agreement" means this Joint Use and Planning Agreement.
- (b) "Arbitration Act" means the Arbitration Act, RSA 2000, c. A-43.
- (c) "Area Structure Plan" means an area structure plan or amendment to an area structure plan under the MGA.
- (d) "Boards" means Catholic Board, Francophone Board and Public Board collectively.
- (e) "Catholic Board" means The Holy Family Catholic Separate School Division, and any successor board or authority.
- (f) "Civic Administration" means the general operation of the Town, including personnel, financial and other related matters as permitted by the Act.
- (g) "Community Services" means the department within the Civic Administration directly responsible for the booking and maintenance of all Town-owned parks and playing fields and all Town controlled recreational and cultural facilities.
- (h) "Community Use" means use by the public and not a User Group.
- (i) "Council" means the municipal council of the Town of Peace River.
- (j) "Day" means any one of the seven (7) days in a week.
- (k) "Education Act" means the Education Act, SA 2012, c. E-0.3.
- (l) "Effective Date" means _____, June 10, 2026.
- (m) "Facilities" means the school buildings and non-school buildings as defined in the Education Act owned by the Boards.
- (n) "Facility Plans" means the capital plan and Facility plan prepared by each Board for approval by the Alberta Government.
- (o) "Force Majeure" means any act of God, pandemic or unusual disease outbreak, major storms, civil disturbance, labour dispute or any similar major event or occurrence not within the control of a Party and which by the exercise of due diligence by such Party could not have been reasonably prevented, but lack of funds on the part of Party is not a Force Majeure.
- (p) "Facility Scheduling Coordinator" means the individual or individuals employed by the Town who shall be responsible for coordinating the booking of Reciprocal Use Space by Schools, the Town or User Groups.
- (q) "Francophone Board" means Le Conseil Scolaire Du Nord-Ouest or any successor board or authority.
- (r) "Hazardous Substance" means the same as hazardous substance defined in the Environmental Protection and Enhancement Act, RSA 2000, c. E-12.
- (s) "Interpretation Act" means the Interpretation Act, RSA 2000, c. I-8.
- (t) "MGA" means the Municipal Government Act, RSA 2000, c. M-26.

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- (u) "Municipal Reserve" has the meaning set out in the MGA, s. 616(o).
- (v) "Municipal and School Reserve" has the meaning set out in the MGA, s. 616(p).
- ~~(w) "Operating Directives" means the day-to-day operating parameters to be used by the Parties in operationalizing the Operating Guidelines and the Principles of this Agreement.~~
- ~~(x)(w)~~ "Operating Guidelines" means the guidelines set out for the reciprocal use of Town Facilities and Schools as set out in Schedule "C".
- ~~(y)(x)~~ "Party" means the Town, the Public Board, the Francophone Board or the Catholic Board.
- ~~(z)(y)~~ "Principles" means those fundamental concepts, set out in Section 3 of this Agreement that shall guide the actions and relations of the Parties as they work together to meet the needs of the citizens of Peace River.
- ~~(aa)(z)~~ "Public Board" means The Peace River School Division or any successor board or authority.
- ~~(bb)(aa)~~ "Reciprocal Use Hours" means the hours that Reciprocal Use Space is to be made available for reciprocal use as identified in Schedule "B".
- ~~(cc)(bb)~~ "Reciprocal Use Space" means those portions of a Town Facility or School identified in Schedules "A", "D", "E" and "F" as being available for booking by the Parties or by the community.
- ~~(dd)(cc)~~ "Reserve Land" means Municipal Reserve, School Reserve, or Municipal and School Reserve or any or all of them.
- ~~(ee)(dd)~~ "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 "D", "E" and "F".
- ~~(ff)(ee)~~ "School Site" means lands used or intended to be used for the purpose of constructing and operating a School and includes land for the School footprint, any parking, loading or drop off facilities, any landscaped yards around the School, land for a playground equipment site, and land needed for future expansion of the School based on the ultimate design capacity of the School.
- ~~(gg)(ff)~~ "School Reserve" has the meaning set out in the MGA, s. 616(cc).
- ~~(hh)(gg)~~ "Steering Committee" means the Steering Committee established under section 8.
- ~~(ii)(hh)~~ "Superintendent" means the chief executive officer of a Board or their delegate.
- ~~(jj)(ii)~~ "Town" means the municipal corporation of the Town of Peace River, or, where the context so requires, the area contained within the boundaries of the Town.
- ~~(kk)(jj)~~ "Town Facility" means a park, playground, playing field, building or part of a building owned, maintained and operated by the Town and includes those facilities identified in Schedule "A".
- ~~(ll)(kk)~~ "Town CAO" means the Chief Administrative Officer of the Town of Peace River.

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(mm)(ll) "User Group" means any School or community group, including a sports academy, that fits within the eligibility criteria set out in the Operating Guidelines and books the use of Reciprocal Use Space during Reciprocal Use Hours.

(nn)(mm) "Weekdays" means that period of time between Monday 08:00 and Friday 22:00.

(oo)(nn) "Weekend" means that period of time between Saturday 07:00 and Sunday 22:00.

2. SCHEDULES

2.1 The Preamble and the following Schedules form part of this Agreement:

- (a) Schedule "A" – Town Facilities
- (b) Schedule "B" – Reciprocal Use Hours
- (c) Schedule "C" – Operating Guidelines
- (d) Schedule "D" – Catholic Board School Facilities
- (e) Schedule "E" – Francophone Board School Facilities
- (f) Schedule "F" – Public Board School Facilities
- (g) Schedule "G" – School Site Guidelines
- (h) Schedule "H" – Dispute Resolution

3. PRINCIPLES

3.1 The Parties agree that in entering into this Agreement they are committing to the following Principles with respect to the reciprocal use of Town Facilities and Schools:

3.2 Access

- (a) To the greatest extent possible the Parties will make available their respective facilities for use by the other Parties and the public.
- (b) The Parties shall not allow Reciprocal Use Space to be used by groups or individuals during the Reciprocal Use Hours unless such use respects the Operating Guidelines ~~and Operating Directives~~ in effect from time to time.

3.3 Autonomy

- (a) Each of the Parties is an independent, autonomous entity and has the right to determine which of their facilities shall be made available as Reciprocal Use Space based on what the Boards and Town Council believe to be in the best interests of the people they serve.

3.4 Conflict Resolution

- (a) When difficulties arise between the Parties, the Parties shall work together to resolve such difficulties in a respectful way and with a spirit of cooperation and collaboration.

3.5 Cooperation

- (a) 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.

3.6 Consultation

- (a) The Parties shall consult with each other and with users on an annual basis to review the Operating Guidelines ~~and develop or modify the Operating Directives~~.

3.7 Efficiency And Effectiveness

- (a) The joint planning of School Sites is an important tool in ensuring that the educational and recreational needs of the community are met in a manner optimizes the amount of land dedicated to school resources thereby saving costs and making the most effective use of the limited economic resources of the Parties.

3.8 Fair And Equitable Costs

- (a) The costs of providing reciprocal use are to be borne fairly and equitably by the Parties. Rental fees are set independently by all parties, Town rates for school use are set at a rate lower than the standard youth rates. Other fees may be charged as set out in Schedule C.
- (b) The costs of providing School Sites are to be borne fairly and equitably by the Parties with the intent of minimizing costs to the ratepayers.

3.9 Partnership

- (a) 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.

3.10 Transparency And Openness

- (a) The Parties shall make available to each other such information as is necessary to ensure the Operating Guidelines are observed and as is necessary to make this Agreement successful.
- (b) When specific facilities previously considered as Reciprocal Use Space are to no longer be Reciprocal Use Space, the Party removing the facility from the roster of Reciprocal Use Space shall provide an explanation to the other Parties, which explanation can be shared with members of the public, as to why the specific facility is no longer to be Reciprocal Use Space.

4. ACKNOWLEDGEMENTS

4.1 The Boards acknowledge that:

- (a) the dedication of Reserve Land at the time of subdivision is also used to address the open space needs of the Town; and
- (b) 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 Town.

5. CONSULTATION WITH OTHER MUNICIPALITIES

5.1 The Parties acknowledge that the Schools that are currently located within the Town have been designed, built and funded for and by ratepayers within the Town's boundaries and ratepayers beyond the Town's boundaries.

5.2 In lieu of a single agreement involving participation by all of the municipalities in which the Boards operate, the Parties agree to consult and involve other municipalities that are served by the same Boards 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.

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PART 2 - TERM, REVIEW AND AMENDMENT AND WITHDRAWAL AND TERMINATION

6. TERM, REVIEW AND AMENDMENT OF AGREEMENT

- 6.1 This Agreement is in force and effect as of the Effective Date and continues in effect until it is terminated by the Parties in accordance with this Agreement.
- 6.2 As set out in section 8.6(a), the Parties shall review the terms and conditions of this Agreement every five (5) years with the first review scheduled in 2030. The Parties may review the terms and conditions of this Agreement more frequently, if required.
- 6.3 This Agreement may only be modified, varied or amended by the written agreement of all of the Parties.

7. WITHDRAWAL AND TERMINATION

- 7.1 No Party is entitled to unilaterally withdraw or terminate this Agreement.
- 7.2 Where one or more Parties view this Agreement as no longer meeting their interests, that Party shall give all other Parties written notice of their request to review or amend or both all or parts of this Agreement.
- 7.3 If the Parties receive written notice requesting a review, all Parties shall:
 - (a) commence a review of this Agreement within 30 Days of the date the Parties received the written notice; and
 - (b) seek consensus on the updates and amendments.
- 7.4 Until an amended agreement or replacement agreement has been entered by all Parties, the terms and conditions of this Agreement remain in effect.
- 7.5 If the Parties are not able to reach agreement on amendments to the Agreement, the dispute shall be addressed using the dispute resolution provisions in this Agreement.

PART 3 - STEERING COMMITTEE AND TECHNICAL COMMITTEE

8. STEERING COMMITTEE

- 8.1 A Steering Committee is established consisting of:
 - (a) Town:
 - (i) One Councillor; ~~and~~
 - (ii) Two members of Town Administration; ~~and~~
 - (iii) ~~One individual who is a Community Services Board Member, which individual is not to be an Administration Member;~~
 - (b) Public Board:
 - (i) One member of the Board; and
 - (ii) Two members of the Board's Administration;

- (c) Catholic Board:
 - (i) One member of the Board; and
 - (ii) Two members of the Board's Administration;
- (d) Francophone Board:
 - (i) One member of the Board; and
 - (ii) Two members of the Board's Administration.

8.2 The voting members of the Steering Committee are Town's Elected Official, and one Board member from each of the Public Board, the Catholic Board and the Francophone Board. Each Party on the Steering Committee has one vote. The voting members should consult with their respective Administration before voting. All decisions of the Steering Committee must be a unanimousmajority decision of all members present.

8.3 Quorum of the Steering Committee consists of two members from each of the Parties;

- (a) For the Town: one Councillor and one member of Administration;
- (b) For the Public Board: one member of the Board and one member of the Board's Administration;
- (c) For the Catholic Board: one member of the Board; and one member of the Board's Administration;

8.3(d) For the Francophone Board: one member of the Board and one member of the Board's Administration.

8.4 The Steering Committee shall meet once each year and may meet more frequently if required. Meetings of the Steering Committee may be conducted by remote means, such as video conferencing or telephone. The annual meeting shall occur no later than the middle of May.

8.5 The role of the Steering Committee is to:

- ~~(a) formulate policy recommendations related to reciprocal use of Town and School Facilities for consideration by Council and the Boards;~~
- ~~(b) provide a forum to discuss issues of mutual interest related to reciprocal use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Boards;~~

~~(c) _____;~~

~~(d)(a) provide a forum for discussion for the operational concerns of the Parties;~~

~~(e)(b) develop a draft agenda for the annual meeting of the Steering Committee; and~~

~~(f)(c) be consulted in the planning for any new school, other recreational building or addition to a school or other recreational buildings to ensure maximum educational and recreation use by the public.~~

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- 8.6 In addition to the above, the Steering Committee is responsible for:
- (a) in accordance with section 6.2, the review of this Agreement to determine whether amendments to this Agreement are required; and
 - (b) the review of proposed Municipal Development Plans and Areas Structure Plans referred to it by a Superintendent or the Town to ensure the proposed plans or amendments reflect the identified and projected needs of the Parties in accordance with the timelines set out in the referral;
 - (c) making recommendations on how Reserve Lands which are available or proposed for School Sites should be allocated between the Boards based on the annual review of the updated Facility Plans of the Boards;
 - (d) consider the disposition of unneeded School Sites; and
 - (e) other matters in relation to this Agreement and as may be agreed by the Parties.
- 8.7 The Steering Committee shall provide ~~a written report, including its minutes of meetings to Council, which minutes may include~~ recommendations to the Council and Boards in relation to the below:
- (a) Following their review of the Agreement in accordance with section 6.2, the Steering Committee shall set out its determination of whether the Agreement requires amendment and its recommendation for any proposed amendments to this Agreement;
 - (b) The Steering Committee shall review any proposed Municipal Development Plan or Area Structure Plan to assess whether the proposed Municipal Development Plan or Area Structure Plan reflects the identified and projected needs of the Parties. The Steering Committee shall provide its report within 15 Days of the date the Superintendent or Town calls a meeting.
 - (c) As provided for in section 15, the Steering Committee shall hear submissions regarding the allocation of Reserve Lands, including whether available or proposed School Sites are to be allocated between the Boards based on the annual review of the updated Facility Plans of the Boards;
 - (d) As provided for in section 18, the Steering Committee shall hear submissions regarding the disposal of unneeded School Sites; and
 - (e) The Steering Committee shall make recommendations regarding any specific matter that has been referred to the Steering Committee for consideration or determination.
- ~~8.8 No later than 7 Days before a meeting, the Steering Committee shall develop a draft written agenda for a meeting of the Council and the Boards and provide notice of the agenda to the Parties.~~
- ~~8.9 The Steering Committee shall determine the location of meetings and provide 7 Days' written notice to the Parties of the meeting location.~~
- ~~8.10 The meetings shall be chaired by the Town CAO or their designate. Secretarial support for a meeting shall be arranged by the Town CAO.~~
- 8.11.8 The Steering Committee shall adopt such rules of procedure as may be agreed upon by its members.

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8.12 Minutes shall be kept for all meetings of the Steering Committee. Copies of the minutes of the meetings shall be provided to all Parties.

8.13 Members of the Steering Committee may bring to the meetings of the Steering Committee additional staff from the Town and/or the Boards, as necessary, to provide assistance to the members of the Steering Committee in the carrying out of their responsibilities under this Agreement.

8.14.9 The Steering Committee may delegate any of its responsibilities to a sub-committee or committees.

8.10 A Technical Committee is established consisting of:

(a) Town:

- (i) The Director of Community Services; and
- (ii) The Town's Facilities Manager;

(b) Public Board:

- (i) The Superintendent; and
- (ii) A person designated by the Superintendent;

(c) Catholic Board:

- (i) The Superintendent; and
- (ii) A person designated by the Superintendent;

(d) Francophone Board:

- (i) The Superintendent; and
- (ii) A person designated by the Superintendent.

8.11 The Technical Committee may invite other persons to attend their meetings as required.

8.12 The Technical Committee shall meet once each year and may meet more frequently if required. Meetings of the Technical Committee may be conducted by remote means, such as video conferencing or telephone. The annual meeting shall occur no later than the end of April.

8.13 Each Party on the Technical Committee has one vote, but shall try to resolve issues through consensus.

8.14 The voting members of the Technical Committee are Town's Director of Community Services, and the Superintendent from each of the Public Board, the Catholic Board and the Francophone Board. The voting members should consult with their respective Administration before voting. All decisions of the Technical Committee must be a majority decision of all members present.

8.15 The Technical Committee shall determine the location of meetings and provide 7 Days' written notice to the Parties of the meeting location.

8.16 The Technica Committee shall adopt such rules of procedure as may be agreed upon by its members.

8.17 The meetings shall be chaired by the Town's Director of Community Services. Secretarial support for a meeting shall be arranged by the Town.

8.18 The role of the Technical Committee is to:

- (a) formulate policy recommendations related to reciprocal use of Town and School Facilities for consideration by Council and the Boards;

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- (b) provide a forum to discuss issues of mutual interest related to reciprocal use and formulate recommendations regarding amendments to this Agreement, including the Operating Guidelines, for consideration by Council and the Boards;
- (c) consult with and provide a forum through which the public can express concerns or opinions with respect to the operation or use of Reciprocal Use Space; and
- (d) where possible, resolve or recommend solutions to resolve day to day operational concerns or difficulties related to the use of Reciprocal Use Space by the Parties or the public.

8.19 The Technical Committee:

- (a) Shall provide the minutes of its meetings to the Steering Committee;
- (b) May refer a matter to the Steering Committee if the Technical Committee is of the view that the matter relates to issues relating to governance matters or other items as determined by the Technical Committee.

PART 4 - Joint Use Provisions

9. FEES

- 9.1 Each Party sets the fees payable for their respective Facilities annually and will advise the other Parties of the updated fees.
- 9.2 Each Party shall collect rental for each Facility or School through their respective administration for each Facility or School.

10. RECIPROCAL USE SPACE

- 10.1 The Town shall make available to the Boards those Town Facilities identified as Reciprocal Use Space on Schedule "A". The Town shall charge fees for the use of Reciprocal Use Space as allowed by the Operating Guidelines.
- 10.2 The Boards shall make available to the Town and community groups those portions of School facilities identified as Reciprocal Use Space on Schedules "D", "E" and "F" respectively. The Boards shall charge fees for the use of Reciprocal Use Space as allowed by the Operating Guidelines.
- 10.3 The Parties shall not allow Reciprocal Use Space to be used by groups or individuals during the Reciprocal Use Hours unless such use respects the Operating Guidelines in effect from time to time.
- 10.4 Upon six (6) months written notice to each of the Boards, the Town CAO may amend Schedule "A" to either add to or permanently remove from the list of Reciprocal Use Space provided by the Town all or any portion of a Town Facility.
- 10.5 Upon six (6) months written notice to the Town and the other Boards, the Superintendent of each Board may add to or permanently remove from the list of Reciprocal Use Space provided by their Board all or any portion of one of their Schools.
- 10.6 Notice of the removal of all or any portion of a Reciprocal Use Space from the list of Reciprocal Use Space available shall include a written explanation as to why the specific Reciprocal Use

Space will no longer be available for use. The Parties agree that the written explanation shall be shared with the public.

- 10.7 Notwithstanding any other provision in this Agreement or its Schedules, the principal of a School or the respective manager of the Town Facility shall be able to determine if a particular use will be allowed to occur in their School or Facility.
- 10.8 Appeals from a refusal by a principal or manager of a Town Facility to allow a particular use within their School or Town Facility shall be made:
- (a) in the case of a School, first to the principal's Superintendent and thereafter to the appropriate Board; and
 - (b) in the case of a Town Facility, to the Town CAO.
- 10.9 Despite any other provision in this Agreement, one of the Parties may temporarily remove from the list of Reciprocal Use Space any facility or portion of a Facility or a School, if the facility or portion of a Facility or School is needed by the Party to meet its responsibilities or to provide services or programs to its constituents. The Party temporarily removing a Facility or School shall provide reasonable notice to the other Parties, as the circumstances allow.
- 10.10 The Boards agree each is responsible to pay the Town for the cost of damage to the Town's Facilities caused by the Board's students or staff. The Town shall repair the damage and invoice the Board. The Board shall pay the invoice in the time specified in the invoice. If a Town group uses a Board Facility and causes damages the Town will invoice the Town group for the damages.

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11. OPERATING GUIDELINES

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

12. FACILITY AND SITE-SPECIFIC AGREEMENTS

12.1 When two or more of the Parties decide to create a shared School Site, a shared Facility or both, the Parties creating the shared School Site, shared Facility or both shall prepare a separate agreement for that shared School Site, shared Facility or both.

12.2 The agreement referenced in section 12.1 shall address:

- (a) the broad purpose and parameters of the nature of the relationship that is being created;
- (b) the nature of the shared School Site, shared Facility or both that are involved;
- (c) the financial or in-kind contributions to be made by each of the Parties;
- (d) operating guidelines for ongoing operations specific to the shared School Site, shared Facility or both;
- (e) capital cost and operating cost sharing arrangements and responsibilities between the Parties;
- (f) a process for dissolving the Agreement, disposing of the site or retiring the Facility; and
- (g) any other matter the affected Parties determine should be included in the agreement.

PART 5 - Joint Planning

12.13. ROLE OF THE TOWN

12-113.1 Under section 636(1) of the MGA, the Town shall provide written notice to the Parties of any proposed Municipal Development Plan or Area Structure Plan to the Superintendent of each Board.

- (a) The Town shall provide to the Parties written notice of the proposed Municipal Development Plan or Area Structure Plan as soon as possible and in any event no later than the public hearing for the proposed Municipal Development Plan or Area Structure Plan.

12-213.2 Despite Section 636(2) of the MGA, the Town shall provide written notice to the Parties of any proposed Municipal Development Plan or Area Structure Plan to Board that affects the provision of Reserve Lands or that the Town deems to have a possible effect on the Boards.

- (a) The Town shall provide to the Parties written notice of the proposed Municipal Development Plan or Area Structure Plan as soon as possible and in any event no later than the public hearing for the proposed Municipal Development Plan or Area Structure Plan.

12-313.3 The Town shall request a meeting of the Steering Committee if the Town deems that a Municipal Development Plan or Area Structure Plan will have a significant effect on the Boards.

13.14. ROLE OF THE BOARDS

13-114.1 When the Town has provided notice of a proposed Municipal Development Plan or Area Structure Plan under section 13, the Superintendent of each Board shall review the referral.

13-214.2 If a Superintendent determines that the proposed Municipal Development Plan or Area Structure Plan may affect the Board, the Superintendent may, within Five (5) Days of receipt of the notice under section 13, request in writing that the Steering Committee convene a meeting.

- (a) Upon the written request of a Superintendent, the Steering Committee shall convene a meeting of the Parties within Fifteen (15) Days of the receipt of the notice under section 13.2.

14.15. NEED FOR, ACQUISITION AND ALLOCATION OF FUTURE SCHOOL SITES

The Boards

14-115.1 As early as possible, the Boards shall communicate to the Town their need to construct a new School that is to be located within the Town or intended to serve residents of the Town.

14-215.2 Each Board retains the sole discretion to decide where and when to propose construction of a new School and the identification of the area to be served by that School.

14-315.3 Where a Board proposes the construction of a School that will serve two or more municipalities, the Board shall notify all of the involved municipalities to enable early consultation on the availability and acquisition of a School Site.

The Town

14.415.4 The Town shall plan for a sufficient number of School Sites to meet the anticipated needs of the Boards to the best of the Town's ability given the constraints of:

- (a) the MGA;
- (b) the evolving nature of information as to the needs of the Parties,
- (c) the finances of the Parties;
- (d) the demographics of the community; and
- (e) any other factor the Town is of the view is relevant to its consideration.

14.515.5 In its Municipal Development Plan, the Town shall identify the number, general size and location of existing and future School Sites.

14.615.6 In determining the number, location and size of School Sites to be identified, the Town:

- (a) shall follow the School Site Planning Guidelines outlined in Schedule "G";
- (b) shall base the number of School Sites to be identified on the existing and projected future number of students that will reside in the area covered by the Municipal Development Plan or Area Structure Plan once the area is fully developed and based on the best information available at the time that the Plan is prepared or amended; and
- (c) should consider any other factor the Town is of the view is relevant to its consideration.

14.715.7 The Town shall not:

- (a) pre-allocate School Sites to any Board; or
- (b) identify in the Municipal Development Plan or Area Structure Plan School Sites as available to only one Board.

14.815.8 The Town shall use its ability under the MGA to require an owner of land during the subdivision process to dedicate Reserve Land to provide School Sites in accordance with the Municipal Development Plan or Area Structure Plan.

14.915.9 At time of subdivision, the Town may collect money-in-lieu of Reserve Land dedication in accordance with its policies.

- (a) All money-in-lieu of Reserve Land dedication shall be paid to the Town.
- (b) The Town has the sole discretion to allocate money-in-lieu of Reserve Land dedication it receives in accordance with the MGA.

14.1015.10 If a Board requires a School Site before Reserve Lands are dedicated through the subdivision process, the Town shall ask the owner of the land containing the proposed School Site for the owner's consent to providing the School Site through a pre-dedication process.

14.1115.11 The Town shall lead all discussions with the owner of the land. The Town retains the sole discretion to determine the process to be used for discussions with the owner of the land.

- (a) The Board requiring the School Site may assist the Town.

- (b) The Town is not obligated to acquire lands for School Sites using any other resources at the Town's disposal, including Municipal funds. The Town retains the sole discretion to commit the use of other resources at its disposal to acquire School Sites.

The Steering Committee

14.4215.12 If a Board identifies that it needs a new School Site, it shall provide written notice to the Steering Committee of that need.

- (a) The Steering Committee shall provide the Parties with Twenty (20) Days' written notice of a meeting to discuss the allocation of available School Sites.
- (b) The Parties may make written or oral submissions to the Steering Committee regarding their respective needs for new School Sites and the Town may make written or oral submissions regarding the availability of Reserve Lands available for a new School Site.
- (c) Within Thirty (30) Days of the meeting referenced in section 15.12(a), the Steering Committee shall complete its consideration of the allocation of Reserve Lands and shall provide the Parties with a written recommendation which will be provided to Council regarding the allocation of available Reserve Lands for a new School Site.
- (d) If there is no available Reserve Lands, the Steering Committee may provide its recommendations on how the Parties may acquire lands for the new School Site.
- (e) Council shall consider the Steering Committee's recommendation at a regular meeting of Council, and may dedicate Reserve Lands to a Board as recommended by the Steering Committee.

14.4315.13 If a Board to whom the Steering Committee allocates the proposed School Site does not start construction of a School and another Party wishes to acquire that proposed School Site, the Party wishing to obtain the proposed School Site shall give notice to the Parties and shall request a meeting of the Steering Committee to discuss the matter.

14.4415.14 If two (2) or more Boards both require one available School Site, the Boards shall, at their own cost, resolve the question of School Site allocation between themselves using, if necessary, the Dispute Resolution Process described in Schedule "H".

15.16. SERVICING AND DEVELOPMENT OF SCHOOL SITES

15-116.1 Subject to section 15.2, before transfer of a School Site to a Board, the Reserve Land shall have services provided to the property line of the Reserve Parcel at no cost to the Board. The Parties agree that the Board who is allocated the School Site is responsible for the cost of services within the School Site.

15-216.2 The services to be provided include, but are not limited to:

- (a) water;
- (b) wastewater;
- (c) storm drainage;
- (d) power;
- (e) natural gas;
- (f) telecommunications, and
- (g) roads and sidewalks.

15-316.3 Where one or more of the above services are not available at the property line of the

School Site, the Town may provide the services to the property line of the School Site subject to the legal and financial ability of the Town to do so.

~~15.416.4~~ As provided by s. 648(1.2) of the MGA, the Town shall not charge offsite levies or any similar charges for municipal infrastructure for development on any School Site. Should s. 648(1.2) be amended or repealed permitting municipalities to charge offsite levies or any similar charges for municipal infrastructure for development on any School Site, the Town may charge offsite levies or any similar charges for municipal infrastructure for development on any School Site.

~~15.516.5~~ Despite section 16.4, the Town may include capital costs in a utility rate structure for use of the utility.

~~16.1. FACILITY AND SITE-SPECIFIC AGREEMENTS~~

~~16.11.1~~ When two or more of the Parties decide to create a shared School Site, a shared Facility or both, the Parties creating the shared School Site, shared Facility or both shall prepare a separate agreement for that shared School Site, shared Facility or both.

~~16.2~~ The agreement referenced in section 16.1 shall address:

- ~~(a) the broad purpose and parameters of the nature of the relationship that is being created;~~
- ~~(b)(a) the nature of the shared School Site, shared Facility or both that are involved;~~
- ~~(c)(a) the financial or in-kind contributions to be made by each of the Parties;~~
- ~~(d)(a) operating guidelines and operating directives for ongoing operations specific to the shared School Site, shared Facility or both;~~
- ~~(e)(a) capital cost and operating cost-sharing arrangements and responsibilities between the Parties;~~
- ~~(f)(a) a process for dissolving the Agreement, disposing of the site or retiring the Facility; and~~
- ~~(g)(a) any other matter the affected Parties determine should be included in the agreement.~~

17. TRANSFER OF SCHOOL SITES

17.1 The Town shall require the dedication of all Reserve Land intended to accommodate a School as Municipal Reserve. The Town shall have ownership of the Municipal Reserve.

17.2 The Town shall:

- (a) transfer only the portion of Reserve Lands intended to accommodate a School Site; and
- (b) transfer that portion of Reserve Lands referenced in section 17.2(a) only to a Board.

17.3 Subject to the terms of this Agreement, the Town shall transfer the portion of Reserve Lands intended to accommodate a School Site to a Board once:

- (a) the Board has an identified need for the School Site;

- (b) the Steering Committee has made a recommendation under this Agreement regarding the allocation of the School Site to the Board;
- (c) the Board has approval of the funding for the design and construction of the School on the School Site; and
- (d) the portion of Reserve Lands intended to accommodate a School Site has been or is in the process of being subdivided from the other Reserve Land for registration with the Office of Land Titles as School Reserve.

17.4 The Town shall pay all costs associated with the transfer of the portion of Reserve Lands intended to accommodate a School Site to a Board, including the costs of any required subdivision of the Reserve Lands and registration of required plans and documents at the Office of Land Titles.

18. DISPOSAL OF UNNEEDED SCHOOL SITES

18.1 If a Board concludes that it no longer requires Reserve Land that it was previously allocated but to which it did not hold title, the Board shall provide written notice to the Steering Committee that it no longer requires Reserve Land.

- (a) The Steering Committee shall provide the Parties with Fifteen (15) Days' written notice of a meeting to discuss the notice referenced in section 18.1.
- (b) The Board may make written or oral submissions to the Steering Committee regarding the reason why it no longer needs the Reserve Land and the timing for when it no longer requires the Reserve Land.
- (c) The other Boards may make written or oral submissions regarding their needs for that Reserve Land for new School Sites.
- (d) The Town may make written or oral submissions regarding its position on the Reserve Lands, including the availability of other Reserve Lands available for a new School Site.
- (e) Within 45 Days of the meeting referenced in section 18.1(a), the Steering Committee shall provide its recommendation regarding the allocation of the Reserve Land held by the Town to another Board or to the Town.
 - (i) If the Reserve Land is required by one of the other Board(s), the Steering Committee may recommend the allocation of the Reserve Land to that other Board.

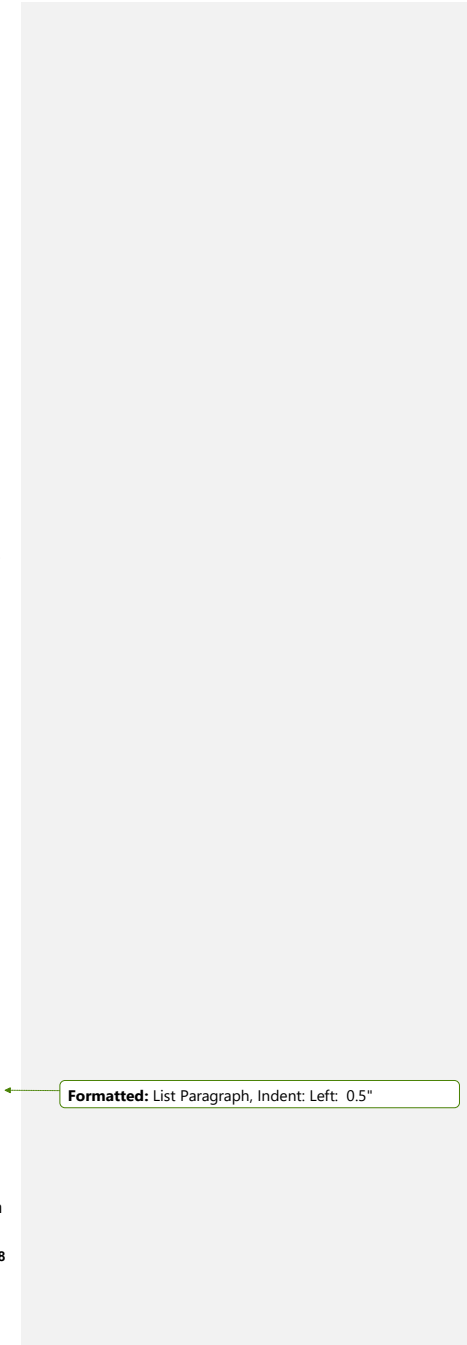
18.2 This Agreement does not apply to any School Reserve Lands held by a Board. The Parties agree that if a Board has surplus School Reserve lands held in its name, the Board shall follow the process required under the Education Act or other similar legislation.

18.3 Any dispute between the Parties in relation to the disposal of unneeded School Sites shall be resolved through the Dispute Resolution Process described in Schedule "H".

PART 6 - General Provisions

19. INSURANCE

19.1 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 obtain



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and maintain at their own cost:

- (a) 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
- (b) 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.

- 19.2 The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad form property damage.
- 19.3 Each Party shall list each of the other Parties as an additional named insured on their insurance in relation to the shared Facilities or Schools.
- 19.4 The amount and type of insurance to be carried by the Parties under this clause may be varied from time to time by written agreement of the Parties.
- 19.5 The insurance carried by the Parties under to this clause shall contain, where appropriate, a severability of interests' clause or a cross liability clause.

20. INDEMNIFICATION

- 20.1 Each Party (the "Indemnifying Party") to this Agreement shall indemnify and hold harmless the other Parties (the "Non- Indemnifying Parties"), their Council, Board, 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 Council, Board, 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.

21. FORCE MAJEURE

- 21.1 If the Parties fail to meet their respective obligations under this Agreement within the time prescribed for the obligation and the failure is directly caused or materially contributed to by Force Majeure, the failure is deemed not to be a breach of the obligations of the Party failing to meet their obligations, provided however, in such event, the Party failing to meet their obligations shall use its best efforts to put itself in a position to carry out its obligations under this Agreement as soon as reasonably possible.

22. DISPUTE RESOLUTION

- 22.1 The Parties agree to follow the Dispute Resolution Process outlined in Schedule "H" for any disputes arising out of this Agreement.

23. NOTICES

- 23.1 Any notice or other communication that a Party wishes to or is required to give to the other may be delivered, mailed by prepaid post or emailed set out below or to such other address as each Party may from time to time direct in writing.

THE TOWN OF PEACE RIVER
9911 - 100 Street
P.O. Box 6600
Peace River, AB T8S 1S4
Attn: Chief Administrative Officer
Email: cao@peacriver.ca

THE PEACE RIVER SCHOOL DIVISION
4702 51 Street
Box 380
Grimshaw, AB T0H 1W0
Attn: Superintendent
Email: thompsonj@prsd.ab.ca

THE HOLY FAMILY CATHOLIC SEPARATE
SCHOOL DIVISION
10307 99 St.
Peace River, AB T8S 1K1
Attn: Superintendent c/o Secretary Treasurer
Email: zachary.silva@hfrd.ab.ca

LE CONSEIL SCOLAIRE DU NORD-OUEST
CP 1220
St-Isidore, AB T0H 3B0
Attn: Superintendent
Email: conseil@csno.ab.ca

23.2 Any notice delivered or sent is deemed received as follows:

- (a) if delivered by hand or by courier, it is deemed received by the other Parties at the time of delivery to that Party or any person who appears authorized to receive such documents at the address identified in Section 23.1;
- (b) if sent by registered mail, it is deemed to be received seven (7) Days after mailing, subject to the intended recipient demonstrating that it was not, despite diligent efforts of the intended recipient, received within that time, in which case it is effectively delivered on the actual date of receipt; or
- (c) if emailed, it is deemed to be received on the first (1st) Business Day following the date of transmission unless the sender receives an out of office notification, in which case the notice is deemed to have been received on the first Business Day following the identified return to work day. For purposes of this section, "Business Day" means Monday to Friday, includes of each week, excluding Days which are holidays in the Province of Alberta as set out in the Interpretation Act.

24. INTERPRETATION

- 24.1 Words expressed in the singular shall, where the context requires, be construed in the plural, and vice versa.
- 24.2 Any reference to legislation in this Agreement includes a reference to the legislation as amended or replaced and any regulations or other binding instruments made under it.
- 24.3 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.

25. TIME OF THE ESSENCE

- 25.1 Time is of the essence of this Agreement. Whenever either the Town or the Boards are 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 Town and the Boards.

26. NON-WAIVER

26.1 The waiver of any covenant, condition or provision of this Agreement must be in writing. A waiver by a Party of the strict performance by another Party of any provision of this Agreement shall not, of itself, constitute a waiver of any subsequent breach of the provision or any provision of this Agreement.

27. NON-STATUTORY WAIVER

27.1 In entering into this Agreement, the Town is doing so in its capacity as a municipal corporation and not in its capacity as a regulatory, statutory or approving body under any law of the Province of Alberta. Nothing in this Agreement constitutes the granting by the Town of any approval or permit as may be required under the MGA and any other Act in force in the Province of Alberta. The Town, as far as it can legally do so, is only bound to comply with and carry out the terms and conditions stated in this Agreement. Nothing in this Agreement restricts the Town, 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.

27.2 In entering into this Agreement, each Board is doing so in its capacity as a School board and not in its capacity as a regulatory, statutory or approving body under any law of the Province of Alberta. Nothing in this Agreement constitutes the granting by the Board of any approval or permit as may be required under the Education Act and any other Act in force in the Province of Alberta. Each Board, as far as it can legally do so, is only bound to comply with and carry out the terms and conditions stated in this Agreement. Nothing in this Agreement restricts a 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.

28. SEVERABILITY

28.1 If any of the terms and conditions contained in this Agreement are at any time during the Agreement held by any Court of competent jurisdiction to be invalid or unenforceable, then the invalid or unenforceable terms and conditions shall be severed from the rest of the Agreement. Each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest permitted by law.

29. NON-ASSIGNMENT OR TRANSFER

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

30. COUNTERPARTS

30.1 This Agreement may be executed in several counterparts each of which when so executed is deemed to be an original, and the counterparts constitute the same instrument. Despite the date of execution of the counterparts, each is deemed to bear the date set out above.

31. AGREEMENT ENTIRE RELATIONSHIP

31.1 This Agreement constitutes the entire agreement between the Parties regarding Joint Use and Planning. The Parties agree that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement save as expressly set out in this Agreement. For greater clarity, the agreements between the Parties dated December 12, 2003, December 13,

2005 and March 26, 2020 are rescinded.

32. SUCCESSORS

- 32.1 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 Town and the Boards.
- 32.2 The insertion of headings is for convenience of reference only and shall not be construed so as to affect the interpretation or construction of this Agreement.

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

Town of Peace River

The Peace River School Division

Per: Mayor Shannon

Per: Chair

Per: Kayla Parsons, Interim CAO

Per: Jeff Thompson, Superintendent

The Holy Family Catholic Separate School
Division

Le Conseil Scolaire Du Nord-Ouest

Per: Chair

Per: Chair

Per: Victoria Cornick, Superintendent

Per: Denis Fontaine, Superintendent of Schools

By signing this document, the above individual signatories confirm that they have the necessary authority to sign this document for and on behalf of their respective Board.

Schedule "A" — Town Facilities

Town of Peace River Facilities

The following facilities are available for rent and/or provision of services, such as tours of the Museum or swimming lessons at the Pool.

Recreation facilities:

Booking inquiries can be made to the Recreation Services Coordinator located at the Baytex Energy Centre: 780-624-3204, guestservices@peaceriver.ca

- Athabasca Hall
 - Theatre
 - Lower meeting room
- Baytex Energy Centre
 - Ice Surface
 - 3 court -Field house
 - Meeting rooms
 - Outdoor ice surface
- Ball Diamonds
 - Ken Horneland Ball Diamonds – 4 slow pitch diamonds
 - Kinsmen Diamond – 1 fastball and baseball
 - Ski Hill – Ball Diamond – 1 hard ball diamond
 - Lower West Peace Ball Diamond – mixed use, fastball and baseball
- Parks
 - 12 Foot Davis Events Park
 - Open greenspace
 - River Front Park
 - Open greenspace, with washrooms and gazebo
 - Northend Arboretum (Normand Boucher Arboretum)
 - Treed greenspace with gazebo.
 - Water Play Park
 - Multiple spray pads, playground and washrooms on site.
 - No pre-booking required, however it is recommended to call and inquire as the site may not be available or there may other groups on site
 - Open May long weekend through September long weekend.
 - Various other parks and outdoor rinks available for use at no cost or required bookings, more information about these facilities: <https://www.peaceriver.ca/recreation-parks>

Pool:

For booking inquiries please contact the Peace Regional Pool – Administrative Assistant: 780-624-3720, pool@peaceriver.ca

- Peace Regional Pool
 - Recreational swims – Private pool rental
 - Swimming Lessons
 - Activity room – rental

Museum:

For booking inquiries please contact the Museum – 780-624-4261, museum@peaceriver.ca

- Peace River Museum Archives and Mackenzie Centre
 - School Programming for local history.
 - Tours of current exhibits.
- Northern Alberta Railway Station (N.A.R. Station)
 - Tours – rail/transportation history.

Schedule "B" — Reciprocal Use Hours

Town Facilities:

- Normal operational hours for Town Facilities as stated within **operation directives** for each facility.

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Sports Fields, including Glenmary field, TA. Norris Sports fields and Peace River High Sports fields:

- Town use after 5:00pm on weekdays, including Fridays
- Town use on Saturday and Sundays

Schedule "C" — Operating Guidelines

For the purposes of the Operating Guidelines Schedule C the following definitions will apply:

"Town Scheduling Coordinator" is defined as the individual that is responsible for the facility that the school is requesting to book.

"Sports fields" means the sports fields located at TA Norris School, Glenmary and Peace River High School as outlined in Schedule

ACTIVITY	SCHOOL FACILITIES	TOWN FACILITIES
BOOKINGS	Each party will book the requested facility through the identified contact in Schedules D E and F.	Bookings for the following Town facilities shall be done through the designated facility staff person: Recreation Services Coordinator <ul style="list-style-type: none"> • Athabasca Hall • Baytex Energy Centre • Parks • Ball diamonds Peace Regional Pool – Administrative Assistant Pool bookings are primarily completed at a school allocation meeting in June of each year for the subsequent school year. All Schools are invited to participate in the allocation meeting and can also request to book time outside the allocation meeting throughout the year.
BOOKINGS - SPORTS FIELDS	Schools will inform the Town's Scheduling Coordinator at the Baytex Energy Centre of any school use after the 5:00pm timeframe. School use outside of the school hours must be booked in advance of the annual sports field allocation meeting that the Town hosts for community bookings.	The Town will invite the Athletic Directors and Principals of the Sports field locations to a pre-season sports field meeting to discuss the Schools' use of the sports fields in preparation for the Town's allocation with community organizations. School bookings will be added to the Town's booking schedule which is publicly available on the Town website: www.peaceriver.ca/registration
APPROVAL OF BOOKING	The Facility Scheduling Coordinator	The designated Town staff as noted in the Bookings section above. Bookings are confirmed through the normal booking procedure for the respective facility.
USER ELIGIBILITY	Priority in bookings shall be given to programs for children and youth.	Schools that are located within the geographic boundary of the Town,

ACTIVITY	SCHOOL FACILITIES	TOWN FACILITIES
		<p>provided their Board is a Party to this Agreement.</p> <p>Sport Academies shall remain eligible within the Reciprocal Use Agreement provided that, in the Town's opinion, the Academy's activity is limited to general development and educational pursuits and not elite training or league programming.</p> <p>The Town may request verification by the respective board to confirm if the user is a School-based team/organization.</p>
INSURANCE – SPORTS FIELDS	<p>When booking Sports Fields to Community User Groups the Town will require a User Group to carry General Liability Insurance naming the Town and the Board on whose land they are conducting their activities as additional insured.</p>	
REVOKING ACCESS TO USER GROUPS	<p>At any time a User Group may be barred from the use of Reciprocal Use Space if:</p> <ul style="list-style-type: none"> - the group has failed to pay fees levied by the Town or a Board with respect to the group's prior use of Reciprocal Use Space; - the group has failed to provide required insurance; - the group has failed to pay for damages which occurred during the group's prior use of Reciprocal Use Space; or - the conduct of the group during the use of Reciprocal Use Space is, in the opinion of the principal, manager or Facility Scheduling Coordinator inappropriate or such that damage to the Reciprocal Use Space is probable. <p>In the case of a User Groups being barred from a School Reciprocal Use Space, the Group may appeal the decision first to the principal's Superintendent and thereafter to the appropriate Board.</p> <p>In the case of a Town Facility, a barred User Group may appeal to the Town CAO.</p> <p>In the case of a Sports Field, a barred User Group may appeal to the body who made the decision to bar the Group, either the the principal's Superintendent and thereafter to the appropriate Board, or to the Town CAO.</p> <p>Schools booking Town Facilities will be regarded as individual user groups in the case that is necessary to revoke access for any of the above reasons. If it is necessary to bar a school group from access it will affect only that school and not the other schools in the division.</p>	
HOURS	<p>The hours that Reciprocal Use Space shall be made available for use shall be as set out in Schedule "B".</p>	
FEES	<p>In addition to rental fees as applicable, fees may be charged to any Party to this Agreement or to any User Group for the use of Reciprocal Use Space for:</p> <ul style="list-style-type: none"> - use of specialized equipment within Reciprocal Use or non-Reciprocal Use Space - provision of specially trained or technical staff (e.g. swimming lesson instructors, lifeguards, theatre technicians, computer lab technicians) 	

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ACTIVITY	SCHOOL FACILITIES	TOWN FACILITIES
	necessary for the use of Reciprocal Use or non-Reciprocal Use Space; and - additional janitorial, custodial services or maintenance services. Town fees are annually reviewed and fees for school use are set at a discounted rate from the standard youth rates at each facility.	
CUSTODIAL RESPONSIBILITY	School	Town
SUPERVISION	User Group	
BUILDING/FACILITY MAINTENANCE	School	Town
EQUIPMENT	The right to use Reciprocal Use Space includes the right to, within a gymnasium space, make use of badminton and volleyball posts and basketball hoops. Any and all equipment required by a User Group must be requested at the time of booking. The right to use Reciprocal Use Space does not include the right to use score clocks or other specialized equipment.	Equipment available at each facility may be available for the booking. Equipment required must be requested at time of booking.
SPECIALIZED EQUIPMENT	Specialized equipment may be made available at the discretion of the school principal or Facility Scheduling Coordinator, and additional fees may be charged as applicable.	Athabasca Hall offers specialized equipment that must be booked through a separate party, which the Town will facilitate with the school that is making the booking.
DAMAGES	The Town shall be responsible for the recovery of costs to repair damage that occurred in Reciprocal Use Space during the use of that space by the Town or during the use of that space by User Groups scheduled into Reciprocal Use Space by the Town Facility Scheduling Coordinator.	Each Board shall be responsible for damage occurring in Reciprocal Use Space during the use of such space by their respective Schools.
CANCELLATIONS	Use of Reciprocal Use Space within a School may be cancelled at anytime 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. The User Group may cancel the use of Reciprocal Use Space within a School at anytime with notice to the Facility Scheduling Coordinator.	Use of Reciprocal Use Space within Town Facilities may be cancelled at anytime by the respective facility and shall provide as much notice as reasonably possible directly to the scheduled user. A User Group may cancel the use of Reciprocal Use Space within Town Facilities at anytime with notice to respectively for all Town Facilities. Cancellation fees may be applied according to the Facility policies.

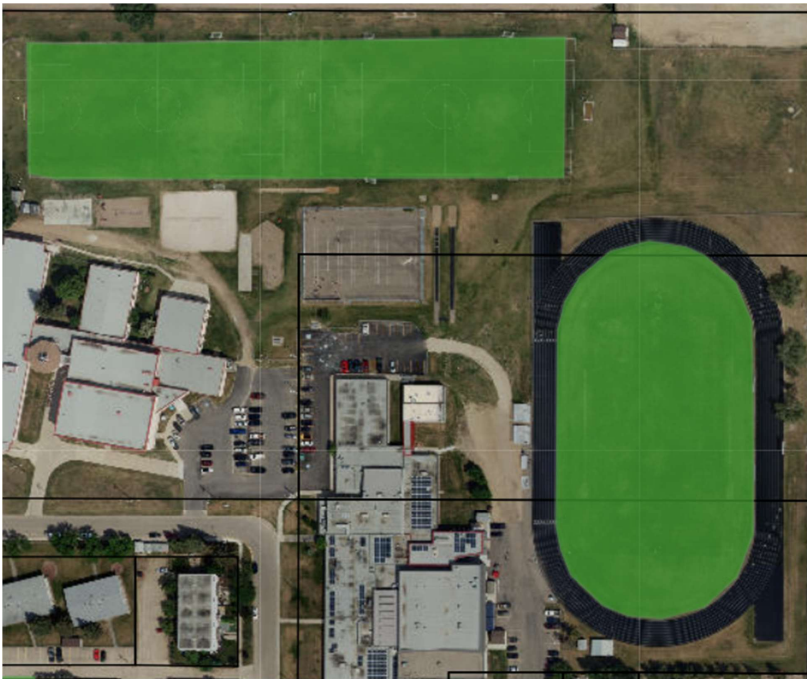
ACTIVITY	SCHOOL FACILITIES	TOWN FACILITIES
	Cancellation fees may be applied according to the Facility policies.	
SPORTS FIELDS	<p>Sports Field - means a designated outdoor playing area designed for various field sports.</p> <p>Sports field Maintenance - means the regular mowing and lining of sports fields</p> <p>The Town will provide the following maintenance services to the 4 designated and identified sports fields located on school property (TA Norris- 2 soccer fields, Glenmary Football Field, Peace High Sports Field)</p> <ul style="list-style-type: none"> • 1 weekly mowing of sports fields, starting May 1st of each year. • Lining of fields 3 times per season (Spring and Fall). • Maintenance and repairs of irrigation systems on sports fields. • Water for irrigation – based on Town's assessment whether watering is required throughout a season. • Provision and disposal of garbage and recycling receptacles at the Glenmary sports field and adjacent area of TA Norris fields for May, June and September through October each year. • Provision and maintenance of outdoor portable toilet at the Glenmary Sports field for May, June and September through October each year. <p>The Town will provide a schedule of maintenance to each school site for the season.</p> <p>The Town will inform the school site in advance of any maintenance activity outside of the maintenance that is regularly scheduled, which would be performed between 8:00am to 5:00pm.</p> <p>During School hours the Boards shall have the right to have students access playgrounds and playing fields adjacent to their Schools.</p> <p>Map of locations are outlined in Appendix 1.</p>	
Sports Fields Equipment Ownership	<p>Schools</p> <p>TA Norris: Disc Golf stands, Volleyball sand pit and posts, shot putt</p> <p>Glenmary: Goal posts,</p> <p>Peace High: Score clock and goal posts</p> <p>Tennis court is a shared asset of TA Norris (PRSD) and Glenmary (HFCRD)</p>	<p>Town</p> <p>The metal bleachers located at the Glenmary Sports Field are owned by the Town, including the 10 tier and 2- 5 tier bleachers.</p> <p>Soccer nets located at TA Norris fields are owned by the Peace River Minor Soccer Association.</p> <p>Score clock at the Glenmary field is owned by the Peace Region Football Club.</p> <p>Metal garbage cans and portable toilets are owned by the Town.</p>
Capital Improvements - Sports Fields and track	<p>Refurbishment - means to aerate, top dress and over seed taking the sports field offline for a 12-month period.</p> <p>Redevelopment - 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 replacing goal posts or back fields. Redevelopment would anticipate the potential closure of the sports field for up to two years.</p>	

ACTIVITY	SCHOOL FACILITIES	TOWN FACILITIES
	<p>The development of the sports fields was a partnership with community organizations, the Town and school divisions. Redevelopment of a sports field should be considered as a partnership in the future.</p> <p>Prior to any significant refurbishment or redevelopment of a sports field on School board land the party requesting the work will provide written notice to the respective School Jurisdiction about the intent and will consult with a site-based lead from the respective School(s) to work through the logistics of said refurbishment or redevelopment. The Town will be consulted and informed, as there would be an impact on maintenance schedules and service levels.</p> <p>The rubberized track was developed by a partnership of the school boards, Town and other interested community parties. Future development or refurbishment of the track surface may be addressed through the creation of a sub-committee that will be responsible for the development of a maintenance plan and a longer-term plan for the asset. The Town, and all boards will be required to be a party to the sub committee.</p>	

Appendix "1" — Sports field Locations

TA. Norris Sports field located at 8701 95 St. and Glenmary Sports field located at 8801 96 St. as outlined by the areas in green in figure 1.

Figure 1.



Peace High Sports Field located at 10002 91 Ave, Peace River outlined in green in Figure 2.

Figure 2.



Schedule "D"— Catholic School Board Facilities

School-Owned Facilities for Town Use - Peace River, Alberta

Glenmary Gym

Time Available to Town:

- After 6 PM on school operational days, non-operational days (i.e. weekends) depending on availability.

Booking Information:

- Town or Organization/Club representatives should contact the school administration team.
780-624-5656

Materials and Equipment Available for Use:

- Use of IT and Larger Equipment upon request (e.g., projector, speakers, stage lighting, microphone, podium, motorized bleachers)
- Sporting Goods and Equipment (e.g., volleyballs, basketballs, volleyball nets, basketball automatic rebounding machine, electronic scoreboards)
- Presentation stage with curtains

Glenmary Storage Room (for track)

Time Available to Town:

- After 6 PM on school operational days, non-operational days (i.e. weekends) depending on availability.

Booking Information:

- Town or Organization/Club representatives should contact the school administration team.
780-624-5656

Materials and Equipment Available for Use:

- Storage space for track related equipment [No specific equipment listed]

Glenmary Sports Field and Track

School field is available for rent through the Town of Peace River.

Glenmary Theatre

Time Available to Town:

- After 6 PM on school operational days, non-operational days (i.e. weekends) depending on availability.

Booking Information:

- Town or Organization/Club representatives should contact the school administration team.
780-624-5656

Materials and Equipment Available for Use:

- Theater-style seating and stage area with curtains, production equipment (lights, sound system, make-up/wardrobe area)

Glenmary/T.A. Norris Tennis/Basketball Court

Time Available to Town:

- After 6 PM on school operational days, non-operational days (i.e. weekends) depending on availability.

Booking Information:

- Town or Organization/Club representatives should contact the school(s) administration team. 780-624-5656 or 780-624-3144

Materials and Equipment Available for Use:

- Tennis nets, Basketball hoops

Good Shepherd Gym

Time Available to Town:

- After 5 PM on school operational days, non-operational days (i.e. weekends) depending on availability.

Booking Information:

- Town or Organization/Club representatives should contact the school administration team. 780-624-3432

Materials and Equipment Available for Use:

- Sporting Goods and Equipment (e.g., soccer balls, volleyballs, basketballs, volleyball nets, electronic scoreboards, hockey nets, hula hoops, pool noodles, skipping ropes, badminton racquets, hockey sticks)

Good Shepherd Playing Field

Time Available to Town:

- After 5 PM on school operational days, non-operational days (i.e. weekends) depending on availability.

Booking Information:

- Town or Organization/Club representatives should contact the school administration team. 780-624-3432

Materials and Equipment Available for Use:

- Soccer goal posts, Baseball diamond with backstop, Basketball court with nets

Catholic Conference Centre - Meeting Hall

Time Available to Town:

- Anytime with sufficient prior notice

Booking Information:

- Town or Organization/Club representatives should contact the Central Office administration team. 780-624-3956

Materials and Equipment Available for Use:

- Tables, chairs, smartboard, projector and screen, speaker system, microphones

Catholic Conference Centre - Kitchen

Time Available to Town:

- Anytime with sufficient prior notice

Booking Information:

- Town or Organization/Club representatives should contact the Central Office administration team. 780-624-3956

Materials and Equipment Available for Use:

- Industrial stove and grill, microwave, industrial fridge and freezer, dishwasher, plates, cups, cutlery, coffee pots, popcorn machine, garbage bins, crockpots, coffee dispensers

Catholic Conference Meeting Room

Time Available to Town:

- Anytime with sufficient prior notice

Booking Information:

- Town or Organization/Club representatives should contact the Central Office administration team. 780-624-3956

Materials and Equipment Available for Use:

- Tables, chairs, smartboard, coffee maker, refrigerator

Schedule "E" — Francophone Board School Facilities

École des Quatre-Vents

- Gym/Library/Multipurpose area/
- Equipment (Scoreboard/sporting equipment)
- Field use

Schedule "F" — Public Board School Facilities

School facilities:

1. Springfield Elementary
2. T.A. Norris Middle School
3. Peace River High School

School facilities, such as the gym or some classrooms, are available for rent. Rentals are handled through the Central Operations Facilities Department ph. 780-624-3601.

Playing fields at:

1. T.A. Norris Middle School
2. Peace River High School

School fields are available for rent through the Town of Peace River.

Schedule “G” — School Site Guidelines

The Town shall apply school site guidelines consistent with the site requirements established by Alberta Education for the provision of new school sites. Schedule G provides guidelines consistent with the provincial requirements at the date of the agreement’s signing. Site requirements should be confirmed during planning processes when planning future school sites in the Town’s Municipal Development Plan, an Area Structure Plan or a Concept Plan.

Size of Site

The size of school sites to be included in the Town’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.

Land requirements:

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	12 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 phase power is available or can be made available.

Schedule "H" — 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. The Notice shall contain sufficient detail to advise the other Parties about the dispute to enable them to respond.
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 Steering 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. If 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 14 calendar days of one Party's indication that negotiation has not resolved matters, nor is likely to. The Party giving such notice shall include the names of three mediators. The recipient Party(ies) shall select one name from the short list and advise the other Party(ies) of their selection within 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 statement of facts that has been agreed among the Parties within 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 is 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 will provide the mediator's report 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 the areas of agreement consensus.

Step 4: Arbitration

12. If Mediation does not successfully resolve the dispute, the Parties agree to move to Arbitration within 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. If 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 to appoint an arbitrator within 30 calendar days of the expiry of the time period in clause 12. Should the Minister of Education agree to appoint an arbitrator, the Parties agree to proceed using that arbitrator. Should the Minister of Education decline to appoint an arbitrator, then a request to appoint an arbitrator shall be made to the Court of Queen's Bench as soon as reasonably possible.
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*.
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.



**TOWN OF PEACE RIVER
Request for Decision**

To:	Mayor & Council	Meeting Date:	June 22, 2026
Presenter:	Kayla Parsons, CLGM Interim Chief Administrative Officer	Prepared By:	R. Cust & K. Parsons
Topic:	Mihta Askiy Data Center Project -AUC Statement of Intent to Participate	File No.:	
Attachments:	Notice from Alberta Utilities Commission Draft Statement of Intent to Participate		

Issue

Confirm intent to submit a “Statement of Intent to Participate” to the Alberta Utilities Commission (AUC) regarding the Mihta Askiy Data Centre Project in Northern Sunrise County located at approximately NE 15-85-18-W5 (40 kilometers northeast of Peace River).

Background

AUC issued a notice regarding a proposed natural gas-fired power generation facility associated with the Data Centre Project, which was received by Administration on June 2, 2026.

AUC requires potentially affected parties to submit a Statement of Intent to Participate (SIP) by a specified deadline (June 24, 2026) in order to be involved in proceedings.

At the Council meeting on June 8, 2026, a Request for Direction was presented. Following a review of the documents pertaining to the project, Administration concluded that participation is important to the community.

Auxiliary Information

What is a Statement of Intent to Participate (SIP)?

A SIP is a formal notice indicating that the Town believes the project may affect it and wishes to be included in the AUC review process.

If the Town does not submit a SIP:

- The AUC will generally assume that the Town does not wish to participate
- The Town may not receive further materials or have input into the process

If the Town does submit an SIP:

- The Town can receive all project information
- The Town may submit comments or questions
- The Town preserves the ability to participate further if needed

Filing an SIP does not require the Town to actively participate later but it keeps that option open.

Levels of Participation

According to the AUC, there are no formal levels of participation; however, practically speaking there are two levels:

- Minimal/Observer
“Filing a statement of intent to participate in which you express your position on the project without additional participation.”
- Full Participant
“Full participation, including an initial written submission, evidence submissions and attendance (or having a representative attend on your behalf) at a public hearing to have your evidence cross-examined.”
https://media.auc.ab.ca/prd-wp-uploads/regulatory_documents/Reference/AUC-HowToParticipate-FactSheet.pdf

Analysis

Although the project is located outside Town boundaries, it is regionally significant due to:

- Its scale (large power generation facility)
- Its proximity (~40 km from Peace River)
- Its potential to affect regional infrastructure, workforce, economic development, and environment

Additionally, the Town has an Intermunicipal Development Plan (IDP) with Northern Sunrise County, which emphasizes:

- Coordination of land use decisions
- Infrastructure planning
- Management of cross-boundary impacts

Risks of Not Filing a SIP

If the Town does not file a SIP:

- The Town may not receive updates or documentation
- The Town may be excluded from providing input
- It may be difficult to re-enter the process later

Benefits of Filing a SIP (Minimal Level)

Submitting a simple (minimal) SIP allows the Town to:

- Stay informed on project developments
- Maintain a voice if issues arise
- Support intermunicipal coordination
- Protect municipal interests at low cost and effort

Option 1: Council decline to submit a “Statement of Intent to Participate” to the AUC regarding the Mihta Askiy Data Centre Project in Northern Sunrise County.

Advantages

Minimize the Administrative time attending and participating in the proposal.

Disadvantages

Town of Peace River may not receive any additional notices and key information as the project progresses through each phase.

Financial Implications

None anticipated.

Option 2: Council directs administration to submit the Statement of Intent to Participate, as

presented, to the Alberta Utilities Commission regarding the Mihta Askiy Data Centre Project in Northern Sunrise County.

Advantages

Minimal level SIP meaning, the Town of Peace River will be informed of the stages of the project. Opportunity to provide input regarding those items that may affect the residents of the Town of Peace River is maintained.

Disadvantages

Some administrative time will need to be allocated by administration to keep informed of the project.

Financial Implications

Staff time as required to support oversight of the proposal.

Option 3: Council directs administration to submit a revised Statement of Intent to Participate to the Alberta Utilities Commission regarding the Mihta Askiy Data Centre Project in Northern Sunrise County.

Advantages

Ensures that the Statement of Intent to participate reflects the level Council wishes to participate

Disadvantages

Should Council desire more active participation, time and resources need to be allocated to keep informed and prepare questions/positions of the Town.

Financial Implications

May be some travel costs and staff time as required to support oversight of the proposal, attend hearings, and prepare position papers for the Town.

Recommendation

Council directs administration to submit the Statement of Intent to Participate, as presented, to the Alberta Utilities Commission regarding the Mihta Askiy Data Centre Project in Northern Sunrise County.

Strategic Plan Alignment

Pillar: A Robust and Sustainable Economy
Pillar: An Environment in Which People Want to Live
Pillar: A High Functioning Local Government

APPROVED

Submitted by: Ron Cust A.M.A.A. (ret)
Interim Director of Infrastructure & Development

Approved by: Kayla Parsons CLGM
Interim Chief Administrative Officer

Date Submitted: June 18, 2026

Date Approved: June 18, 2026



OFFICE OF THE MAYOR

TOWN OF PEACE RIVER

June 23, 2026

VIA EMAIL: info@auc.ab.ca

Alberta Utilities Commission
1400, 600 Third Avenue SW
Calgary, AB T2P 0G5

To Whom it may Concern:

Re: Mihta Askiy Data Centre Project
Proceeding: 30787
Applications: 30787-A001 to 30787-A003

Please accept this letter as the Town of Peace River's Statement of Intent to Participate in relation to the proposed power generation facility associated with the Mihta Askiy Data Centre Project.

The Town is located approximately 40 kilometres from the proposed project site and recognizes that the proposed natural gas-fired generating facility may have regional implications. As such, the Town has an interest in monitoring the proceeding, particularly with respect to potential effects on regional infrastructure, environment, and overall regional development.

In submitting this Statement, the Town's intent is to remain informed and maintain its ability to participate in the process, should matters arise that may affect municipal interests or require further input.

The Town also notes its Intermunicipal Development Plan (IDP) with Northern Sunrise County. While the Town understands that the IDP does not strictly apply to this development, it provides a principled framework for intermunicipal awareness, coordination, and consideration of regional impacts, which informs the Town's perspective and interest in this matter.

At this time, the Town intends to participate at a limited level, primarily to:

- Monitor the proceeding
- Review application materials
- Receive updates and maintain awareness of the project

Shelly Shannon
Mayor, Town of Peace River
Phone: 780-624-2574
Email: mayor@peacriver.ca

Town Administration Office
P.O. Box 6600, 9911-100 Street
Peace River, AB T8S 1S4
Phone: (780) 624-2574 Fax: (780) 624-4664
Website: www.peacriver.ca

General Email: info@peacriver.ca

The Town may provide comments if warranted but does not anticipate extensive participation at this stage. The Town looks forward to engaging in a constructive and collaborative manner, if needed, as the process progresses.

The Town respectfully requests that it be registered as a participant in this proceeding and included in all relevant communications and materials.

Thank you for your consideration.

Sincerely,

Mayor Shelly Shannon
Town of Peace River
/kp

DRAFT

Council Event Attendance Report

Councillor Robin Erickson

This Council Event Attendance Report acts as a written record of events attended by the above-listed Council Member, for the month of May 2026, in line with Council's Remuneration Policy.

Alberta Crime Prevention Conference

Calgary May 3 to May 6

AB Munis Meeting

Peace River May 14: 5 PM to 7 PM

Peace River Swimming Pool

Hot Tub Ribbon Cutting May 19 4:45 PM

Mercer Tour and Lunch

May 20 9:30 to 1:30 PM

Normand Boucher Community Arboretum Celebration

May 21 9:30 AM to 11:30 AM

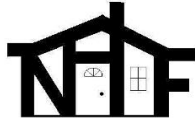
Good Shepherd School Track & Field Day

May 29 9:30 to 12:30 PM



Name: Robin Erickson

Date: May 31, 2026



North Peace Housing Foundation

6780 – 103 Ave., Peace River, AB, T8S 0B6

Tel: (780) 624-2055 Fax: (780) 624-2065

Email: tammy.menssa@nphf.ca

North Peace Housing Foundation Board Meeting Synopsis – June 3, 2026

APHAA Spring Conference:

The APHAA Spring Conference 2026, focused on leadership excellence, organizational readiness, workforce transition, and personal resiliency within the housing management sector. Sessions attended included presentations on Artificial Intelligence (AI), onboarding and supporting new CAOs, and wellness-focused strategies for stress regulation and resilience.

AI – The Evolution Shift / The AI Reckoning: Readiness, Risk and Trust in an Age of Disruption

Dr. Phil McCrae presented on the rapid advancement of Artificial Intelligence and its growing impact on organizational decision-making, governance, workforce transformation, ethics, risk management, and public trust. The session emphasized the importance of leadership readiness and the need for organizations to integrate AI strategically and responsibly into operations and service delivery. Discussions focused on practical frameworks for navigating disruption while maintaining accountability and trust within organizations.

New CAOs – Surviving the First Year

This session, presented by Darla Driscoll and Lindsay Pratt, focused on the challenges and supports available to new CAOs transitioning into leadership roles. Key topics included preparing for organizational transition, crisis management, peer networking, board relationships, and building effective teams. The presenters emphasized the importance of mentorship, peer support, and structured onboarding processes to improve leadership success and reduce transition-related stress. The session also encouraged open discussion regarding how APHAA can continue strengthening supports for new leaders entering the sector.

Wellness and Nervous System Regulation – Tapping Session

The wellness session presented by Clinical EFT Practitioner Elena Maltais of *Tap Into Wellness*, explored “tapping” as a grounding and regulating technique used to calm the nervous system. The presentation discussed how emotional triggers are often connected to past experiences, stored trauma, beliefs, and emotional imprints that shape present reactions and perceptions. It was noted that when individuals are triggered, the body can relive previous stress responses and emotional states.

The session highlighted that anxiety can be understood as the body’s way of signaling an incomplete stress cycle. Tapping, through the stimulation of acupressure points, was presented as a technique to help discharge stress, regulate emotional responses, and interrupt the body’s fight-or-flight response. The

practice was described as a tool to support grounding, nervous system regulation, and emotional resilience.

www.tapintowellness.ca

Government and Sector Updates

ADM David Williams discussed Affordable Living Alberta (ALA), the role of Transition Coordinators, and approaches Housing Management Bodies (HMBs) can take to strengthen relationships and communication practices with ALA. Key themes included approaching interactions with grace, being mindful of communication style and language, and fostering collaborative relationships during periods of transition and change.

Additional updates included discussion regarding funding for Healthy Aging Alberta, confirmation that capacity planning responsibilities are now aligned with Housing, and notification that Bill 28 was passed on May 14.

Heritage Tower Lodge – Elevator Outage Update:

The main elevator at Heritage Tower Lodge remains out of service following the breakdown that occurred on April 5. Initial repair efforts identified failed components requiring replacement parts. Although parts were received and installed, additional mechanical issues were identified during testing, resulting in further delays to restoring service.

To support residents during the outage, additional staffing and meal delivery assistance continue to be provided for individuals unable to safely manage the stairs. Those individuals with more complex health concerns or mobility issues have been moved to the first 3 floors, as required.

Management has successfully coordinated collaboration between two elevator service companies to support troubleshooting and repair efforts, with the goal of restoring elevator service as soon as possible.

In parallel, the Province is proceeding with the planned elevator modernization project previously approved under the Capital Maintenance and Replacement (CMR) program. Work is currently underway with the project consultant to finalize tender specifications.

Once specifications are complete, the procurement process to engage a contractor is anticipated to require approximately 4–6 weeks. Following contract award, additional time will be necessary before construction can begin to accommodate shop drawing reviews and material lead times, currently estimated at 10–14 weeks.

Harvest Lodge:

Water Event Restoration

Update from First Onsite:

Restoration work at Harvest Lodge is progressing steadily with a focus on finishing activities, installations, and site cleanup:

- 2nd & 3rd Floors:
 - The last of the radiant heating panels are being installed.
 - Light fixtures are being installed.
 - Units are being cleaned to prepare for occupancy.
- 1st Floor:
 - Light fixtures and flooring will be installed once the shipment arrives.
- Stairwells are being painted and new flooring will be installed as soon as it arrives.

Update on work being completed by the Foundation:

- New countertops have been installed in the administration area.
- Common area painting continues.
- Tile in the Front vestibule will be removed, and the concrete will be painted with epoxy paint.
- We are investigating replacing the cabinet doors in the dining room area.

Garden Court:

Pre-Action System Installation

Delays with the installation of the pre-action system continue; we have not been given a timeline for when the project will start. North Peace Housing continues to be in contact with the contractor on a regular basis who reports they are waiting on updated drawings and costs from the engineer.

Ice Damming and Subsequent Water Issues

Work is proceeding this week on the drywall and painting deficiencies, followed by the baseboard installation. The carpet cleaning in the common hallways will be scheduled once the other work has been completed.

Garrison Manor:

Ice Damming and Subsequent Water Issues

Restoration work on the 2 damaged units is well underway. We expect that the work will be done by the end of June.

Nominal Sum Properties:

We are currently preparing the scopes of work for the foundation repairs at 4823–45 Street in Grimshaw. In addition to the foundation work, the roof and eavestroughs will also be replaced before the unit is ready for occupancy.

SRHI (Sustainable Remote Housing Initiative) - Cadotte Lake:

No update to report.

Westview – Fairview Development Committee:

No update to report.

Del-Air Lodge Redevelopment:

LSM Lee's Sheet Metal will be on site the week of June 1 to complete the venting and remaining mechanical deficiencies.

The guardrail is currently being fabricated and will be installed on the north side of the building the week of June 1.

The project team has not been able to secure a date for the paving work that is required.

Board Actions:

The Board directed that 4.4 Handling of External Concerns and Complaints Policy be re-affirmed.

The Board directed that the Bill 28 – Municipal Affairs and Housing Statutes Amendment Act, 2026, Summary of Board Member Comments and Discussion be received as information and bring a discussion of Board discipline to the next meeting.

The Board directed that the Board of Directors approve the rescission of the policies and policy sections identified through the Corporate Policy Manual review process

Tammy Menssa
Executive Director

Council Communications Package

Friday, June 12, 2026

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