

**MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Whitecourt**
held on Tuesday, November 12, 2024 at the Forest Interpretive Centre

Present:	Mayor Pickard; Deputy Mayor McAree; Councillors Baker, Chauvet, Lanctot, and Lapointe; Chief Administrative Officer Smyl; and Recording Secretary Grimstad-Davidson.
Absent:	Councillor Schlosser.
Call to Order & Mayor's Address:	The Meeting was called to order at 4:00pm; Mayor Pickard presiding. Mayor Pickard welcomed Craig Park, the new RCMP Sergeant, to the community.
Adoption of Agenda:	<p><u>24-355 Moved by Deputy Mayor McAree</u></p> <p>That the Agenda be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Minutes from the October 28, 2024 Organizational Meeting:	<p><u>24-356 Moved by Councillor Lapointe</u></p> <p>That the Minutes from the October 28, 2024 Organizational Meeting be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Minutes from the October 28, 2024 Regular Meeting:	<p><u>24-357 Moved by Councillor Lanctot</u></p> <p>That the Minutes from the October 28, 2024 Regular Meeting be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Public Input Session:	There were no members of the public wishing to make a presentation.
Health Professionals Attraction & Retention Committee 2025 Strategic Planning Presentation:	<p>The Chief Administrative Officer advised that further to direction from Council to have Council Committees provide information on Committee initiatives and priorities, the Health Professionals Attraction & Retention Committee (HPARC) Chair, Kristin Belke, and the Economic Development Officer were in attendance to review the Committee information.</p> <p><u>24-358 Moved by Councillor Lapointe</u></p> <p>That Council accept the Health Professionals Attraction & Retention Committee 2025 Strategic Planning Presentation as information.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Development Permit Application 24-101 – Sagitawah RV Park Extension Request:	The Chief Administrative Officer advised Council that Planning and Development was bringing forward Development Permit 24-101 for Sagitawah RV Park to operate year round for a five-year term. The CAO noted that Council is the approval authority for the application, and that decisions made by Council in this Direct Control District can not be appealed. The CAO introduced the Director of Planning and Development and Development Officer, and advised that the applicant was also present. The Development Officer reviewed the background of the RV Park, noting that extensions to operate year round have been granted in previous years. The Development Officer noted that there are outstanding conditions on the property; some that were only identified with the provision of a Real Property Report in 2023. Administration recommended that Council consider approving a one-year term, rather than the requested five-year term, to allow the applicant to complete outstanding items. The applicant could then re-apply in late summer 2025 for an additional term once the outstanding conditions were addressed.

24-359 Moved by Deputy Mayor McAree

That Council approve Application 24-101 for a one-year exemption to the Park operating season, allowing the park to operate year round from October 16, 2024 to May 14, 2025; after which time the park would revert to operating between May 15 to October 15 each year; subject to the following conditions:

1. All conditions of the original development permit 91-156 continue to apply.
2. Sites 75, 76, 77, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, and 101 must remain decommissioned and cannot be utilized for RV's or tents without the issuance of a permit to recommission them.
3. The Property Owner must work with the Fire Department to maintain access for emergency vehicles throughout the winter.
4. The Property Owner shall provide the Town with a plan to address the septic holding tank encroachments on the Town's ER lot prior to November 29, 2024.
5. The Property Owner shall ensure that patrons do not stay longer than 60 days, and shall, upon request, provide the Town with access to records related to the rental of the sites including durations of stay.
6. The Property Owner shall not allow patrons to construct any type of permanent or semi-permanent affixed structure or affixed development, such as, patio, deck, pavilion, pergola, screening, etc. within the RV Park Sites.
7. Upon notification by the Town, the Property Owner shall be responsible for promptly evacuating all patrons and visitors, and for promptly removing any and all products and/or items that may pose an environmental contaminant risk to land and water in the event of high water.
8. The Property Owner shall be responsible for keeping their property vacant and secured for the duration of all evacuations.
9. The Property Owner is responsible to comply with the terms and conditions of all Federal, Provincial, and other Municipal Bylaw requirements that pertain to this development.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer advised that the Town was approved for the construction phase of the Community Fireguard, with construction anticipated between December 2024 and March 2025.

24-360 Moved by Councillor Baker

That Council accept the Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program Phase 2 – Construction as information.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer noted that Living Waters Catholic Schools had sent a letter as a follow up to the recent Joint Use Planning Agreement meeting, and inviting community organizations to join in future discussions to increase post-secondary opportunities for local students and the community.

24-361 Moved by Councillor Lapointe

That Council advise Living Waters Catholic Schools that the Town would be willing to discuss opportunities to increase local post-secondary opportunities for Whitecourt.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer indicated that the Province has made changes to the Local Authorities Elections Act, which will result in some changed procedures for the next municipal election, and introduced the Legislative Manager. The Manager

Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program Phase 2 – Construction:

Living Waters Catholic Schools – Post Secondary Options:

2025 Municipal Election:

stated that once the Returning Officer is appointed, further information will be brought back to Council.

24-362 Moved by Councillor Lanctot

That Council authorize Administration to enter into an agreement with Living Waters Catholic School Division and Northern Gateway Public Schools for a Joint Election in accordance with Section 2 of the Local Authorities Election Act.

- CARRIED UNANIMOUSLY.

24-363 Moved by Deputy Mayor McAree

That Council appoint Marlene Pinchbeck as the Returning Officer, and Tara Gallant as the Substitute Returning Officer for the 2025 Municipal Election.

- CARRIED UNANIMOUSLY.

Town of Whitecourt
Policy Manual
Review:

The Chief Administrative Officer stated that the Policy Manual was reviewed on an annual basis, and the Policies and Priorities Committee completed its review, and recommended Council adopt the Manual as presented.

24-364 Moved by Councillor Lanctot

That Council accept the recommendation from the Policies and Priorities Committee and adopt the Town of Whitecourt Policy Manual as presented.

- CARRIED UNANIMOUSLY.

Joint Council
Christmas Party:

The Chief Administrative Officer noted that each year, the Town and the County alternate hosting a Christmas Dinner and that Administration was proposing December 18 for the 2024 dinner.

24-365 Moved by Councillor Chauvet

That Council authorize the attendance of Council Members to attend the joint Christmas Dinner with Woodlands County at the Eagle River Casino on December 18, 2024, at 6:00pm.

- CARRIED UNANIMOUSLY.

Councillor Reports:

Councillor Lanctot attended the Family Violence Initiative Gala.

Councillor Lapointe also attended the Family Violence Initiative Gala, and the Town Team Building session.

Councillor Baker attended a meeting for the Performing Arts Society, the last Eagle Tower Victim Services Society, and the Town Team Building session.

Deputy Mayor McAree reported that he attended the Remembrance Day ceremonies.

Mayor Pickard reported that through the Canadian Rail Alliance Authority, he met with CN officials from Edmonton and Calgary and that the MLA and CN officials would be coming to Whitecourt to meet with local industry. The Mayor also attended the Remembrance Day ceremonies, and the Northern Alberta Elected Officials meeting.

Items of Information:

Council Committee Appointments:

24-366 Moved by Councillor Lanctot

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

24-367 Moved by Councillor Chauvet

That the following items be accepted as information:

- a) Town Accounts – Cheques 90192 – 90360 (Council Members to contact the Director of Corporate Services prior to Regular Meeting with any questions regarding Town accounts);
- b) October 23, 2024 Letter from Alberta Municipal Affairs re Intermunicipal Collaboration Framework;
- c) October 28, 2024 Letter from Yubetsu re 2024 Visit;
- d) October 30, 2024 Letter to Premier Smith re Impact of Changes to Grants in Place;
- e) Town of Whitecourt 2024 Press Releases:
 - i. October 24 – Trunk or Treat is Coming to Downtown Whitecourt October 26;
 - ii. October 29 – Whitecourt Town Council Update;
- f) Mayor’s Calendar; and
- g) Council Calendar.

- CARRIED UNANIMOUSLY.

The meeting recessed at 5:12pm.

The meeting reconvened at 5:16pm.

24-368 Moved by Councillor Lanctot

That Council go into Closed Meeting to discuss Council Committee Appointments per Section 17 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time 5:17pm.

- CARRIED UNANIMOUSLY.

Councillor Lapointe declared a possible conflict of interest as her daughter is an applicant on the Youth Advisory Committee and vacated the Council Chambers and did not return. Time 5:23pm.

24-369 Moved by Councillor Chauvet

That Council revert to the Regular Meeting. Time 5:25pm.

- CARRIED UNANIMOUSLY.

24-370 Moved by Councillor Lanctot

That Council appoint the following members to the Youth Advisory Committee:

- Victoria Benson
- Lucas Boudreau
- Logan Glidden
- Beckett Holloway
- Dax Holloway
- Kahlen Johnson
- Carly Lai

- Abbeygail Lapointe
- Brielle Smallwood
- Alyssa St. Pierre

- CARRIED UNANIMOUSLY.

Adjournment:

24-371 Moved by Councillor Chauvet

That the Regular Meeting of Council be adjourned. Time: 5:33pm.

- CARRIED UNANIMOUSLY.

Redacted per S. 17 of FOIPP

Mayor

Redacted per S. 17 of FOIPP

Chief Administrative Officer