

Town of Whitecourt
POLICIES AND PRIORITIES COMMITTEE
 Tuesday, April 22, 2025 at 4:00 PM
 TOWN OFFICE – LARGE BOARDROOM
 5004 – 52 Avenue

Present:	Deputy Mayor Lapointe; Mayor Pickard; Councillors Baker, Chauvet, Lanctot, McAree, and Schlosser; CAO Smyl; Recording Secretary Gallant.	Recommended Start Time for Item
1.	Call to Order:	4:00pm
2.	Adoption of Agenda:	4:01pm
3.	Minutes from the Regular Meeting of the Policies and Priorities Committee held March 17, 2025:	4:02pm
4.	Public Input Session:	4:03pm
5.	Policy 23-017 – Encrypted Radio Policy:	4:05pm
6.	Electronic Funds Transfer Policy Amendments:	4:15pm
7.	Finance Policy Amendments:	4:25pm
8.	Bylaw 1551-15 – Fees, Rates and Charges:	4:40pm
9.	Procedure Bylaw 1583:	4:55pm
10.	Adjournment:	5:10pm

**MINUTES OF THE REGULAR
POLICIES AND PRIORITIES COMMITTEE MEETING**
held on Monday, March 17, 2025

Present:	Deputy Mayor Lapointe; Mayor Pickard; Members Baker, Chauvet, Lanctot, and Schlosser; Acting Chief Administrative Officer Grande; and Recording Secretary Grimstad-Davidson.
Absent:	Councillor McAree.
Call to Order:	The meeting was called to order at 4:00pm; Deputy Mayor Lapointe presiding.
Adoption of Agenda:	<u>25-015 Moved by Member Schlosser</u> That the agenda be adopted as presented. - CARRIED UNANIMOUSLY.
Minutes - Regular Meeting of the Policies & Priorities Committee February 18, 2025:	<u>25-016 Moved by Member Baker</u> That the Minutes of the February 18, 2025 Regular Policies and Priorities Committee Meeting be adopted as amended by indicating that Councillor Chauvet objected to Motion 25-013. - CARRIED UNANIMOUSLY.
Public Input Session:	No members of the public wished to address the Committee.
2025 Strategic Plan:	The Acting Chief Administrative Officer introduced Tracey Lorenson of CivicExcellence, who attended virtually, to review the draft 2025 Strategic Plan. <u>25-017 Moved by Member Schlosser</u> That the Policies and Priorities Committee recommend that Council adopt the 2025 Strategic Plan as presented. - CARRIED UNANIMOUSLY.
Fire Services Bylaw 1582:	The Acting Chief Administrative Officer advised that Administration reviewed existing fire related bylaws and brought forward a bylaw that incorporated several previous bylaws under one document, and added additional fees for service. The Director of Community Safety and the Fire Chief presented highlights of the new bylaw. <u>25-018 Moved by Member Baker</u> That the Policies and Priorities Committee recommend that Council adopt Bylaw 1582 – Fire Services Bylaw and recommend amendments to Bylaw 1551 – Fees, Rates, and Charges to reflect service fee changes. - CARRIED UNANIMOUSLY.
Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee:	The Acting Chief Administrative Officer noted that further to direction from Council at the March 10 meeting, proposed changes to the Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee Schedule were prepared.

Alberta
Municipalities/
FCM Resolutions:

25-019 Moved by Member Lanctot

That the Policies and Priorities Committee recommend that Council adopt Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees Schedule “D” - Ad Hoc Culture & Events Centre Partnership/ Sponsorship Committee as presented.

- CARRIED UNANIMOUSLY.

The Acting Chief Administrative Officer stated that a Council Member had proposed resolution topics to prepare and submit to Alberta Municipalities and the Federation of Canadian Municipalities (FCM) for the Committee’s consideration. The Committee discussed the proposed advocacy resolution topics.

25-020 Moved by Member Schlosser

That the Policies and Priorities Committee accept Alberta Municipalities/FCM Resolutions as information.

- CARRIED UNANIMOUSLY.

Adjournment:

25-021 Moved by Member Chauvet

That the Regular Meeting of the Policies and Priorities Committee be adjourned. Time: 5:20pm.

- CARRIED UNANIMOUSLY.

Chair

Chief Administrative Officer



Council Meetings Public Input Session: Terms of Reference

The purpose of the Public Input Session is to provide a venue that allows community members the opportunity to voice opinions and to bring attention to pertinent local issues. Council may ask for clarification regarding matters presented by public members, however, this session is not intended as a forum for debate.

1. Members of the public wishing to address Council are asked to complete the sheet available at the delegation table with their name, address and topic they will be addressing.
2. The public member shall begin comments by stating their name.
3. Public members shall direct comments to the Mayor/Chair.
4. Each public member shall have two minutes to speak as a maximum; however, the Mayor/Chair may reduce time allotments per speaker depending on the number of public members wishing to speak at each meeting.
5. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in Section 16 to 29 of the Freedom of Information and Protection of Privacy (FOIP) Act. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.
6. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Mayor/Chair.
 - a. The Mayor/Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
 - b. If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.
7. Public Input Session issues shall be either:
 - a. accepted as information,
 - b. referred to Administration for further information, or
 - c. deferred for further discussion.

We appreciate your comments and Council thanks you for your input.



REQUEST FOR DECISION

Date: April 15, 2025
Meeting: April 22, 2025 Policies and Priorities Committee Meeting
Originated by: Lee Hardman, Director of Community Safety
Title: **POLICY 23-017 – ENCRYPTED RADIO COMMUNICATIONS**

PROPOSAL AND BACKGROUND:

Town of Whitecourt Municipal Enforcement Services has access to RCMP Dispatch talk groups, which allows them to communicate with the RCMP and other law enforcement agencies. The Encrypted Radio Communications Policy is a requirement under the Public Security Peace Officer Policy and Procedures Manual.

REFERENCES:

- Policy 23-017 – Encrypted Radio Communications
-

BENEFITS/DISADVANTAGES AND OPTIONS:

Approval of the Policy ensures compliance with the Peace Officer Program.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

The Policy has been reviewed and accepted by the RCMP.

RECOMMENDATION:

That the Policies and Priorities Committee forward a recommendation to Council to adopt Policy 23-017 – Encrypted Radio Communications as presented.

APPROVAL:

Department Director:

CAO:





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POLICY

Effective Date:

POLICY TITLE: Encrypted Radio Communications

POLICY NUMBER: 23-017

POLICY PURPOSE:

The Town of Whitecourt must ensure the Peace Officer Program aligns with the Public Security Peace Officer Policy and Procedures Manual requirements. This policy is a requirement under the Peace Officer Program Manual, which supports and guides the security of protected information via encrypted radio communications with law enforcement agencies.

This policy applies to all Community Peace Officers employed by the Town of Whitecourt.

POLICY:

1. Peace Officers must receive RCMP enhanced reliability screening and Category II Canadian Police Information Centre (CPIC) Access before accessing RCMP encrypted AFRRCS Channels.
2. Peace Officers sign a Privacy Acknowledgement Form as found in Appendix B of the RCMP MOU regarding the Community Peace Officer Program.
3. Peace Officers shall not utilize the RCMP dispatch talk-group to conduct queries or communicate with the RCMP control operator/dispatcher. The Peace Officer may only use the talk-group to communicate directly with RCMP members or detachment staff.
 - a) If an RCMP control operator/dispatcher requests information directly from the Peace Officer, then the Peace Officer is authorized to communicate directly with the control operator/dispatcher.
4. Peace Officers must safeguard all information in accordance with standard Government of Canada practices and the terms of the Peace Officer Program Code of Conduct, per Section 13 of the Ministerial Regulation and Section 18.2 of the Peace Officer Program Procedures and Policy Manual.
5. Peace Officers are not permitted to redistribute, record or re-broadcast information from RCMP Dispatch talk-groups.
6. Peace Officers must ensure standard radio protocols are utilized while communicating with the RCMP or other law enforcement agencies.



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7. Peace Officers must ensure only authorized listeners have access to radio equipment.
8. Any procedure breach, security compromise, loss of radio, or other issues arising shall be:
 - I. reported to the Director of Community Safety immediately; and,
 - II. In the case of loss or security breach, immediately call the RCMP K Access Unit; and,
 - III. If required, a Public Safety & Emergency Services PSES incident report PS3535 shall be completed and submitted.
9. If the portable radio is outside the control of the Town for any reason, Peace Officers shall ensure the radio has been disabled by contacting the RCMP K Access Unit. RCMP will require the Radio ID number that is assigned to each device. Reactivation will require another call.



REQUEST FOR DECISION

Date: April 11, 2025
Meeting: April 22, 2025 Policies and Priorities Committee Meeting
Originated by: Judy Barney, Director of Corporate Services
 Cherie Van Der Meer, Assistant Controller
Title: **ELECTRONIC FUNDS TRANSFER POLICY AMENDMENTS**

PROPOSAL AND BACKGROUND:

Administration is proposing to introduce a new payment option, Electronic Funds Transfers (EFT) to make payments for Accounts Payable vendor invoices. This payment option is the electronic exchange, transfer of money from one bank account to another, either within a single financial institution or across multiple institutions, through computer-based systems. The process is becoming commonplace and offers a more efficient and cost effective method to make payments. As well the Town has been receiving requests from vendors to set up for EFT.

Amendments are being proposed to Policy 13-001 – Signing Authority for Financial Purposes and Policy 13-003 – Purchasing to provide guidelines for the approval of EFT payments (in place of a cheque).

Policy 13-001 – Signing Authority for Financial Purposes, is being updated to include the following:

- A definition for both types of online payment batches.
- Add the signing authority process required for EFT payments that requires any invoices paid in this manner require the EFT cover sheet to be signed prior to payment by authorized individuals, similar to signing a cheque.
- No change is being proposed to the credit card charges approval process.
- That Section 4 – Clause 32 from Policy 13-003 – Purchasing Policy be included in this policy to reflect information for all payments be provided to Council as an information item.

Policy 13-003 – Purchasing, proposed updates include:

- Section 4 - Clause 32 moved to Policy 13-001 to outline reporting requirement for cheque, credit card and EFT payments.
- Housekeeping change to Section 4 – Clause 41 to include “as per Section 4 – Purchasing Authority”.

Business control procedures have been developed to establish the security measures for processing invoice payments via EFT to support timely payments, reduce the risk of fraud through segregation of duties (i.e. a person who authorizes a vendor for payment does not have the authority to approve payment) and to maintain accurate financial records. A summary of controls includes vendor verification and bank details confirmation; required authorization and approval of invoices; and the implementation of payment processing security measures, record keeping, compliance and annual reviews.

REFERENCES:

- Policy 13-001 - Signing Authority for Financial Purposes – attached
- Policy 13-003 - Purchasing – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

Using EFT for vendor payments will improve the efficiency for payment processing, reduce the number of uncashed cheques requiring follow up and duplicate payments and the cost for printing cheques.

This option can be used to meet the Alberta legislated Prompt Payment requirement for construction invoices to be paid within 28 days of the invoice date.

Disadvantage for this option is the additional time that is initially required for setting up vendor payment information.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

The EFT payment business controls were reviewed with the Auditor and since updated to reflect their recommendations.


RECOMMENDATION:

That the Policies and Priorities Committee forward a recommendation to Council to approve Policy 13-001 – Financial Signing Authority and Policy 13-003 – Purchasing, as presented.

APPROVAL:

Department Director:

CAO:

A handwritten signature in blue ink, appearing to read 'P Smyl', is written over a horizontal line.



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POLICY

Effective Date: January 14, 1980

Amended: September 25, 2006

Amended: June 24, 2013

Amended: February 23, 2015

Amended:

POLICY TITLE: Signing Authority for Financial Purposes

POLICY NUMBER: 13-001

POLICY PURPOSE:

Establish financial signing authority for the Town of Whitecourt.

POLICY:

1. Two of the authorized individuals listed below are required to sign general account cheques and/or online payable batches, of which one must be administration.
 - Chief Administrative Officer or Director of Corporate Services or Controller, and
 - Mayor or Deputy Mayor or Acting Deputy Mayor.
2. Online payable batches include the following:
 - a. Electronic Funds Transfer (EFT) batch to pay for eligible vendor payments; and,
 - b. Online corporate credit card batch automated bank withdrawal for monthly charges.
3. EFT batch vendor list of all payments and supporting invoices will be reviewed and approved by authorized individuals.
4. Online monthly credit card payment list of payments with supporting receipts will be reviewed and approved by authorized individuals.
5. The following have authority to sign payroll account cheques of which only one must sign:
 - Chief Administrative Officer or Director of Corporate Services or Controller.
6. Cheque and online payable payment batch lists will be provided to Town Council as an Information Item in Regular Council Meeting agenda packages.



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POLICY

Effective Date: September 25, 2006

Amended: September 24, 2007

Amended: June 27, 2011

Amended: October 27, 2014

Amended: November 23, 2015

Amended: December 19, 2016

Amended: October 22, 2018

Amended: October 28, 2024

Amended: April 26, 2010

Amended: June 24, 2013

Amended: February 23, 2015

Amended: January 25, 2016

Amended: October 10, 2017

Amended: October 11, 2022

Amended:

POLICY TITLE: Purchasing

POLICY NUMBER: 13-003

POLICY PURPOSE:

To clearly define the purchasing standards of the Town of Whitecourt and to ensure that goods and services are obtained in an effective manner and at the best value possible. The Town of Whitecourt will adhere to the highest possible standards of business ethics, professional courtesy, and technical competence in all of its purchasing practices.

POLICY:

Section 1 General Conditions:

1. The Chief Administrative Officer can authorize exceptions to this policy when deemed necessary, which must then be ratified by Town Council at its next Regular Meeting.
2. The Town of Whitecourt will weigh a number of purchasing factors in any decision to purchase goods or services. Factors may receive different weight in the decision process; therefore, the lowest unit cost supplier may not be the chosen supplier. Purchasing factors are as follows:
 - a. price;
 - b. life cycle;
 - c. delivery time;
 - d. availability;
 - e. transportation cost;
 - f. quality of workmanship;
 - g. condition of equipment;
 - h. warranty and service support;
 - i. operating costs;
 - j. supplier expertise in product or service;



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- k. previous experience with supplier or brand;
 - l. location of supplier;
 - m. the only manufacturer or supplier;
 - n. quality of design;
 - o. meets proposal criteria;
 - p. safety; and,
 - q. references.
3. For the purpose of this policy, local business is defined as all businesses located in the Town of Whitecourt and Woodlands County. For the purchase of goods, services or construction with a total value not exceeding \$5,000.00, consideration may be given to local suppliers whose quotes are within ten (10%) percent of the lowest bid received by the Town.
 4. The Town is acting under applicable legislation including the Municipal Government Act; the Canadian Free Trade Agreement (CFTA); the New West Partnership Trade Agreement (NWPTA); and the Freedom of Information and Protection of Privacy Act (FOIP). Subject to any applicable exceptions listed under the trade agreements, Article 14 of the NWPTA sets applicable procurement thresholds for advertising for municipalities as follows:
 - a) \$75,000.00 or greater for goods;
 - b) \$75,000.00 or greater for services;
 - c) \$200,000.00 or greater for construction;
 - d) For projects in excess of these amounts advertising must be done through the Government of Alberta's electronic tendering system that meets the interprovincial tendering requirements of the CFTA and NWPTA.
 5. Where the Chief Administrative Officer has appointed a Project/Construction Manager to complete a project, the Project/Construction Manager has the authority to approve expenditures for the project not exceeding the approved budget. The Chief Administrative Officer may limit the authority of the Project/Construction Manager.
 6. The Town reserves the right not to consider award of any contract or purchase order to any party that is or has in the past three (3) years been engaged in litigation or arbitration with the Town, or any party with an outstanding debt owed to the Town. This shall include any contract where the party is acting as a prime contractor or as a sub-contractor.

Section 2 Purchasing Guidelines:

Purchase Orders

7. Purchase orders will be issued prior to all purchases that exceed \$500.00 in value. Purchase orders shall be completed and authorized before, or as a purchase is



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made, and the blue copy will be sent to Accounts Payable within two days of completion.

8. Purchase order books are considered contracts of the Town of Whitecourt and should be kept in a secure location.
9. An approved purchasing authority (Section 3) may issue purchase order numbers over the telephone in order to secure purchases.
10. Standing purchase orders may be issued to regular suppliers. No purchase of a single item valued at \$500.00 or greater may be made on a standing purchase order.
11. Exceptions to issuing purchase orders are for utility services, payroll remittances, recurring expenses for professional services contracts (i.e. animal control, Xerox, postage, stationary), recurring rental or lease payments, credit card purchases, debenture payments, requisition payments, government transfers, grants, employee travel reimbursements, and petty cash disbursements.
12. Completed purchase order books shall be returned to the Accounts Payable Clerk.

Quotation

13. Quotations will be sought from suppliers where possible when the cost of goods and services purchased exceed \$2,500.00 but is less than \$25,000.00.
14. For purchases less than \$10,000.00, three quotes where possible may be given verbally. The purchaser should maintain/attach a record of quotes received to the purchase order/invoice.
15. For purchases greater than \$10,000.00 but less than \$25,000.00, three quotes will be submitted in writing. The purchaser should attach a record of the written quotes received to the purchase order/invoice.
16. Schedule "A" - Quotation Form can be used to record quotes required for Points 14 and 15.
17. Purchases greater than \$10,000.00 but less than \$25,000.00 shall be publicly advertised calling for submissions as a minimum in a local paper when local service providers may exist. When it is practical for the Town, quotes may be by invitation only with the approval of the Chief Administrative Officer; however, at least three (3) qualified suppliers must be invited to submit quotes to ensure the Town receives the best value for public spending.
18. Acceptance of the quote is done by purchase order or written contract.
19. Only final quote prices will be released to the public.



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Online Purchases

20. Online purchases (e.g. E-Bay, Amazon, U Bid) over \$1,000.00 are not encouraged when the seller is outside the country.
21. For online purchases greater than \$1,000.00, a Department Director must review written submissions of proposal and authorize online purchases in accordance with Section 3 Purchase Authority of this policy.
22. The proposal should include costs for:
 - a. the base price;
 - b. transportation;
 - c. duty charges, GST and applicable taxes;
 - d. exchange rate between American and Canadian dollars;
 - e. comparable prices for nearby Canadian products; and,
 - f. return/cancellation terms.
23. Staff members originating the request are responsible to ensure that the item arrives in Whitecourt in useable condition.

Tendering and Requests for Proposals

24. The tender or request for proposal process is a formal method of obtaining competitive prices for goods and service when the cost exceeds \$25,000.00.
25. Invitations to tender are used when the Town knows what to do and how to do it, and should include:
 - a. Detailed requirements and technical specifications;
 - b. Terms and conditions under which a submission is to be accepted;
 - c. Vendor selection to be awarded based on the evaluation criteria;
 - d. Intention is to accept the bid without negotiations; and
 - e. Is a legal binding document between the Town and all potential vendors, in accordance with the terms and conditions attached to tender documents and which forms the awarded contract.
26. Request for proposals is used when a need is identified, but how it will be achieved is unknown at the outset. Request for proposals include:
 - a. Vendors proposals for solutions or methods to arrive at an end product or solution;
 - b. Specifications provided are general in nature;
 - c. Vendor selection is based on evaluation criteria;
 - d. Town may negotiate specific terms with the proponent following the RFP closing date;
 - e. Used when the Town requires flexibility in negotiating options; and
 - f. Is not legally binding on either party unless a contract is executed.



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27. The tender or request for proposal shall be publicly advertised as a minimum in a local paper when local service providers may exist calling for tender submissions. When it is practical for the Town, tender or request for proposal may be by invitation only with the approval of the Chief Administrative Officer; however at least three (3) qualified suppliers must be invited to bid to ensure the Town receives the best value for public spending.
28. Advertisements will include the following stipulations:
 - a. The lowest bid received for goods and services may not necessarily be awarded the tender.
 - b. Submissions and submission amendments may be received by mail, and/or electronically via email or facsimile.
 - c. The Town has the right to reject any and/or all tenders.
29. Submissions received will be opened publicly with two Town employees present, which will include a Director, and minutes taken. Only final bid prices will be made public.

Section 3 Single/Sole Sourcing:

30. A Sole Source purchase occurs when there is only one source capable of performing the service or supplying the material; or, where it can be demonstrated that only one supplier is able to meet the requirements for the purchases; or, the goods, service or system is unique to one vendor and no alternative exists.
31. A Single Source procurement occurs when more than one source is available, but there are valid and sufficient reasons for selecting one vendor in particular, as follows:
 - a. An attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify more than one willing and responsive vendor;
 - b. The confidential or security-related nature of the requirement is such that it would not be in the public interest to solicit competitive bids;
 - c. There is a need for standardization or compatibility with goods and/or services previously acquired or the required good and/or services will be additional to similar goods, and/or services being supplied under an existing contract (i.e. contract extension or renewal);
 - d. Where necessary to maintain an existing warranty from a previous vendor;
 - e. The required goods and/or services are to be supplied by a particular vendor(s) having special knowledge, skills, expertise or experience;
 - f. It is advantageous to the Town to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body, including Alberta Municipalities and Rural Municipalities of Alberta;
 - g. It is advantageous to the Town to acquire the goods or services directly from another public body or public service body;



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- h. Where due to abnormal market conditions, the goods or services required are in short supply.

Section 4 Purchasing Authority:

32. The approval of the Chief Administrative Officer, or designate, will be required for any purchases over \$25,000.00 for items included in the annual budget or through a motion of Council.
33. The approval of the Chief Administrative Officer, or designate, will be required for any sole-source or single-source purchases over \$2,500.00.
34. Department Directors are authorized to approve for all single purchases under \$25,000.00 for items included in the annual budget.
35. Project/Construction Manager appointed by the Chief Administrative Officer is authorized to approve purchases up to \$25,000 for items included in the approved budget amount or approved contract or tender amount. See Schedule "B" Expenditure Officer Designation.
36. Positions as appointed by the Chief Administrative Officer and Directors are authorized to commit the Town to single purchases for items included in the budget up to a maximum of \$10,000.00. See Schedule "B" Expenditure Officer Designation.
37. The Controller is authorized to approve reoccurring, routine expenditures for payroll remittances, utility services, and requisition payments.
38. Council must award all tenders where the value exceeds \$100,000.00, including multi-year tenders where the total value over the term exceeds \$100,000.00.

Section 5 Quick Cheques:

39. A Quick Cheque Request Form is filled out for transactions without an invoice. Each Quick Cheque Request Form must be accompanied by documentation that shows the amount to be paid. (i.e. out of pocket expenses, reimbursement payment of annual grants, refund payments for programs, utilities and tax levies, and time sensitive payments.)
40. The Quick Cheque Request Form is available to all employees, and must be signed by the originator and the person with the authority to approve that amount as per Section 4 Purchase Authority.

REFERENCES:

Schedule "A" Quotation Form

Deleted: <#>The Mayor or Deputy Mayor and Administration will approve the cheque run or "online payable batch", which will then be provided to Town Council as an "Information Item."[¶]



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Schedule "B" Expenditure Officer Designation



REQUEST FOR DECISION

Date: April 14, 2025
Meeting: April 22, 2025 Policies and Priorities Committee Meeting
Originated by: Judy Barney, Director of Corporate Services
Title: **FINANCE POLICY AMENDMENTS**

PROPOSAL AND BACKGROUND:

Policy 13-013 – Customer Payment provides guidelines for payment methods that are acceptable by the Town. The policy currently includes a processing fee to recover charges for credit card processing fees per tax roll, per annum, for customer payments over \$5,000.

Planning and Development will be launching an online permit and customer payment system (that will allow credit card payments) to enhance the permit processing system later this year. This new online payment option prompted a review of all services to determine which services that are paid by a credit card should be charged a processing fee.

It is being proposed that the policy be updated so that all credit card payments over \$5,000 be charged a recovery fee for both online and in person payments, with the exception of Community Service fees and specific Infrastructure fees. Credit card processing fees shall not apply to Community Services fees for Rentals, Advertising, Programs, Child Mind, Planned Giving Opportunities, Sponsorships/Donations, Transit, Dial-a-bus, Facility Passes and Admissions, etc.; and Infrastructure Services fees for Cemetery and Shallow Utility Line Assignments.

Administration is also proposing that Policy 13-016 – Corporate Credit Card Use Section 2(b) amount be increased for the Executive Assistant. With the rising cost of travel, it is proposed that the limit be increased to \$25,000. The Executive Assistant does the travel bookings for Council and some Administrative staff and the current credit card limit has been insufficient on several occasions.

REFERENCES:

- Policy 13-013 – Customer Payment – attached
- Policy 13-016 – Corporate Credit Card Use – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

Additional recovery of credit card processing fees will reduce the Town's annual expense.

Credit card processing fee threshold is consistent for all transactions over the \$5,000 threshold.

Community Services fees are generally resident and community group driven and the Town continues to encourage access to these programs and services.

Increasing the Executive Assistant's credit card limit will allow for travel plans to be made on timely basis.

COST AND SOURCE OF FUNDING:

Operating Budget

COMMENTS:

Those services exempted from the credit card processing fee are generally under \$5,000.

RECOMMENDATION:

That the Policies and Priorities Committee forward a recommendation to Council to approve Policy 13-013 – Customer Payment and Policy 13-016 – Corporate Credit Card Use, as presented.

APPROVAL:

Department Director:

CAO:





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POLICY

Effective Date: September 24, 2007

Amended: April 23, 2012

Amended: December 16, 2019

Amended: October 28, 2024

Amended:

POLICY TITLE: Customer Payment

POLICY NUMBER: 13-013

POLICY PURPOSE:

To provide guidelines for payment methods accepted by the Town of Whitecourt.

POLICY:

1. The Town will accept cash, debit, personal cheques, ~~pre-authorized, credit card, and online payments.~~
2. The Town will accept online and in-person credit card payments up to a maximum of \$5,000.00 total with no processing fee. ~~For tax roll accounts, the \$5,000.00 maximum shall apply per tax roll per annum.~~
3. Returned payments and credit card processing fees will be charged as per the Fee Schedule referenced in ~~Bylaw 1551~~ the Town of Whitecourt Fees, Rates and Charges Bylaw.
4. ~~Credit card processing fees shall not apply to the following:~~
 - a. ~~Community Services fees (Rentals, Advertising, Programs, Child Mind, Planned Giving Opportunities, Sponsorships/Donations, Transit, Dial-A-Bus, Facility Passes and Admissions, etc.).~~
 - b. ~~Infrastructure Services fees (Cemetery, Shallow Utility Line Assignments)~~

Deleted: a

REFERENCE:

Bylaw 1551 - Fees, Rates and Charges Bylaw



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POLICY

Effective Date: June 22, 2009
Amended: April 26, 2010
Amended: June 24, 2013
Amended: October 27, 2014
Amended: November 23, 2015
Amended: October 10, 2017
Amended: October 22, 2018
Amended: September 28, 2020
Amended: October 23, 2023
Amended:

POLICY TITLE: Corporate Credit Card Use

POLICY NUMBER: 13-016

POLICY PURPOSE:

To guide the use of corporate credit cards by Town employees.

POLICY:

1. The Chief Administrative Officer may, and is hereby authorized to, issue a corporate credit card to Department Directors and employees where the need arises for departmental procurement and payment of goods and services (in accordance with Policy 13-003 Purchasing Policy) where it is efficient, economical and operationally feasible to do so. Personal transactions are strongly discouraged, but in certain circumstances will be allowed with the condition that transactions are reported to the Controller immediately and the Town will be promptly reimbursed by individuals involved.
2. Cardholder limits will be issued as follows:
 - a) Chief Administrative Officer - \$15,000.00;
 - b) Executive Assistant - ~~\$25,000.00~~;
 - c) Department Director – up to \$15,000.00;
 - d) Managers as required – up to \$5,000.00.
 Transaction purchases shall follow the Town's Purchasing Policy.
3. The cardholder shall take all reasonable precaution in the safekeeping of the card and shall be responsible for its department usage. The cardholder shall not:
 - a. Exceed the maximum credit limit set on his/her municipal credit card;
 - b. Obtain cash advances through the municipal credit card;
 - c. Approve their own expenditure(s).

Deleted: 15



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Policy Manual
Section: **Finance**

4. The monthly statement, with supporting documentation for each purchase made with the card, must be promptly approved and submitted by the employee to the Accounts Payable Clerk for payment. All receipts and other proof of expenditures shall be submitted to the office of the Accounts Payable Clerk no later than the tenth (10) day of the month, in the month after the expenditure has been incurred.
5. All employees using this card shall be made aware of this policy. Improper or unauthorized use of the corporate credit card may result in disciplinary action including termination of employment.
6. If the credit card is lost or if stolen or any unauthorized transaction is detected or suspected the cardholder shall notify the Controller and financial institution.



REQUEST FOR DECISION

Date: April 11, 2025
Meeting: April 22, 2025 Policies and Priorities Committee Meeting
Originated by: Tara Gallant, Legislative Manager
Title: **BYLAW 1551-15 – FEES, RATES AND CHARGES**

PROPOSAL AND BACKGROUND:

Bylaw 1551-15 includes an update to the fee schedule to include fees recently recommended by the Community Services Advisory Board during the bi-annual recreation facilities and services fee review. Other amendments are suggested by Administration, and detailed below.

REFERENCES:

- Bylaw 1551-15 – Fees, Rates and Charges – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

Schedule “A” amendments include:

- Appendix “A” - Community Safety
Starting April 1, 2025, builders must complete a Construction Fire Safety Plan as part of the building permit process for all residential construction, as required under the National Fire Code. The Fire Department will review the Plan to ensure access to all building levels on a construction site is predetermined to allow firefighting crews, equipment, and apparatus to control an active fire effectively.
- Appendix “B” - Community Services
After assessment of the comparisons, daily practices at Town facilities, and consumer trends, the following recommendations were made by the Community Services Advisory Board. These changes would result in an increase in revenue in several areas without impacting the consistent growth in membership and sport use we are seeing and encouraging in the community.
 - Increase Daily Admission Fees and 10 Visit Pass (5%) (except for the seniors and super seniors fee categories);
 - Increase Youth Arena Rentals (2%);
 - Increase Chair Rental fee to \$2/day;
 - Increase Table Rental fee to \$10/day;
 - Increase Swim Club Lane rental rate to \$14.25;
 - Maintain FUN-D fee assistance for individuals at \$25 for a 3-month membership. (Add \$5 fee for each additional family member.)
 - The following two changes are recommended to more accurately represent how fees and services are administered:
 - Remove Day rate for meeting room rentals (not specific or used);
 - Simplify multiple types of field rentals to youth and adult only (not sport specific – all fees are currently the same).
- Appendix “C” - Corporate Services
An analysis was completed of the process to assess and recover credit card processing fees. The process involves waiting for up to a month for credit card processing fees to be reported (different credit cards have different rates), after which Administration will make an adjustment to the customer's account. To improve the fee recovery process, it was determined that using a predetermined percentage would allow for an easier calculation and the ability to apply the credit card processing fee at the time of payment. The customer would know immediately the fee being charged.

The fee being proposed is 2%, which is the average of the fees the Town has been charged by credit card companies. The proposed fee does not exceed the legislated maximum threshold for a credit card processing fee of 2.4% that can be charged.

The credit card processing fee will be applicable to credit card payments over \$5,000. For tax roll accounts, the \$5,000 maximum shall apply per tax roll per annum.

Credit card processing fees shall not apply to the following:

- Community Services fees (rentals, advertising, programs, child mind, planned giving opportunities, sponsorship/donations, Transit, Dial-A-Bus, facility passes and admissions, etc.);
- Infrastructure fees (cemetery, shallow utility line assignments).
- Appendix "D" – Infrastructure
Council adopted new rates for concrete and asphalt rubble disposal in June 2022 to better reflect the cost of crushing and disposing of concrete and asphalt products. Administration suggests that these fees be increased annually by the cost of living adjustment, similar to other fees charged by Whitecourt. If adopted by Council, rates will change by cost of living for the 2026 calendar year (rates included in the schedule will remain in effect for 2025).

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

Should Bylaw 1551-15 be adopted, the Bylaw would take effect immediately; however, as noted in the Schedule, recreation fee amendments would take effect as of August 6, 2025.

A Transit Service Review is underway and recommendations will be forwarded to Council at a future meeting.

RECOMMENDATION:

That the Policies and Priorities Committee recommend that Council adopt Fees, Rates and Charges Bylaw 1551-15 as presented.

APPROVAL:

Department Director:

CAO:



BYLAW NO. 1551-15**OF THE TOWN OF WHITECOURT
IN THE PROVINCE OF ALBERTA****TO ESTABLISH FEES, RATES AND CHARGES FOR INFORMATION
AND SERVICES PROVIDED**

WHEREAS, Council deems it expedient and proper to make certain amendments to Bylaw No. 1551, being the Fees, Rates and Charges Bylaw.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 2000, and amendments thereto, the Municipal Council of the Town of Whitecourt, Province of Alberta, duly assembled, enacts as follows:

1. That Schedule "A" of Bylaw 1551-14 be deleted and replaced with the attached Schedule "A".
2. That this Bylaw shall come into force and take effect upon third and final reading and is duly signed.

READ a first time this ___ day of _____, 2025.

READ a second time this ___ day of _____, 2025.

READ a third and final time this ___ day of _____, 2025.

Mayor

Chief Administrative Officer

Signed by the Mayor and CAO this ___ day of _____, 2025.

Schedule “A”

Fees, Rates, and Charges Bylaw

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APPENDIX "A"

Community Safety

Fire Services: Fire Prevention - As established by Bylaw 1582

Fire Prevention	
Fire Safety Plan Review and Inspection - Commercial/Industrial/Multi-Family***	\$225.00/occupancy
Fire Safety Plan Review and Inspection - Residential***	\$75.00/occupancy
Fire Safety Presentations for schools, community groups and organizations	No Charge
Fire Inspection initiated by the Fire Chief proactively or by public complaint; inspections for Town of Whitecourt facilities; or public service occupancies.	No Charge
Request/required fire inspection, re-inspection, or special event inspection***	\$150.00/hour
Occupant Load Calculation and Certificate***	\$120.00/occupancy
Occupant Load Certificate Replacement Fee (must have satisfactory Fire Inspection completed within previous 12 months)***	\$50.00/request
Fire Permit	
Fire Pit (for fire pits, outdoor fireplaces, solid fuel cooking appliances)***	\$25.00/fire pit for current occupant
Fire Pit requiring on-site inspection (for fire pits, outdoor fireplaces, solid fuel cooking appliances requiring site visit)***	\$50.00/fire pit for current occupant
Campground***	\$150.00/campground
Fireworks***	\$100.00/event
Special Event***	\$100.00/event
Special Event hosted by the Town of Whitecourt, or hosted for religious or ceremonial purposes	No Charge
Open Burning***	\$100.00/permit
Incident Response	
Response within the municipal boundary - This fee may be applied where the Fire Department responds to a fire, rescue, release of chemical, dangerous goods or other incident on any property if: *A fire for which a person is convicted of arson under the Criminal Code of Canada; *An unregulated release of dangerous goods; *A fire which is intentionally set, with or without permit, and becomes out of control or some other emergency results thereof.	Government of Alberta Transportation Rate - Per Hour, Per Unit
Contractor Fees (invoiced at 100% cost recovery for an incident: Fire Investigator, Vac Truck, Excavator, Fencing, or Security)	Cost +15% Administrative Overhead

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Replacement cost of equipment and/or materials used, lost or damaged as a result of the response	Cost +15% Administrative Overhead
Response outside the municipal boundary/jurisdiction, to areas included in an agreement, or Mutual Aid Response	Government of Alberta Transportation Rate - Per Hour, Per Unit
Structural Protection or Wildland Urban Interface Responses	Government of Alberta Wildland Urban Interface Rates
Fire Investigation***	\$150.00/hour per member or portion thereof plus expenses
Providing Security and/or fire watch for a Building Fire Protection System Shutdown***	\$100.00/hour per person

Fire Department Training Grounds

External Facility Use Fee	\$850.00
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Responsible Pet Ownership - As established by Bylaw 1580

Cat Trap Rental Fee	\$30.00/5-day rental
Cat Trap Damage Deposit (refunded upon return of the trap in good condition)	\$50.00
Impoundment Fee	\$30.00/day
Review of Council Fee	\$50.00

Whitecourt RCMP

Information Checks	
Record Check/Declaration ¹	\$30.00
Vulnerable Sector Check - Volunteer ¹	No Charge
Vulnerable Sector Check - Employment ¹	\$30.00
Fingerprints	
Ink Prints for Foreign Countries	\$35.00
Livescan for Land Immigrants	\$30.00
Livescan for Employment	\$80.00
Livescan for Vulnerable Sector Employment	\$80.00
Livescan for Vulnerable Sector Volunteer	No Charge
Collision Report for Insurance Companies	\$30.45

¹Service not available to people who live outside of Whitecourt and Woodlands County.

APPENDIX "B"

COMMUNITY SERVICES

Allan & Jean Millar Centre

*Individuals that are 18 years of age and still attending high school will be considered "Youth".

Daily Admissions - Rates effective to August 5, 2025	
Adult Drop-In Sport	\$4.48
Youth Drop-In Sport	\$3.00
Toonie Swim	\$2.00
Adult (18-59 years)	\$8.43
Senior (60-69 years)	\$6.48
Super Senior (70+ years)	\$3.24
Youth (13-17 years)	\$5.48
Child (3-12 years)	\$3.95
Tot (under 3 years)	Free
Family	\$18.86
Running Track	\$2.00
Go Active Zone (for children ages 3-7 years)	\$2.10
10 Visit Pass - Rates effective to August 5, 2025	
Adult (18-59 years)	\$75.90
Senior (60-69 years)	\$58.30
Super Senior (70+ years)	\$29.20
Youth (13-17 years)	\$49.30
Child (3-12 years)	\$35.60
Tot (under 3 years)	Free
Family	\$169.70
Daily Admissions - Rates effective as of August 6, 2025	
Adult Drop-In Sport	\$4.48
Youth Drop-In Sport	\$3.00
Toonie Swim	\$2.00
Adult (18-59 years)	\$8.85
Senior (60-69 years)	\$6.48
Super Senior (70+ years)	\$3.24
Youth (13-17 years)	\$5.75
Child (3-12 years)	\$4.15
Tot (under 3 years)	Free
Family	\$19.80
Running Track	\$2.00
Go Active Zone (for children ages 3-7 years)	\$2.10
10 Visit Pass - Rates effective as of August 6, 2025	
Adult (18-59 years)	\$79.66
Senior (60-69 years)	\$58.30
Super Senior (70+ years)	\$29.20
Youth (13-17 years)	\$51.79
Child (3-12 years)	\$37.33

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Tot (under 3 years)	Free
Family	\$178.23
Summer Fun Passes (May 1 - August 31)	
Adult (18-59 years)	\$121.68
Youth (13-17 years)	\$74.06
Child (3-12 years)	\$61.10
Monthly Rates	
Adult (18-59 years)	\$50.81
Senior (60-69 years)	\$38.11
Super Senior (70+ years)	\$19.05
Youth (13-17 years)	\$31.57
Child (3-12 years)	\$23.45
Tot (under 3 years)	Free
Annual Rates	
Adult (18-59 years)	\$507.85
Senior (60-69 years)	\$342.80
Super Senior (70+ years)	\$171.40
Youth (13-17 years)	\$284.84
Child (3-12 years)	\$210.71
Tot (under 3 years)	Free
Family Monthly Rates	
Adult (18-59 years)	\$40.65
Senior (60-69 years)	\$30.49
Super Senior (70+ years)	\$15.25
Youth (13-17 years)	\$25.25
Child (3-12 years)	\$18.76
Tot (under 3 years)	Free
Family Annual Rates	
Adult (18-59 years)	\$406.28
Senior (60-69 years)	\$274.24
Super Senior (70+ years)	\$137.12
Youth (13-17 years)	\$227.40
Child (3-12 years)	\$168.57
Tot (under 3 years)	Free
Corporate Memberships - Monthly Rates ²	
Adult (18-59 years)	\$43.20
Senior (60-69 years)	\$32.40
Super Senior (70+ years)	\$16.20
Youth (13-17 years)	\$26.82
Corporate Memberships - Annual Rates ²	
Adult (18-59 years)	\$431.68
Senior (60-69 years)	\$291.38
Super Senior (70+ years)	\$145.69
Youth (13-17 years)	\$241.61

²Any business, corporation, registered society or association may participate in the package program, provided that a minimum of 5 people from the organization commit. In return, individual memberships will be sold at 15% discount off the regular rates (as noted in prices listed above).

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Administration Fees	
Program Withdrawal Administration Fee	\$10.50
Annual Membership Hold Fee	\$5.00
Cleaning Fee	\$250.00
Not Sufficient Funds (NSF) Fee	\$25.00
Set-Up Fee	\$250.00
Fitness	
Fitness Studio Rental	\$36.00/hour
Fitness Instructor	\$50.00/hour
Aquatic	
25m Pool Hourly Rental Rates	\$21.00/hour
Club Rate - Rate effective to August 5, 2025	\$13.25/lane per hour
Club Rate - Rate effective as of August 6, 2025	\$14.25/lane per hour
Lane Swim Meet Rate	\$2,200.00
School/Group Swim	\$28.00
Child Mind Rates	
Drop-In Rate	\$5.64
10-Hour Punch Pass	\$46.13
30-hour Punch Pass	\$123.00
60-hour Punch Pass	\$230.63

Meeting Room Rental Fees	
Hourly Regular Rate	\$35.87
Hourly Non-Profit Rate	\$25.62
Daily Regular Rate	\$143.52
Daily Non-Profit Rate	\$102.52
Special Services	
Area Tarp	\$52.11/booking
Bleacher Rental	\$20.84/set per day
Bouncy Castle	\$130.26/hour
Chair Rental - Rate effective to August 5, 2025	\$1.56/chair
Chair Rental - Rate effective as of August 6, 2025	\$2.00/chair
Facility Rental - For-Profit	\$5,200.00 or 15% of profits, whichever is greater, plus 10% deposit
Facility Rental - Non-Profit	\$1,664.00
Table Rental - Rate effective to August 5, 2025	\$3.65/table
Table Rental - Rate effective as of August 6, 2025	\$10.00/table
Fieldhouse Change Room/Ref Room	\$24.81/room per booking
Casual Staff	
Projector Rental	\$20.84
Stage Rental (includes set-up)	\$156.32
Party Base Rental	\$104.21
25+ People	\$52.10
Facilitated Party	\$67.74
Giant Games	\$20.84
Portable Microphone	\$20.84
Portable Speakers	\$26.05

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Dunk Tank	\$26.05
Dunk Tank Damage Deposit	\$100.00
Racquet Rental	\$1.90
BBQ Damage Deposit	\$100.00
Chair Rental Damage Deposit	\$100.00
Giant Games Rental Damage Deposit	\$100.00
Fieldhouse Rental Fees	
Full Surface - Youth	\$84.72
Full Surface - Adult	\$107.28
1/2 Fieldhouse - Youth	\$48.00
1/2 Fieldhouse - Adult	\$62.09
1/3 Fieldhouse - Youth	\$32.00
1/3 Fieldhouse - Adult	\$41.54

Community Resource Centre

Multipurpose Room	
Youth Rate	\$31.74/hour
Adult Rate	\$37.04/hour
Boardroom (seats 8)	
Non-Profit Organization	\$15.32/hour or \$58.50/day
For Profit Organization	\$20.30/hour or \$78.09/day

Festival Way Rental

Damage Deposit	\$250.00
Rental Rate	\$150.00/day

Planned Giving Opportunities

Park Bench or Main Street Bench	\$2,000.00
Picnic Table	\$2,500.00
Playground Equipment	To Be Negotiated
One Kilometre or Gravel/Asphalt Trail	\$20,000.00
Sponsorship of Event or Activity	To Be Negotiated
Rest Stop Area or Viewpoint	To Be Negotiated

Community Spectrum Advertising Rates

Full Page	\$200.00
Half Page Horizontal	\$110.00
Half Page Vertical	\$110.00
Quarter Page	\$60.00
Front Inside Cover	\$250.00
Back Inside Cover	\$225.00
Back Outside Cover	\$250.00

Twin Arenas Facility Admission/Rental Rates (rates listed are per hour fees)

Ice Rentals	
Minor Hockey	\$95.18/hour
Figure Skating	\$95.18/hour

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Adult - Prime	\$161.96/hour
Adult - Non-Prime	\$134.61/hour
Youth - Non-Prime (start time 7:00am to 4:00pm weekdays) - Rate effective to August 5, 2025	\$68.36/hour
Youth - Non-Prime (start time 7:00am to 4:00pm weekdays) - Rate effective as of August 6, 2025	\$69.73/hour
Youth - Prime - Rate effective to August 5, 2025	\$95.18/hour
Youth - Prime - Rate effective as of August 6, 2025	\$97.08/hour
Adult Tournament	\$149.34/hour
Private Hockey Leagues (i.e. Junior "A")	Per Contract
Ice Rentals (Parties - Youth)	\$95.18/hour
Ice Rentals (Parties - Adult)	\$161.96/hour
Facility Rental - No Ice	
Day Rate	\$1,063.93
Day rate Non-Profit	\$521.05
Bond Deposit	\$500.00
Shinny Admission Fees	
2 Years and Under	Free
3-12 Years	\$1.98
13-17 Years	\$2.98
Adult	\$4.96
Facility Sign Board Advertising - in McLeod Arena	
Installation Fee	\$50.00
4' x 8' Sign Board (for one year)	\$280.00
Public Skating Admission is currently sponsored by a local service club	

Sportfield Facility Rental Rates

Flag Football	\$394.01
Adult Soccer	\$394.01
Minor Soccer	\$198.49
Adult Ball	\$394.01
Minor Ball	\$198.49
Adult field/diamond league fees (per season)	\$394.01
Youth Field/diamond league fees (per season)	\$198.49
Occasional Use	No Charge
Day Use	\$72.60
Sportfield Damage Deposit	\$250.00

Sportfield Facility Rental Rates for Tournaments

Tournament Play - Adult	\$297.00/weekend
Tournament Play - Local Minor Ball	\$133.98
Enhanced Tournament Maintenance and Cleaning Service Options	Per Contract
Damage deposit for sportfield facility rental by non-local teams	\$5,000.00
Concession facility deposit for local team rentals	\$250.00
Bathroom facility deposit for local team rentals	\$250.00

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Whitecourt Transit

Advertising Fees	
Dial A Bus - Interior Signage Rates	
Interior Side Panel (minimum 2 month term)	\$60.00/month
Public Transit - Interior Signage Rates (terms negotiable)	
Interior Side Panel (minimum 2 month term)	\$60.00/month
Public Transit - Exterior Signage Rates	
Tail Sign (minimum 6 month term)	\$500.00/month or \$5,500.00/year
Bus Shelter Signage Rates	
Board (minimum 2 month term)	\$300.00-\$400.00/ month depending on location
Transit Fares	
Cash Fare	\$3.00
Transit 10-Ticket Pass	\$25.00
Adult Monthly Pass	\$70.00
Senior (65+)/Youth (7-17 years) Monthly Pass	\$40.00
Children (6 and under)	Free
Youth Groups	\$1.00/child
Annual Student Pass - Valid September 1 to August 31 (Students from both school districts, post secondary institutions, and the community at large qualify)	\$275.00
Dial A Bus Pass	\$40.00
Transportation Grant Transit Pass	\$40.00

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

APPENDIX "C"

CORPORATE SERVICES

Freedom of Information and Protection of Privacy (FOIP) Requests

Where an individual is required to pay a fee for services, such fee shall be payable in accordance with the Freedom of Information and Protection of Privacy Regulation, A/R 186/2008, as amended from time to time, or any successor Regulation that sets fees for requests for information.

Forest Interpretive Centre - Rental Rates

Hourly Regular Rate	\$37.67
Hourly Non-Profit Rate	\$26.90
Daily Rate	\$150.68
Daily Non-Profit Rate	\$107.63

Hawkers & Pedlars Licence - As established by Bylaw 1462

Annual Licence Fee	\$200.00
Transfer of Licence within Company	\$25.00/licence transfer

Copy Service

Photocopying	\$0.25/page
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Returned Payments

For pre-authorized debit accounts	\$25.00
For cheque payments	\$25.00

Taxation

Assessment Information	\$10.00 flat fee
Tax Certificates	\$25.00
Tax Recovery Notification	\$25.00

Assessment Complaint Fees

To Regional Local Assessment Review Board	\$50.00
To Regional Composite Assessment Review Board	\$650.00

Third Party Billing Fees

Administration Fee	\$20.00
Miscellaneous Labour	Fee is double the Town's costs
Materials	Cost to Town plus 20%
Equipment Rental Rates	Established by Alberta Road Builders Association Equipment Rental Rates Guide plus 20%

Credit Card Processing Fee	
The Credit Card Processing Fee will be applicable to credit card payments over \$5,000. For tax roll accounts, the \$5,000 maximum shall apply per tax roll per annum. Processing fees shall not apply to Community Services fees (rentals, advertising, programs, child mind, planned giving opportunities, sponsorship/donations, Transit, Dial-A-Bus, facility passes and admissions, etc.); and, Infrastructure fees (cemetery, shallow utility line assignments).	2% of total

GST, where applicable, will be charged at the prevailing rate.
Rates marked *** will increase annually by the Cost of Living Adjustment.

APPENDIX "D"

INFRASTRUCTURE

Cemetery - As established by Bylaw 1563***

Grave Lot Purchase	
Resident***	\$530.00
Non-Resident***	\$663.00 ³
Veteran (Field of Honour)	No Charge
Opening and Closing	
Grave Opening and Closing - casket***	\$597.00
Urn Opening and Closing (Monday-Friday 10:00am to 4:00pm)***	\$199.00
Urn Opening and Closing (after hours, weekends, holidays)***	\$67.00/hour ⁴
Columbarium	
Resident***	\$1,128.00 ⁵
Non-Resident***	\$1,255.00 ^{3 and 5}
Veteran***	\$817.00
Second Opening and Closing***	\$133.00 ⁴
Second Urn Engraving***	\$530.00
New Face Plate (if required)***	\$199.00
Niche Vase***	\$265.00
Extra Engraving (images, inlays, diamond etching)	At Cost
Transfer Application Fee***	\$52.00

³ Non-Resident - Someone who reside outside of Whitecourt or Woodlands County.

⁴ Opening and Closing Fees apply plus after hours and/or holiday hourly rate; weekend opening and closing for urns and additional hourly rate applies.

⁵ Cost includes engraving for the first urn, and opening and closing for the first urn. Inscription on the cover (modified Roman Font) will consist of Surname; Given Name(s); Date(s) of Birth; Date(s) of Death; and, a one-line epitaph.

Concrete and Asphalt Rubble Disposal Fee

Tandem Axle Truck***	\$250.00
Tri Axle Truck***	\$313.00
Tandem End Dump***	\$375.00
Tridem End Dump***	\$417.00
Loader Bucket***	\$42.00
Pickup***	\$21.00
2-Axle Trailer (light duty)***	\$21.00
3-Axle Trailer (light duty)***	\$31.00

Residential Waste Services - As established by Bylaw 1464

Waste Cart Replacement Fee	\$120.00
Landfill Disposal Fee	\$14.05/month
Residential Pickup	\$11.50/month
Recycling Residential Pickup	\$10.29/month

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Shallow Utility Installation on Town Land

Shallow Utility Permit Fees	
Application Fee	\$42.00/permit
Processing, Review and Inspection Fee	\$209.00/permit
Security on Shallow Utility Installation on Town Lands	
Security = Per Permit Fee + [Rate x (Width + 2m) x (Length + 2m)]	
OR	
Security = Per Permit Fee + [Rate x (Directional Drilling Length + 2m)]	
Asphaltic Pavement Excavation	
Minimum Charge	\$678.00/permit
50 millimetres compacted lift	\$83.00/m ²
75 millimetres compacted lift	\$92.00/m ²
100 millimetres compacted lift	\$98.00/m ²
Landscaped Area Excavation	
Minimum Charge	\$417.00/permit
Of established sod	\$37.00/m ²
Of established grass	\$27.00/m ²
Natural ground	\$11.00/m ²
Concrete Area Excavations	
Minimum Charge	\$782.00/permit
Sidewalks	\$438.00/m ²
250 millimetres curb and gutter	\$375.00/l.m.
500 millimetres curb and gutter	\$542.00/l.m.
Concrete swale	\$323.00/m ²
Directional Drilling	
Minimum Charge	\$313.00/permit
Inside of soft surface, landscape area	\$26.00/l.m.
Inside of hard surface landscape area	\$42.00/l.m.

Other work not listed in the Shallow Utility Installation Fees, will be qualified based on field measurements and industry-standard costs.

Non-refundable fees for Shallow Utility Installation on Town Lands	
Infrastructure Degradation	
Cost of increased maintenance and/or reduce the life of relevant infrastructure	5% of Security Total

Temporary Traffic Control Permit

Application Fee	\$42.00/permit
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Transportation Routing and Vehicle Information System - Multi Jurisdiction (TRAVIS-MJ)

Overweight/Over dimension permit application fee	\$25.00
Above permit cancellation fee	\$25.00

Water & Sewer Charges - As established by Bylaw 1511

Administration Fees	
Reprint Fee for invoices, receipts, summary	\$11.00

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Late Payment	3.5% per month of outstanding balance
Camera Line Fee	\$114.00
Deposits	
Municipal Infrastructure Restoration Deposit	\$2,500.00
Deposit for Commercial Bulk Water	\$2,000.00
Deposit for Residential Bulk Water	\$300.00
Special Use Fees	
Temporary water supply for construction purposes and includes temporary water meter	Admin fee \$90.00 plus refundable meter deposit of \$500.00, plus consumption charges
Use of designated fire hydrants and applicable apparatuses (e.g.. 3" turbine water meter and back-flow preventer) to obtain bulk water	Admin fee \$120.00 plus refundable deposit \$2,500.00, plus applicable bulk water rates
Operational Fees	
Meter Charge (various sizes)	At cost plus 20%
Meter installation up to 25mm	\$106.00
Meter inspection over 25mm	\$106.00
Service connection inspection fee	\$106.00
Meter calibration/test	\$106.00
Requested meter reading	\$42.00
Disconnection fee	\$42.00
Reconnection fee	\$42.00
After hours calls (outside business hours)	(3 hour minimum) \$97.00/hour
No access fee (is charged in circumstances where a site visit was made, but access was not provided by the owner or occupant/tenant.)	\$50.00
Service Charge	
Water	\$9.69/month
Sewer	\$9.69/month
Sewer Charge	
Residential/Commercial/Industrial	100% of water consumption charged at \$1.66/m ³
Water Charges	
Residential/Commercial/Industrial	\$1.65/m ³
Bulk Water	\$9.85/m ³

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

APPENDIX 'E'

PLANNING AND DEVELOPMENT

Development Services

Land Use Bylaw, Municipal Development Plan, Area Structure Plan Amendments	
One Application***	\$1,445.00
If more than one bylaw for the same project is involved***	\$1,748.00
Subdivision	
Application***	\$930.00 + \$103.00/lot
Endorsement (not including Public Utility Lots)	\$40.00/lot
Subdivision/Development Appeal Board	
Appeal Fee (refunded if appellant wins)***	\$310.00
Building Permits - Residential/Dwelling Units	
New Construction	
Main level***	\$0.67/ft ²
Upper/Lower level***	\$0.46/ft ²
Additions/Renovations/Basement Development***	\$0.42/ft ² (min. \$205.00)
Solid Fuel Burning Appliance (wood stove, or fireplace (if not included in new construction), hot tub/pool and rooftop solar panels)***	\$155.00
Demolition***	\$155.00
Geothermal Heating***	\$280.00
Accessory Building (shop, garage, shed)***	\$0.36ft ² (min. \$155.00)
Covered Deck/Veranda***	\$0.36ft ² (min. \$155.00)
Uncovered Deck***	\$155.00
Building Permits - Manufactured and Modular Homes	
Modular Home Setup***	\$260.00
Basement Development (if on full basement)***	\$0.42/ft ² (min. \$205.00)
Ready to Move (RTM)	\$390.00
Basement Development (if on full basement)***	\$0.42/ft ² (min. \$205.00)
Building Permits - Commercial/Industrial/Institutional	
First \$1,000,000 construction value***	\$6.90 per \$1,000.00 construction value
Over \$1,000,000 construction value***	\$6,900.00 + \$5.40/\$1,000.00 construction value
Minimum Fee***	\$430.00
Demolitions***	\$230.00
Other Building Permit Fees/Charges	
Reinspection Fee***	\$155.00
Reopening Fee (reinspection may be required when reopening a permit)***	\$75.00
Permit Extensions - maximum on year***	\$155.00

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Variances (charged at a minimum of 2 hours, not subject to the SCC Levy)***	\$128.00/hour
Cancellations/Refunds	
Refunds for cancelled Building Permits will be provided as follows: Original building permit fee less \$50.00 if a drawing review has not yet been completed. 75% of original building permit fee if a drawing review has been completed. Should any work of construction start prior to obtaining the required permit(s), The Town shall charge double the Permit Fees, to a maximum of \$500.00 surcharge per permit plus SCC Levy.	
Safety Code Council (SCC) Levy (added to each Permit Fee)	
Building Code Fee	4%
Minimum Levy	\$4.50
Maximum Levy	\$560.00
Development Permits⁶	
Residential Permitted Use With Construction***	\$49.00 + \$1.70/m ² (max. \$1,650.00)
Residential Permitted Use Without Construction***	\$49.00
Non-Residential Permitted Use With Construction***	\$128.00 + \$1.70/m ² (max. \$1,650.00)
Non-Residential Permitted Use Without Construction***	\$128.00
Direct Control Application***	\$368.00 Regular Permit fees would apply unless bylaw is being amended.
Encroachment	
Application Fee***	\$368.00
Municipal Planning Commission⁶	
Discretionary Use (includes base permit fees)***	\$368.00
Special Meeting (*plus MPC Variance/Discretionary Fee)***	\$368.00
Variance⁶	
Administrative (within 20%) includes base permit fee***	\$190.00
Municipal Planning Commission includes base permit fee***	\$368.00

⁶ Fees are doubled when development (work) started prior to permit/variance being issued.

Other Development Service Fees:

File Review Fee	
Single Family Home	\$35.00 flat fee
Multi-Family and Non-Residential (minimum 1 hour charge)	\$85.00/hour
Environmental Review Fee (minimum one hour charge)	\$25.00 + \$85.00/hour
Map Printing	
2' x 3' map - black and white	\$15.00
2' x 3' map - colour	\$25.00
3' x 5' map - black and white	\$20.00
3' x 5' - colour	\$30.00
Map scanning (using plotter)	\$5.00/page

Off Site Levies - As established by Bylaw 1532

Off Site Levy rates are amended each year based on the Annual Off Site Levy Review Report	
Single Family Dwelling Unit (including manufactured homes, duplex, triplex and four plex developments, excluding row housing)	\$4,765.00/dwelling unit

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Multi Family Dwelling Unit (any development with 5 or more units, including row housing)	\$2,075.00/dwelling unit
Non-Residential	\$55,534.00/hectares

GST, where applicable, will be charged at the prevailing rate.
Rates marked *** will increase annually by the Cost of Living Adjustment.



REQUEST FOR DECISION

Date: March 31, 2025
Meeting: April 14, 2025 Policies and Priorities Committee Meeting
Originated by: Tara Gallant, Legislative Manager
Title: **PROCEDURE BYLAW 1583**

PROPOSAL AND BACKGROUND:

Procedure Bylaw 1583 aligns Town meeting processes with recent changes to the Municipal Government Act.

REFERENCES:

- DRAFT Procedure Bylaw 1583

BENEFITS/DISADVANTAGES AND OPTIONS:

Administration has consulted with legal on the development of the proposed bylaw. The updated Procedure Bylaw includes the following updates:

- Terminology throughout the bylaw has been updated to “electronic means” as defined in the Municipal Government Act.
- Sections 20-25: Public Hearing Procedures
 - The draft bylaw states that all Public Hearings be held during Special Meetings, instead of as stand alone Public Hearing meetings.
 - To enable greater public participation in Public Hearings, the Municipal Government Act has been changed to require municipalities to offer electronic options to participate in Public Hearings. Per the proposed bylaw, electronic presentations are permitted by submitting a request to Administration; and, Public Hearings will be publicly livestreamed.
- Section 27 was added to specify notice of meeting content for Meetings held by electronic means.
- Sections 55-66: Holding and Participating in Meetings using Electronic Means
 - This section has been updated to clarify when meetings can be held using electronic means, and how Members can participate using electronic means (as required by the Municipal Government Act).
 - Administration requests feedback on S.61 which limits Council Members attendance at Regular Meetings of Council using electronic means to a maximum of three times per calendar year.
- Sections 87: Motions to Accept As Information
 - New sections added to provide guidance on when to use motions to accept as information.
- Section 105: Pecuniary Interests and Conflicts of Interest
 - This section has been clarified as the Municipal Government Act now allows councillors to declare conflicts of interest (non-financial interest) in addition to pecuniary interests (financial interests).

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Bill 50, the Municipal Affairs Statutes Amendment Act, proposes updates to the Municipal Government Act, including the prohibition of municipal codes of conduct. The legislation, if passed, states that Council cannot make a bylaw or resolution that addresses councillor conduct or behavior. It further states that the Minister may establish standardized meeting procedures for councils and committees. With this in mind, the Procedure Bylaw may be brought forward to Council at a later date for further review and amendments.

RECOMMENDATION:

That the Policies and Priorities Committee recommend that Council adopt Procedure Bylaw 1583.

APPROVAL:

Department Director:

CAO:



BYLAW NO. 1583

OF THE TOWN OF WHITECOURT IN THE PROVINCE OF ALBERTA

A BYLAW TO REGULATE MEETING PROCEEDINGS FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, the *Municipal Government Act* allows Council to adopt bylaws in relation to the establishment and functions of Council Committees and the procedure and conduct of Council and Council Committees;

AND WHEREAS, the *Municipal Government Act* provides that Council may by bylaw delegate its powers, duties, or functions to a Council Committee;

AND WHEREAS, the *Municipal Government Act* governs the conduct of Council, Councillors, Council Committees, the municipal organization, administration, public participation and the powers of the municipality;

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

Short Title

1. This Bylaw may be referred to as the "Procedure Bylaw".

Definitions

2. In this Bylaw:
 - (1) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - (2) "Acting Deputy Mayor" means the Councillor appointed by Council to preside at any Council Meeting in the absence of both the Mayor and the Deputy Mayor;
 - (3) "Administrator" means the designated staff member responsible for the administrative duties of Council or Council Committee;
 - (4) "Agenda" means the list of items, with supporting documents, setting out the order of business for a meeting;
 - (5) "Bylaw" means a Bylaw of the Town of Whitecourt;
 - (6) "CAO" means the designated Chief Administrative Officer as defined in the Act or their designate;
 - (7) "Chair" means the Mayor or person who has been given authority to direct the conduct of a meeting;
 - (8) "Challenge" means a Member's expression of disagreement immediately following a decision of the Chair;
 - (9) "Closed Meeting" means a Council or Council Committee meeting that is closed to the public pursuant to the Act which only Members and other persons specified by Council or the Council Committee may attend;
 - (10) "Council" means the Mayor and Councillors duly elected pursuant to the provisions of the Local Authorities Election Act;
 - (11) "Council Committee" means a committee, board or other body established by Council under the Act;
 - (12) "Councillor" means a member of Council elected pursuant to the Local Authorities Election Act;

- (13) "Defer" means a motion that includes direction as to the point in time when the item will appear on the Agenda for further debate and decision, and is debatable.
- (14) "Deputy Mayor" means the Councillor appointed by Council to perform all duties of the Mayor in the absence or incapacity of the Mayor;
- (15) "Mayor" means the Chief Elected Official as defined in the Act;
- (16) "Meeting" means any meeting of Council or Council Committee;
- (17) "Member" means any member of Council or Council Committee as defined in the Act;
- (18) "Organizational Meeting" means a meeting of Council held in accordance with the Act;
- (19) "Peace Officer" means a member of the Royal Canadian Mounted Police (RCMP), a Peace Officer appointed under the Peace Officer Act, S.A 2006, cP-3.5, as amended, a bylaw enforcement officer appointed under the Municipal Government Act R.S.A. 2000, cM-26, as amended, or any other person who is, in the execution of their duties, responsible for the preservation and maintenance of the public peace.
- (20) "Point of Information" means a request directed to the Chair, to another Member or to staff for information relevant to the business at hand but not related to a Point of Procedure;
- (21) "Point of Order" means the raising of a question by a Member or CAO to call attention to any departure from this Bylaw;
- (22) "Point of Procedure" means a question by a Member directed to the Chair to obtain information pertaining to the rules governing the meeting, bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the situation or the effect of a motion;
- (23) "Public Hearing" means a pre-advertised hearing that Council is required to hold under the Act or other enactments or a non-statutory meeting or hearing as approved by Council;
- (24) "Public Input Session" means that portion of the Regular Council Meeting at which members of the public will be provided the opportunity to voice opinions to Council and bring attention to pertinent local issues;
- (25) "Question of Privilege" refers to all matters affecting the rights and privileges of Council or Council Committee collectively or any of its Members individually;
- (26) "Quorum" means a majority of those members serving on Council or a Council Committee, except where special committee policies have been passed;
- (27) "Recess" means to take a short break or intermission within a meeting that does not end the meeting, after which proceedings are immediately resumed at the point where they were interrupted;
- (28) "Recorded Vote" means the calling by a Member, prior to the vote on a motion, for a record to be kept of the Members voting for and against a motion;
- (29) "Refer" means a motion that requires direction as to the person or group to which it is being referred and is debatable;
- (30) "Regular Meeting" means a meeting of Council held in accordance with the Act, or a regularly scheduled Council Committee meeting;
- (31) "Special Council Meeting" means a meeting of Council called by the Mayor, or a majority of Councillors, in accordance with the Act;

- (32) "Table" means a motion to delay consideration of any matter to another time. The motion is not debatable;
- (33) "Visitors and Delegations" means that portion of the Regular Meeting at which members of the public, by prior appointment and after providing information or a description of the presentation, may address Council or the Council Committee on matters that are a concern; this portion of the meeting is for information to Council or Council Committee members and not for debate or decision, and Council or the Council Committee may ask questions of the presenter for clarification purposes;
- (34) "Business Arising from Visitors and Delegations" means the portion of the Regular Meeting at which Council or the Council Committee debates or discusses the presentation made by the Visitors and Delegations, and at which time members of Council or Council Committee through the Chair may ask the presenter one way questions for clarification purposes if required for discussions purposes.

Application and Interpretation

- 3. This Bylaw will govern all Council Meetings and Council Committee Meetings, unless otherwise specified in this bylaw as applicable only to Council or only to Council Committees. This Bylaw shall be binding upon all Members whether elected or appointed members.
- 4. To the extent that a matter is not dealt with in the Act or by this Bylaw, Members will have regard to Robert's Rules of Order.
- 5. The precedent of rules governing the procedure of Council and Council Committees is:
 - (1) The Act,
 - (2) Other provincial legislation,
 - (3) This Bylaw, and
 - (4) Robert's Rules of Order (current edition).

Deputy Mayor

- 6. Council shall, at the first Organizational Meeting immediately after a civic election and thereafter, appoint by motion one Member from Council as Deputy Mayor for a period of no less than two months and no greater than eight months.
- 7. In the absence or inability of the Mayor or Deputy Mayor to act, Council may appoint by motion any other Member as Acting Deputy Mayor for a defined period of time.

Duties of the Chair

- 8. The Chair will preside over the conduct of the meeting, including the preservation of good order and etiquette, ruling on Points of Order, replying to Points of Procedure, and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member on any ruling of the Chair.
- 9. The Chair will make reasonable efforts, including the calling of a recess, to ensure all Members in attendance at the meeting are present while a vote is being taken, unless a Member is excused from voting in accordance with the Act and this Bylaw.

Public Conduct

- 10. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action of Council or Council Committee.
- 11. The Chair may call to order any person who has created a disturbance and may order that person expelled from the meeting, or end that person's electronic participation.
- 12. The Chair may request the services of a Peace Officer to remove any expelled person if that person does not leave voluntarily.

Regular Meeting

13. The time and frequency of Regular Meetings of Council and Council Committees shall be established by policy.
14. The time for the commencement of Regular Council Meetings shall apply excepting for instances when Special Meetings or Organizational Meetings are being held in which case the Regular Meeting shall commence after completion of such meeting.

Special Meeting

15. The Mayor or majority of Council may call a Special Council Meeting whenever it is considered necessary to do so in accordance with the Act.

Organizational Meeting

16. An Organizational Meeting of Council shall be held annually pursuant to the Act, at a time, date and place determined by the CAO.
17. The agenda for the Organizational Meeting shall be restricted to:
 - (1) In a Municipal Election Year:
 - a) The administration of the Oaths of Office and introduction of members of Council, unless scheduled by the CAO to take place at an earlier event;
 - b) The establishment of membership on Council Committees, based on the Mayor's recommendations after consultation with Members of Council prior to the Organizational Meeting;
 - c) Appointment of Deputy Mayor and Acting Deputy Mayor;
 - d) Signing of the Council-CAO Covenant.
 - (2) In a year in which no Municipal Election is held:
 - a) The establishment of membership on Council Committees, based on the Mayor's recommendations after consultation with Members of Council prior to the Organizational Meeting;
 - b) Appointment of Deputy Mayor if necessary.
18. When the Mayor has been elected at an election immediately preceding the Organizational Meeting, and the Oath of Office has not been administered, the CAO shall:
 - (1) Take the Chair;
 - (2) Call the meeting to order; and
 - (3) Preside over the meeting until the oath as prescribed in the Act has been administered to the Mayor.
19. After the Mayor has taken the Oath of Office and assumed the Chair, the Councillors who had been elected at an election immediately preceding the meeting shall take the official oath as prescribed by the Oaths of Office Act.

Public Hearing Procedures

20. A Public Hearing is held pursuant to the Act, and will be held during a Special Meeting of Council. When a Public Hearing is held on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the proposed bylaw or prior to a vote on the proposed resolution in accordance with the Act.
21. Public Hearing presentations may be made in writing, in-person at Council Chambers, or by electronic means.
 - (1) Written submissions must be submitted by the deadline specified in the notice of Public Hearing. The CAO or delegate shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.
 - (2) Individuals participating by electronic means must register by the deadline specified in the notice of Public Hearing to ensure they receive meeting instructions and access details

before the Public Hearing begins. Any person(s) who has not registered by the deadline specified in the notice of Public Hearing shall not be given the opportunity to speak at the Public Hearing by electronic means. If individuals who have registered to participate in the Public Hearing by electronic means have written or electronic material they intend to be part of their presentation, the material must be provided to the CAO by the deadline specified in the notice of the Public Hearing. Screen sharing will not be permitted.

22. Public Hearings will be livestreamed publicly. The notice of Public Hearing will include information on where the livestream will be available to view.
23. If there are technical difficulties while livestreaming the Public Hearing that are unable to be resolved, the Chair will advise those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on the Town of Whitecourt's public website.
24. The procedures to be followed are as follow:
 - (1) The Chair will state the purpose of the Public Hearing and outline the Public Hearing procedures.
 - (2) The CAO or delegate shall present an overview and summary regarding the resolution, bylaw, or matter to be dealt with, as well as any submissions received prior to the Public Hearing.
 - (3) The Chair shall request those who wish to make a presentation in the following order:
 - a. Those in support of the proposal;
 - b. Those opposed to the proposal;
 - c. Those others affected wanting to be heard.
 - (4) Individuals are required to give their name and address for the record, and shall direct their presentation to the Chair.
 - (5) Persons making presentations may be questioned by Council for clarification; however, Council shall not enter into debate during a Public Hearing.
25. Public Hearing items are forwarded for consideration and discussion to the next scheduled Policies and Priorities Committee meeting. When there is no Policies and Priorities Committee meeting scheduled following a Public Hearing, the item(s) are to be forwarded to the next Regular Meeting of Council for consideration and discussion.

Notice of Meetings

26. Notice of Meetings is provided in accordance with the Act and the Advertising Bylaw. Meetings of Council and Council Committees shall be posted at the front entrance of the Town Office at least 24 hours before the meeting time, or as legislated under the Act. The notice may indicate whether the meeting will include a Closed Meeting, or if a Member will be utilizing electronic means to participate in the meeting. Meeting notices may be accompanied by a tentative meeting agenda.
27. If a meeting is held electronically, the notice must specify how members of the public may access the meeting electronically and make submissions.

Chair

28. Council Committees shall elect a Chair annually, unless appointed by Council. Council Committees are encouraged to elect a public appointed member as the Chair when possible.
29. The Chair will preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.
30. The Chair will introduce each item without debate.

Quorum

31. As soon as there is a quorum of Members after the hour fixed for the meeting, the Chair will call the meeting to order.

32. In the event that both the Mayor and the Deputy Mayor are not in attendance within fifteen (15) minutes after the time scheduled for a meeting of Council, the past Deputy Mayor shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
33. Unless a quorum is present within thirty (30) minutes after the time appointed for the Meeting, the Council or Council Committee shall stand adjourned until the next Regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The CAO or Administrator shall record the names of the Members present at the expiration of the thirty (30) minute time limit and such record shall be added to the next Agenda.
34. In the event that quorum is lost after the meeting is called to order, the meeting will be recessed until quorum is obtained. If quorum is not obtained within thirty (30) minutes, the meeting will be adjourned.

Council Regular Meeting Agendas

35. The Agenda shall be prepared by the CAO in consultation with the Mayor.
36. All proposed items for the Agenda shall be delivered in writing to the CAO by 12:00 noon of the Town Office's third operational day preceding the meeting of Council unless a specific procedure stipulates otherwise.
37. The CAO shall have prepared for the use of Members, an Agenda listing the following order of business:
 - (1) Mayor's Address
 - (2) Adoption of the Agenda
 - (3) Adoption of the Minutes from the previous meeting
 - (4) Public Input Session
 - (5) Visitors and Delegations
 - (6) Business Arising from Visitors and Delegations
 - (7) Specific items set for recommendations from Advisory Boards
 - (8) Specific business items, including staff reports
 - (9) Councillor Reports
 - (10) Items of Information
 - (11) Adjournment
38. The addition of items to the prepared agenda will require unanimous consent by Members at the time of the meeting.
39. If an alteration to the order of business is desired for the convenience of the meeting, the Chair may make such alteration but shall not delete any portion of the business set out in the agenda.

Public Input Session at Council and Policies and Priorities Committee Regular Meetings

40. Every Regular Meeting of Council and the Policies and Priorities Committee shall include a Public Input Session for the purpose of obtaining public opinion on any resolution, bylaw, issue or other matter.
41. Members of the public wishing to address Council or the Policies and Priorities Committee in person, unless the meeting is held electronically, during the Public Input Session will be required to register beforehand with the Recording Secretary indicating that they wish to speak. If the meeting is held electronically, information on how to register to speak will be provided in the notice of meeting. The individual's name, address, and topic they will be addressing is required on the register.
42. Each public member shall have two (2) minutes to speak at a maximum; however, the Chair may reduce or increase time allotments per speaker depending on the number of public members wishing to speak at each meeting.

43. The public member shall begin by stating their name, and shall direct all comments to the Chair.
44. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in Sections 16 to 29 of the Freedom of Information and Protection of Privacy (FOIP) Act. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.
45. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Chair.
46. The Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
47. If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.
48. Public Input Session issues shall be either:
 - (1) accepted as information,
 - (2) referred to Administration for further information, or
 - (3) deferred for further discussion.

Scheduled Visitors and Delegations at Council Meetings

49. Individuals or organizations can address Town Council as a Visitor and Delegation provided a written request has been submitted to the CAO by 12:00 noon of the Town Office's third operational day preceding the meeting. The written application must clearly indicate the topic and purpose of the presentation for inclusion in the meeting agendas.
50. The CAO will review the request in consultation with any affected Departments and may:
 - (1) Provide an administrative response to the delegation to satisfy the request for an appointment with Council;
 - (2) Add the appointment to the next Regular Meeting Agenda;
 - (3) Add the appointment to a future meeting agenda if:
 - a) Requested by the individual or group making the request; or,
 - b) If Administration requires more time to properly investigate and report the matter.
51. If presenters have written or electronic submissions that are intended to be part of their presentation, the written or electronic submissions must be provided to the CAO on the third operational day preceding the meeting of Council unless the CAO approves a lesser time.
52. Presentations will be directed to the Chair and, unless otherwise scheduled, will be limited to fifteen (15) minutes. The Chair may extend the time limits as necessary.
53. Discussion or debate concerning matters raised by a delegation may take place at the discretion of Members during the Business Arising from Visitors and Delegations portion of the meeting.

Recording Devices

54. Third party audio and video recordings of Council and Council Committee meetings may be allowed provided it does not interfere with the meeting process.

Holding and Participating in Meetings using Electronic Means

55. Meetings, including Public Hearings, may be held entirely by electronic means so long as they are held in accordance the provisions of the Act and comply with the public notification and participation requirements of the Act.

56. The Chair may direct that meetings or hearings be held electronically if, in their determination, electronic meetings are desirable or if they are required during emergency, public health or disaster events.
57. A Member may attend a Meeting by electronic means if the chosen method is able to ensure that all Council Members participating in the Meeting are able to communicate effectively. Acceptable alternatives include the use of telephone, a computer, or other means as technology advances.
58. A Member may participate in a specific item(s) at a meeting, including those discussed in Closed Meeting, by electronic means if:
 - (1) The member is in a location outside of the Town of Whitecourt for some reason;
 - (2) The member is in a location within the Town of Whitecourt but is unable to attend a Meeting due to physical restraints for themselves, or an immediate family member;
 - (3) There is quorum, including those attending through electronic means;
 - (4) The location is secure, appropriate for interaction, and free of outside distractions.
59. Any Member who wants to participate in the Meeting by electronic means must, at least four (4) hours in advance of the Meeting date, notify, in writing or by email, the Chair or CAO, or designate, that they intend to participate in the Meeting and provide the necessary contact information.
60. The Member will be available at least fifteen (15) minutes prior to the Meeting to ensure that the electronic device is functioning.
61. A Member may attend a Regular Meeting of Council by electronic means a maximum of three (3) times per calendar year, unless otherwise approved by Council.
62. A Member is deemed to be present at the Meeting for whatever period of time the connection via electronic means remains active.
63. Members of the public may present at Public Hearings by electronic means through telephone and/or video conference.
64. The Chair shall announce to those in attendance at the Meeting that a Member is attending the Meeting by electronic means.
65. When a vote is called, Members attending the Meeting by electronic means shall be asked to state their vote verbally only after all other Members physically present at the Meeting have cast their votes by a show of hands.
66. The Chair has the authority to end a Member's electronic participation in an electronic Meeting if, in their determination, it is disruptive or the location of the Member is not secure or appropriate.

Council Meeting Minutes

67. The CAO will prepare the minutes of each Council Meeting, and will distribute a copy of the minutes with the following Regular Meeting Agenda.
68. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

Council Committee Meeting Minutes

69. The Administrator will prepare the minutes of each meeting and will distribute a copy of the minutes with the following Regular Meeting Agenda.
70. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

Closed Meeting Session

71. Council or Council Committees may consider a matter in a closed session in accordance with the Act. No motions shall be made during the closed session, except for a motion to reconvene the Regular Meeting.

Motion Procedures

72. A motion will not require a seconder.
73. Every motion, when moved and accepted by the Chair is the property of Council or the Council Committee.
74. A motion that is withdrawn has the same effect as if it had never been made. After the motion is withdrawn, a Member may introduce a new motion for consideration.
75. A Member may require the motion under discussion to be read at any time during debate, except when another Member is speaking.
76. The mover of a motion must be present when the vote on the matter is taken.
77. When a motion is under debate, no other motion will be received other than a motion to:
- (1) Withdraw,
 - (2) Table,
 - (3) Defer
 - (4) Call the Question (that the vote must now be taken),
 - (5) Refer,
 - (6) Amend,
 - (7) Go to Closed Meeting (as defined and permitted in the Act)
78. All motions should be concise and unambiguous.
79. No motion bringing new matters before Council or Council Committee may be made while any other motion is pending.
80. A motion may be tabled to enable Council or Council Committee to deal with other more pressing matters.
81. If a motion is contrary to the rules and privileges of Council or Council Committee, the Chair may refuse to accept it and must cite the applicable section of this Bylaw.

Amendment to a Motion

82. All amendments must relate to the matter dealt with in the main motion and will not substantially alter the motion as to change its intent or meaning.
83. Only one amendment to a motion may be before the meeting at any time, except for an amendment to an amendment. An amendment to an amendment must be voted on before the first amendment.
84. An amendment to an amendment must be relevant to the first amendment.
85. When a motion to amend is passed, the main motion will be amended accordingly.
86. Following the completion of all amendments, the main motion, as amended, will be put to vote.

Motions to Accept As Information

87. A member may move to accept a report, either written or verbal, for information for the purpose of acknowledging the report when no further action or direction is required or desired, and

ensuring its inclusion in the corporate record. Receiving a report for information does not endorse the conclusions of the report, nor does a motion to accept for information adopt any of the recommendations or actions included in the report.

Splitting Motions

88. A Member may request that a motion be divided if it contains parts that stand as complete propositions. Council and Council Committee must then vote separately on each proposition.

Tabling

89. A motion to table takes precedence over all other motions connected with the motion being tabled.
90. Debate may occur regarding the merits of tabling a matter.
91. Any Member may move to take a motion from the table, provided no other motion is on the floor.
92. A tabled matter is brought back with all the motions connected with it, exactly as it was when it was laid on the table.
93. The motion to take from the table is not debatable or amendable and requires only a majority vote.
94. If the tabling motion does not include the date of the meeting to which the tabled matter is to be brought forward, it will be brought forward to the subsequent meeting.
95. If a matter is not taken from the table within one year after the date that it was tabled, the matter is considered withdrawn and is null and void. Tabled motions relating to bylaw readings are not subject to this section because the provisions of the Act prevail.

Reconsideration

96. After a motion has been voted on and before moving to the next item on the Agenda, any Member may move to reconsider the motion and must state their reason(s) for the motion to be reconsidered.
97. A motion to reconsider a motion may not be applied to:
- (1) Any vote which has caused an irrevocable action, or
 - (2) A motion to reconsider.
98. After a motion has been voted on, any member who voted on the prevailing side may move to reconsider the motion and must state his/her reason(s) for the motion to be reconsidered.
99. Debate on a motion for reconsideration must be confined to reasons for or against reconsideration.
100. Reconsideration may then be debated, provided the motion proposed to be reconsidered was debatable, and voted upon, and requires a majority vote of the Members present.
101. If a motion to reconsider is approved, the motion to be reconsidered is the next order of business (i.e. the motion to be reconsidered will precede the next item on the agenda), unless the motion defers reconsideration to a future meeting date. Debate on the matter resumes as though it had not previously been voted upon.
102. A motion that has been approved for reconsideration and passes automatically suspends the original motion.

103. No item that has been discussed, debated and voted upon, may be placed on Council's Agenda for at least six (6) months after the date such motion was passed unless a two-thirds majority of Council or Council Committee, by resolution, approves reintroduction of the item.

Calling the Question

104. When the Chair or Member ascertains that no further information is required or no further debate is forthcoming on a motion, the Chair will immediately submit the motion to a vote of the Members (i.e. call the question), and no further discussion will take place until the vote has been completed.

Pecuniary Interest and Conflict of Interest

105. Members who have a reasonable belief that they have a pecuniary interest or a conflict of interest, as defined in the Act, in any matter before Council, any Council Committee, or any committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest or conflict of interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter, and shall remove themselves from the room until the matter is concluded, excepting for matters on which the Member has a statutory right to be heard by Council in which case it is not necessary for the Member to leave the room. When participating electronically, Members who have made a declaration will be required to disconnect or will be moved to a private breakout room in the electronic platform being utilized. The Minutes shall indicate the declaration of disclosure, including the reason and the time at which the Member left the room or abstained from participating in the meeting, and the time the Member returned.

Voting Procedures

106. Votes on all motions must be taken as follows:
- (1) Members must be in their designated seats when the motion is accepted.
 - (2) The Chair must call the Members to vote (i.e. call the question).
 - (3) Members must:
 - a) Vote by show of hands;
 - b) Vote verbally if participating by electronic means.
 - (4) The Chair must declare the result of the vote.
107. After the Chair declares the result of the vote, Members may not change their votes.
108. From the time the question is called by the Chair until the result of the vote is declared, Members must be silent and must not leave their seats.
109. A Member who disagrees with the announcement made by the result of a vote may immediately object to the declaration and the vote shall be retaken.

Motion Carried

110. Unless otherwise specified in this Bylaw, a motion will be carried when a majority of Members present at a meeting vote in favour of the motion.

Tie Vote

111. A motion is lost when the vote is tied.

Failure to Vote

112. Any Member who fails to vote will be recorded as having voted in affirmative unless a statute expressly allows or requires an abstention.

Loss of Quorum (Abstention)

113. If a motion cannot be voted on because there would be no quorum due to the abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next Regular Meeting of Council or Council Committee.

Recorded Votes

114. At meetings of Council and the Policies and Priorities Committee meetings, the voting of motions that are unanimous shall be recorded as "Carried Unanimously" in the minutes. Motions that are not unanimous shall be recorded by showing the names of the members present and whether each member voted for or against the motion, or abstained.
115. At Council Committee Meetings, excluding the Policies and Priorities Committee, a Member may request a recorded vote, before a vote is taken on any motion. If the vote is not unanimous the names of the Members present shall be recorded and whether each voted for or against the motion, or abstained.

Bylaw Presentation

116. Any proposed amendments must be put to a vote before the bylaw is given a reading, and if carried the amendments shall be considered as having been incorporated into the bylaw at the time of the reading.
117. When all amendments have been accepted or rejected, the Chair must call the question on the motion for reading of the bylaw.
118. The CAO may make minor changes to the bylaw to correct errors in grammar, spelling and punctuation, or to correct the omission of a word necessary for the meaning or continuity of a sentence. No change shall be allowed which would alter or affect the substance of a proposed bylaw.

Rules Governing Debate

119. Members wishing to speak on a matter at the meeting should indicate their intention by raising their hands and be recognized by the Chair and, at the discretion of the Chair, normally should not speak more than once until every Member has had the opportunity to speak except:
- (1) In the explanation part of the speech which may have been misunderstood; or
 - (2) In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion of the meeting.
120. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member, but each such question requires the consent of the Chair.
121. A Member, when speaking to an issue, shall address their remarks to the Chair.
122. A Member shall restrict their comments to ensure relevance to the matter under discussion.
123. The Chair shall be accorded the same right as any Member of Council or the Council Committee.
124. Members who have been assigned their turn to speak may only be interrupted by other members including the Chair:
- (1) By a Point of Procedure;
 - (2) By a Point of Order;
 - (3) By a Question of Privilege;
 - (4) By an objection to the consideration of a motion; or,
 - (5) By a challenge.
125. A Member who is called to order must immediately stop talking, but must be given an opportunity to challenge before debate is closed. Council or Council Committee will decide the challenge without debate.

Member Prohibitions

126. A Member will not:
- (1) Use profane, vulgar or offensive language in a meeting;
 - (2) Disobey the rules of the meeting or decision of the Chair or of Members on questions of order practice, or upon interpretation of the rules of the meeting;
 - (3) Leave their seat or make any noise or disturbances while a vote is being taken and the result is declared; or,
 - (4) Interrupt a Member while speaking, except as provided under Section 114.
127. When a Member is in persistent breach of Section 115, after having been called to order by the Chair, the Chair may call for a vote of the members to:
- (1) Exclude the Member from part of the remainder of the meeting.
 - (2) Expel the Member from the meeting room for the duration of the meeting.
 - (3) Allow the Member to maintain or resume his/her seat providing an apology is given.
128. If a Member has been expelled under Section 116(2), that Member must leave the meeting room immediately. The Chair may request the services of a Peace Officer to remove an expelled Member if that Member does not leave voluntarily. The Member shall only be expelled for the duration of the meeting that was in progress at the time of expulsion.
129. Any expulsion shall be noted in the minutes.
130. A Member who wishes to leave the meeting permanently prior to adjournment will advise the Chair by means of a Question of Privilege, and the time of his/her departure will be recorded in the minutes.

Question of Privilege

131. A Member who desires to address the meeting upon a matter that they believe concerns the rights or privileges of the Members collectively, or of themselves as Members thereof, will be permitted to raise such Question of Privilege.
132. A Question of Privilege will take precedence over all other matters and while the Chair is ruling on the Question of Privilege, no one will be considered to be in possession of the floor.
133. Following the ruling of the Chair on the Question of Privilege and the dealing with the same, the Chair will go immediately back to the pending question or debate.

Point of Order

134. A Member or Administrator who desires to call attention to a possible violation of the meeting rules and procedures will ask permission from the Chair to raise a Point of Order.
135. When permission is granted by the Chair, the individual will state the Point of Order with a concise explanation and will abide by the decision of the Chair upon the Point of Order.
136. A Member called to order by the Chair will immediately cease speaking or otherwise engaging in the activity specified by the Chair until the Point of Order is dealt with, and will not speak again without the permission of the Chair except to appeal the ruling of the Chair.
137. The Member in possession of the floor when the Point of Order was raised will have the right to the floor when debate resumes.

Challenge

138. All decisions of the Chair will be final, subject to an immediate challenge by a Member at the meeting.

139. If a decision is challenged, the Chair will give reasons for the ruling, after which the Members, without debate, will vote on the appropriateness of the challenge. The decision of the vote will be final and binding.

Adjournment

140. When the Chair is satisfied that all business and purposes of a meeting have been addressed, the Chair may close the meeting.

Enactment

141. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
142. Bylaw 1556, and amendments thereto, are hereby rescinded.
143. This Bylaw shall come into force and take effect on the day of third and final reading thereof.

READ a first time this ____ day of _____, 2025.

READ a second time this ____ day of _____, 2025.

READ a third time this ____ day of _____, 2025.

Mayor

CAO

Signed by the Mayor and CAO this _____ day of _____, 2025.