

AGENDA

REGULAR MEETING OF COUNCIL

Monday, April 28, 2025 at 4:00pm

Forest Interpretive Centre Council Chambers

Present: Mayor Pickard; Deputy Mayor Lapointe; Councillors Baker, Chauvet, Lanctot, McAree, and Schlosser; CAO Smyl; Recording Secretary Gallant.

1. Call to Order and Mayor's Address:
2. Adoption of Agenda:
3. Minutes from the April 14, 2025 Regular Meeting of Council:
4. Public Input Session:
5. 2024 Financial Statements:
6. 2025 Assessment:
7. Tax Rate Bylaw 1584:
8. Town of Whitecourt Policy Manual Amendments:
9. Fees, Rates and Charges Bylaw 1551-15:
10. Procedure Bylaw 1583:
11. Whitecourt Chamber of Commerce Golf Tournament:
12. Run 4 Fun Street Closure Request:

13. Economic Development Week:
14. Councillor Reports:
15. Items of Information:
16. Whitecourt Wolverines Agreements (Closed Meeting):
(Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act)
17. Biosolids Agreement (Closed Meeting):
(Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act)
18. Mountain Bike Park Access Road Lease Agreement (Closed Meeting):
(Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act)
19. Adjournment:

MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Whitecourt
held on Monday, April 14, 2025 at the Forest Interpretive Centre

Present:	Mayor Pickard, Deputy Mayor Lapointe; Councillors Baker, Chauvet, Lanctot, McAree, and Schlosser; Chief Administrative Officer Smyl; and Recording Secretary Grimstad-Davidson.
Call to Order & Mayor's Address:	The Meeting was called to order at 4:00pm; Mayor Pickard presiding. Mayor Pickard congratulated the Grande Prairie Storm in their recent win over the Whitecourt Wolverines in the Alberta Junior Hockey League Northern Division, and wished them the best of luck in the upcoming playoffs.
Adoption of Agenda:	<u>25-123 Moved by Councillor Lanctot</u> That the Agenda be adopted as presented. - CARRIED UNANIMOUSLY.
Minutes from the March 24, 2025 Regular Meeting:	<u>25-124 Moved by Deputy Mayor Lapointe</u> That the Minutes from the March 24, 2025 Regular Meeting be adopted as presented. - CARRIED UNANIMOUSLY.
Minutes from the April 2, 2025 Special Meeting:	<u>25-125 Moved by Councillor Schlosser</u> That the Minutes from the April 2, 2025 Special Meeting be adopted as presented. - CARRIED UNANIMOUSLY.
Public Input Session:	There was no one present wishing to make a presentation.
2025 Spirit of Youth Awards Program:	The Chief Administrative Officer stated that the Spirit of Youth Awards Program was being held on May 22 and introduced the Director of Community Services to provide further information on the event. <u>25-126 Moved by Councillor McAree</u> That Council be authorized to attend the 2025 Spirit of Youth Award Program on May 22, 2025. - CARRIED UNANIMOUSLY.
Town Hall Meetings:	The Chief Administrative Officer noted that the Youth Advisory Committee was coordinating Town Hall Meetings for May 12, 2025 and introduced the Director of Community Services to provide further information. The Director advised that Town Hall Meetings are one of the requirements for the Youth Advisory Committee and provides an opportunity to amplify youth voices in the community and to work with the schools to increase students' understanding of municipal government. <u>25-127 Moved by Councillor Schlosser</u> That Council be authorized to attend Town Hall Meetings at Percy Baxter Middle School and École St. Mary School on May 12, 2025. - CARRIED UNANIMOUSLY.
Rotary Club of Whitecourt	The Chief Administrative Officer advised that the Rotary Club of Whitecourt scheduled a sod-turning ceremony for the Multi-Use Courts at Festival Park, and

Invitation – Multi-
Use Courts Sod
Turning Ceremony:

introduced the Director of Community Services to provide further information. The Director advised that the project should be completed in fall 2026.

25-128 Moved by Deputy Mayor Lapointe

That Council be authorized to attend the Rotary Club of Whitecourt's sod turning ceremony for the multi-purpose court construction at Festival Park on Thursday, June 5, 2025 at 1:00pm.

- CARRIED UNANIMOUSLY.

Community
Cleanup Program:

The Chief Administrative Officer advised that applications were received for the annual Community Cleanup Program and introduced the Director of Infrastructure to review the recommendation.

25-129 Moved by Councillor Baker

That Council:

1. Award the Community Cleanup Program to the following groups:
 1. U13 Whitecourt Warriors Girls Soccer Team
 2. U15 Whitecourt Warriors Girls Soccer Team
 3. U17 Whitecourt Warriors Girls Soccer Team
 4. U13 Whitecourt Warriors Boys Soccer Team
 5. U15 Whitecourt Warriors Boys Soccer Team
 6. U17 Whitecourt Warriors Boys Soccer Team
 7. U19 Whitecourt Warriors Boys Soccer Team; and
2. Authorize Administration to select another community group(s) for inclusion in the Community Cleanup program as they come forward, and as permitted by the approved budget for the program.

- CARRIED UNANIMOUSLY.

Award of Wheel
Loader:

The Chief Administrative Officer advised that Administration reviewed several options for the purchase of a Wheel Loader and introduced the Director of Infrastructure to review the submissions.

25-130 Moved by Councillor McAree

That Council approve the purchase of the WA380-8 Komatsu loader from SMS Equipment through the Canoe Procurement Group of Canada, for a total of \$408,302, plus GST.

- CARRIED UNANIMOUSLY.

2025 Budget:

The Chief Administrative Officer noted that further to Council's Special Meeting on April 2, the 2025 Final Budget was brought forward to Council for adoption and introduced the Director of Corporate Services to review budget highlights.

25-131 Moved by Councillor Lanctot

That Council adopt the 2025 Budget as presented.

- CARRIED UNANIMOUSLY.

2025 Strategic
Plan:

The Chief Administrative Officer advised that further to the March 17 Policies and Priorities Committee meeting, the 2025 Strategic Plan was prepared for Council's review.

25-132 Moved by Councillor Baker

That Council accept the recommendation from the Policies and Priorities Committee, and adopt the 2025 Strategic Plan as presented.

- CARRIED UNANIMOUSLY.

2019 Claim and
Intermunicipal
Collaboration
Framework
Agreement Update:

The Chief Administrative Officer provided Council with an update on the 2019 Claim and Intermunicipal Collaboration Framework Agreement with Woodlands County.

25-133 Moved by Councillor Chauvet

That Council accept the 2019 Claim and Intermunicipal Collaboration Framework Agreement as information.

- CARRIED UNANIMOUSLY.

2025 Municipal
Election:

The Chief Administrative Officer noted that Administration is preparing for the upcoming 2025 Election and introduced the Legislative Manager. The Manager advised that several motions are required by Council pursuant to the Local Authorities Election Act.

25-134 Moved by Councillor Schlosser

That Council:

1. Approve the provision of Special Ballots in accordance with Sections 77.1 of the Local Authorities Election Act with:
 - a. Special ballot applications can be made in writing, by email or in person; and,
 - b. That eligible electors must submit their application for a special ballot between 12:00 noon on September 22, 2025 and 12:00 noon on Friday, October 17, 2025; and,
 - c. That completed Special Ballot packages must be received at the Whitecourt Town Administration Office no later than 12:00 noon on Monday, October 20, 2025.
2. Approve an Institutional Vote be held in accordance with Section 80 of the Local Authorities Elections Act at the following locations on Monday, October 20, 2025:
 - a. Woodland Villa, 4503 52nd Avenue, Whitecourt, Alberta;
 - b. Spruceview Seniors Lodge, 12 Sunset Boulevard, Whitecourt, Alberta; and,
 - c. The Manor, 4901 47 Avenue, Whitecourt, Alberta.
3. Approve Advance Votes be held in accordance with Section 73 of the Local Authorities Election Act on:
 - Tuesday, October 14, 2025 from 10:00am to 7:00pm at a location to be determined by the Returning Officer;
 - Saturday, October 18, 2025 from 10:00am to 7:00pm at a location to be determined by the Returning Officer.

- CARRIED UNANIMOUSLY.

Street Closure
Request –
Whitecourt &
District Chamber of
Commerce Night
Time Farmers
Market:

The Chief Administrative Officer stated that the Chamber of Commerce was planning a Night Time Farmers Market on August 21 which required the closure of downtown streets.

25-135 Moved by Councillor Lanctot

That Council approve the request from the Whitecourt & District Chamber of Commerce for the closure of:

- 50 Street, from 50 Avenue to 52 Avenue; and
- 51 Avenue, from 49 Street to 50 Street;

From 3:00 – 10:00pm on Thursday, August 21, 2025 for the Night Time Farmers Market; subject to maintaining emergency vehicle and fire hydrant access at all times; and subject to the conditions of Policy 31-005 – Parades/Processions/Demonstrations/Events.

- CARRIED UNANIMOUSLY.

National Nursing
Week:

The Chief Administrative Officer noted that a request was received to recognize National Nursing Week May 12 to 18, 2025.

25-136 Moved by Councillor McAree

That Council recognize the week of May 12 – 18, 2025 as National Nursing Week, as per Policy 11-008 – Salutes of Special Days/Weeks/Events and/or Proclamations.

- CARRIED UNANIMOUSLY.

Alberta Disability
Services
Professional
Appreciation Week:

The Chief Administrative Officer noted that a request was received to recognize Alberta Disability Services Professional Appreciation Week May 19-25, 2025.

25-137 Moved by Councillor McAree

That Council recognize the week of May 19 – 25, 2025 as Alberta Disability Services Professional Appreciation Week, as per Policy 11-008 – Salutes of Special Days/Weeks/Events and/or Proclamations.

- CARRIED UNANIMOUSLY

Councillor Reports:

Councillor Chauvet attended a meeting for the Whitecourt Regional Solid Waste Management Authority and the Special Budget Meeting.

Councillor Baker attended a Communities in Bloom meeting and a Whitecourt FireSmart Advisory Committee meeting.

Councillor Lanctot attended meetings for the Whitecourt Regional Solid Waste Management Authority and Municipal Planning Commission. He also attended the Economic Developer Association Experience Conference.

Councillor Schlosser attended a meeting for the Municipal Planning Commission and a planning session for the Community Services Advisory Board.

Deputy Mayor Lapointe attended Community Futures Yellowhead East Roundtable sessions, the Special Budget meeting, and meetings for the Intermunicipal Collaboration Framework Committee and Ad Hoc Culture & Events Centre Partnership/Sponsorship Committees.

Mayor Pickard met with the President of the Canadian Forest Products Association, and had meetings with the Mid-Sized Towns Mayors Caucus, Canadian Rail Advocacy Association, and Whitecourt Regional Solid Waste Management Authority.

Items of
Information:

The Mayor also congratulated Caleb MacDonald, a former Whitecourt Wolverines player, on his signing to the Columbus Blue Jackets NHL team.

25-138 Moved by Councillor McAree

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

25-139 Moved by Councillor Chauvet

That the following items be accepted as information:

- a) Town Accounts – Cheques 92166 – 92371;
- b) March 14, 2025 Letter from Alberta Municipal Affairs re Education Property Tax;
- c) March 24, 2025 Letter from Alberta Municipal Affairs re 2025 Fire Services Training Program
- d) March 25, 2025 Letter from Alberta Public Safety & Emergency Services re Appointments to Protective Services Committee;
- e) March 25, 2025 Letter to Alberta Mid-Sized Towns Mayors Caucus re Joining Association;
- f) March 27, 2025 Letter from Alberta Public Safety & Emergency Services re Approval of Protective Services Committee;
- g) April 2, 2025 Letter to Woodlands County re Intermunicipal Collaboration Framework Committee Meeting Dates;
- h) April 3, 2025 Letter from Forestry & Parks re Tariffs Impact on Forestry Industry;
- i) April 4, 2025 Letter from of Tourism & Sport re Bid for Alberta Winter or Summer Games;
- j) April 9, 2025 Invitation to MLA Long to attend Regional FCSS Meeting;
- k) Canadian Rail Advocacy Association March Monthly Roundup;
- l) Community Lunch Box Thank You & March Newsletter;
- m) Town of Whitecourt 2025 Press Releases:
 - i. March 25 – Whitecourt Town Council Update;
 - ii. March 25 – New Fire Services Bylaw Adopted;
 - iii. April 8 – Whitecourt Completes Energy Upgrades at JDA Place;
- n) Woodlands County 2025 Press Releases:
 - i. March 27– Woodlands County Council Recap – March 26;
- o) Mayor's Calendar; and
- p) Council Calendar.

- CARRIED UNANIMOUSLY.

The meeting recessed. Time 5:02pm.

The meeting reconvened. Time 5:09pm.

25-140 Moved by Councillor Chauvet

That Council go into Closed Meeting to discuss JDA Place Restaurant Lease per Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act; and Council Committee Appointments per Section 17 of the FOIP Act. Time 5:10pm.

- CARRIED UNANIMOUSLY.

25-141 Moved by Councillor Schlosser

That Council revert to Regular Meeting. Time 5:30pm.

- CARRIED UNANIMOUSLY.

JDA Place
Restaurant Lease:

25-142 Moved by Councillor Chauvet

That Council accept the recommendation from the Community Services Advisory Board, and accept the proposal from Catering by Mama Gray's Kitchen for the JDA Place Restaurant operations and enter into an agreement for a two-year term with options for renewals.

- CARRIED UNANIMOUSLY.

Council Committee
Appointments:

25-143 Moved by Councillor Lanctot

That Council appoint Grace Johnson to the Community Services Advisory Board, with a term to expire in October 2027.

- CARRIED UNANIMOUSLY.

Adjournment:

25-144 Moved by Deputy Mayor Lapointe

That the Regular Meeting of Council be adjourned. Time: 5:32pm.

- CARRIED UNANIMOUSLY.

Mayor

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.



Whitecourt

REQUEST FOR DECISION

Date: April 22, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Cherie Van Der Meer Assistant Controller
 Krista Spivak, Controller
Title: **2024 FINANCIAL STATEMENTS**

PROPOSAL AND BACKGROUND:

The Financial Statements have been completed for 2024 in accordance with the requirements of the Municipal Government Act (MGA). The Town of Whitecourt's auditor, Curtis Friesen, from Metrix Group LLP, will be in attendance at the Council Meeting to report to Council on the statements.

The auditor is also required to report to Council any improper or unauthorized transactions or non-compliance with the MGA or any other enactment or bylaw and has provided a letter documenting audit findings.

REFERENCES:

- Audit Findings – attached
 - 2025 Financial Statement with Independent Auditor's Report – attached
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BENEFITS/DISADVANTAGES AND OPTIONS:

The annual audit provides for an independent review and objective opinion on whether the financial statements are presented fairly and in accordance with Canadian Public Sector Accounting Standards.

The annual financial statement presentation provides Council with an update on the financial position and results of operations for the year ended.

COST AND SOURCE OF FUNDING:

2024 Budget

COMMENTS:

Council is asked to contact the Director of Corporate Services should any questions regarding the 2024 Financial Statement arise.

RECOMMENDATION:

That Council approve the 2024 Financial Statement for the year ended December 31, 2024 as presented.

APPROVAL:

Department Director:

CAO:





April 28, 2025

Town of Whitecourt
5004-52 Avenue
Whitecourt, Alberta
T7S 1N6

Attention: Members of Town of Whitecourt Council

Dear Council Members:

RE: 2024 AUDIT

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Town Council. This communication should be read in conjunction with the consolidated financial statements (the “financial statements”) and our report thereon, and it is intended solely for the use of Town Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

The objective of our audit was to obtain reasonable assurance that the financial statements are free of material misstatement. Our audit procedures were performed in order to form an opinion on the financial statements and although they might bring possible fraudulent or illegal activities to our attention, our audit procedures were not designed to detect fraudulent or illegal activities.

The audit findings contained in this letter did not have a material effect on the Town’s financial statements, and as such, our audit report is without reservation.

Internal Controls

Our audit procedures did not reveal any significant deficiencies in internal control.

Accounting Policies and Estimates

Management is responsible for determining the accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Town. The application of those policies often involves significant estimates and judgments by management.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.

Uncorrected Misstatements

There were no significant uncorrected misstatements aggregated by our Firm for the year ended December 31, 2024.

After considering both the quantitative and qualitative factors with respect to the uncorrected misstatements, we agree with management that the financial statements are not materially misstated.



Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during our audit that should be brought to the attention of Council.

AUDITOR INDEPENDENCE

We believe it is important that we communicate at least annually with Council regarding all relationships between the Town and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2025 – April 28, 2025.

We want to thank the entire finance department for their assistance during the audit. We appreciate the opportunity to work with the Town.

Yours very truly,

METRIX GROUP LLP



Curtis Friesen, CPA, CA
Partner

CDF/gcs

cc: Peter Smyl, Chief Administrative Officer
Judy Barney, Director of Corporate Services

TOWN OF WHITECOURT
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024



INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Town of Whitecourt

Opinion

We have audited the consolidated financial statements (the “financial statements”) of the Town of Whitecourt (the “Town”), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2024, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance (Council) are responsible for overseeing the Town's financial reporting process.

(continues)

Independent Auditors' Report to the Mayor and Council of the Town of Whitecourt (*continued*)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report or, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
April 28, 2025

TOWN OF WHITECOURT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	\$ 46,879,607	\$ 52,237,418
Trade and other receivables (note 3)	14,204,048	7,636,728
Local improvement receivables (note 4)	1,844,983	1,925,214
Loans receivable (note 5)	1,082,696	1,259,084
Inventory for resale	33,910	30,850
Land held for resale	1,281,183	1,281,183
	<u>65,326,427</u>	<u>64,370,477</u>
LIABILITIES		
Accounts payable and accrued liabilities	4,884,037	\$ 5,185,183
Deposit liabilities	434,324	340,683
Employee benefit obligations (note 6)	1,548,987	1,629,392
Deferred revenue (note 7)	12,924,229	15,729,635
Asset retirement obligation (note 8)	771,491	597,957
Long-term debt (note 9)	9,721,709	10,531,780
	<u>30,284,777</u>	<u>34,014,630</u>
NET FINANCIAL ASSETS	<u>35,041,650</u>	<u>30,355,846</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 1)	156,428,143	148,460,223
Inventory for consumption	952,259	969,329
Prepaid expenses	76,746	64,758
	<u>157,457,148</u>	<u>149,494,309</u>
ACCUMULATED SURPLUS (schedule 6, note 12)	<u>\$ 192,498,798</u>	<u>\$ 179,850,156</u>
Contingencies (note 20)		
Contractual Rights and Obligations (note 22)		

TOWN OF WHITECOURT
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget (note 16)	2024	2023
REVENUES			
Net municipal taxes (schedule 2)	\$ 16,646,969	\$ 16,661,735	\$ 15,961,830
Sales and user charges	11,173,875	10,055,469	10,052,175
Fine revenue	725,000	128,415	527,567
Government transfers (schedule 3)	6,533,462	4,571,956	4,006,262
Penalties and costs on taxes	217,584	347,525	311,526
Franchise and concession contracts (note 13)	2,066,766	1,955,939	1,620,743
Development levies	-	150,386	47,844
Investments income	1,699,058	2,402,757	1,965,822
Rentals	515,879	618,770	618,088
Other revenues	1,884,752	865,968	760,727
	<u>41,463,345</u>	<u>37,758,920</u>	<u>35,872,584</u>
EXPENDITURES			
Operating			
Legislative	515,330	447,233	427,625
Administration	3,684,427	3,421,746	3,255,423
Policing and bylaw	3,706,710	3,265,388	3,437,752
Fire	2,150,611	2,060,032	1,646,254
Disaster	1,601,136	349,374	847,985
Roads, streets, walks, lighting & storm sewers	7,942,441	7,302,561	7,273,705
Water supply and distribution	3,140,069	2,954,466	2,856,077
Wastewater treatment and disposal	2,202,183	1,879,262	2,089,725
Waste management	1,761,015	1,609,171	1,636,492
Community support, public transit and cemetery	2,183,992	2,153,786	1,988,443
Planning and development	2,446,184	1,804,843	1,552,032
Recreation, parks and culture	10,573,498	9,942,835	9,396,752
	<u>41,907,596</u>	<u>37,190,697</u>	<u>36,408,265</u>
ANNUAL SURPLUS / (DEFICIT) - BEFORE OTHER	(444,251)	568,223	(535,680)
OTHER			
Gain (Loss) on disposal of tangible capital assets	-	(188,379)	(18,118)
Government transfers for capital (schedule 3)	31,228,785	12,268,798	3,629,070
	<u>31,228,785</u>	<u>12,080,419</u>	<u>3,610,952</u>
ANNUAL SURPLUS (DEFICIT)	30,784,534	12,648,642	3,075,272
ACCUMULATED SURPLUS, BEGINNING OF YEAR	179,850,156	179,850,156	176,774,884
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 210,634,690</u>	<u>\$ 192,498,798</u>	<u>\$ 179,850,156</u>

TOWN OF WHITECOURT
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget (note 16)	2024	2023
ANNUAL SURPLUS (DEFICIT)	\$ 30,784,534	\$ 12,648,642	\$ 3,075,272
Purchase of tangible capital assets	(52,746,557)	(14,226,421)	(5,463,092)
Contributed tangible capital assets	-	(183,839)	(578,852)
Proceeds on disposal of tangible capital assets	-	106,534	-
Amortization of tangible capital assets	6,090,748	6,147,427	6,537,565
(Gain) loss on disposal of tangible capital assets	-	188,379	18,118
	(46,655,809)	(7,967,920)	513,739
Decrease (increase) in inventory for consumption	-	17,070	(139,570)
Decrease (increase) in prepaid expenses	-	(11,988)	130,530
	-	5,082	(9,040)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(15,871,275)	4,685,804	3,579,971
NET FINANCIAL ASSETS, BEGINNING OF YEAR	30,355,846	30,355,846	26,775,875
NET FINANCIAL ASSETS, END OF YEAR	\$ 14,484,571	\$ 35,041,650	\$ 30,355,846

TOWN OF WHITECOURT
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	<u>2024</u>	<u>2023</u>
OPERATING		
ANNUAL SURPLUS (DEFICIT)	\$ 12,648,642	\$ 3,075,272
Non-cash items included in annual surplus:		
Amortization of tangible capital assets	6,147,427	6,537,565
Loss on disposal of tangible capital assets	188,379	18,118
Asset retirement obligation tangible capital assets addition	(183,839)	(578,852)
Changes in non-cash working capital balances related to operations:		
Decrease (increase) in trade and other receivables	(6,567,321)	1,449,408
Decrease (increase) in local improvement receivable	80,231	77,689
Decrease (increase) in loans receivable	176,388	140,676
Decrease (increase) in inventory for resale	(3,060)	(15,146)
Decrease (increase) in inventory for consumption	17,070	(139,570)
Decrease (increase) in prepaid expenses	(11,988)	130,530
Increase (decrease) in accounts payable and accrued liabilities	(301,146)	1,103,771
Increase (decrease) in deposit liabilities	93,641	8,184
Increase (decrease) in employee benefit obligations	(80,405)	62,412
Increase (decrease) in provision for landfill closure/post-closure	-	(656,484)
Increase (decrease) in asset retirement obligation	173,534	597,957
Increase (decrease) in deferred revenue	(2,805,406)	(951,502)
Cash provided by operating transactions	<u>9,572,147</u>	<u>10,860,028</u>
CAPITAL		
Purchase of tangible capital assets	(14,226,421)	(5,463,092)
Proceeds on disposal of tangible capital assets	106,534	-
Cash applied to capital transactions	<u>(14,119,887)</u>	<u>(5,463,092)</u>
FINANCING		
Long-term debt repaid	(810,071)	(786,977)
Cash applied to financing transactions	<u>(810,071)</u>	<u>(786,977)</u>
CHANGE IN CASH AND CASH EQUIVALENTS DURING THE YEAR	(5,357,811)	4,609,959
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	52,237,418	47,627,459
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 46,879,607</u>	<u>\$ 52,237,418</u>

TOWN OF WHITECOURT
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024
(Schedule 1)

	Land	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2024	2023
COST:							
BALANCE, BEGINNING OF YEAR	\$ 27,328,165	\$ 64,457,315	\$ 178,472,653	\$ 8,550,088	\$ 12,453,691	\$ 291,261,912	\$ 285,309,621
Purchase of tangible capital assets	2,553	9,191,119	2,571,498	117,520	2,343,731	14,226,421	5,463,092
Asset retirement obligation adoption	-	-	183,839	-	-	183,839	578,852
Disposal of tangible capital assets	-	(172,214)	(10,236)	(47,957)	(769,697)	(1,000,104)	(89,653)
BALANCE, END OF YEAR	27,330,718	73,476,220	181,217,754	8,619,651	14,027,725	304,672,068	291,261,912
ACCUMULATED AMORTIZATION:							
BALANCE, BEGINNING OF YEAR	-	21,997,767	108,080,748	5,552,053	7,171,884	142,802,452	136,335,659
Annual amortization	-	1,257,772	3,686,677	376,848	826,130	6,147,427	6,538,328
Accum amortization on disposals	-	(32,721)	(10,985)	(18,005)	(644,243)	(705,954)	(71,535)
BALANCE, END OF YEAR	-	23,222,818	111,756,440	5,910,896	7,353,771	148,243,925	142,802,452
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 27,330,718	\$ 50,253,402	\$ 69,461,314	\$ 2,708,755	\$ 6,673,954	\$ 156,428,143	\$ 148,459,460

Cost includes construction in progress of \$17,393,939 (2023 - \$6,561,471). These amounts are not amortized until the asset is completed and in use.
Asset retirement obligation in the amount of \$183,839 was added in 2024 (2023 - \$578,852).

TOWN OF WHITECOURT
SCHEDULE OF PROPERTY AND OTHER TAXES
FOR THE YEAR ENDED DECEMBER 31, 2024
(Schedule 2)

	Budget (note 16)	2024	2023
TAXATION			
Real property taxes	\$ 18,308,404	\$ 18,324,211	\$ 17,684,529
Designated industrial property taxes	3,692,691	3,696,999	3,567,675
Government grants in place of property taxes	151,572	151,572	147,038
	<u>22,152,667</u>	<u>22,172,782</u>	<u>21,399,242</u>
REQUISITIONS			
Alberta School Foundation	4,637,165	4,639,065	4,563,386
Living Waters Catholic Regional Division No. 42	376,981	377,176	453,603
Seniors Foundation	469,569	469,792	399,377
Designated Industrial Property	21,982	22,040	21,046
Over/Under Levy	-	2,974	-
	<u>5,505,697</u>	<u>5,511,047</u>	<u>5,437,412</u>
NET MUNICIPAL PROPERTY TAXES	<u><u>\$ 16,646,970</u></u>	<u><u>\$ 16,661,735</u></u>	<u><u>\$ 15,961,830</u></u>

SCHEDULE OF GOVERNMENT TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2024
(Schedule 3)

	Budget (note 16)	2024	2023
TRANSFERS FOR OPERATING			
Federal Government	\$ 1,105,120	\$ 453,449	\$ 716,987
Provincial Government	2,990,063	2,037,727	1,556,268
Other Local Governments	2,438,279	2,080,780	1,733,007
	<u>6,533,462</u>	<u>4,571,956</u>	<u>4,006,262</u>
TRANSFERS FOR CAPITAL			
Federal Government	15,994,652	3,820,694	1,372,485
Provincial Government	14,869,413	8,317,123	1,789,496
Other Local Governments	364,720	130,981	467,090
	<u>31,228,785</u>	<u>12,268,798</u>	<u>3,629,071</u>
TOTAL GOVERNMENT TRANSFERS	<u><u>\$ 37,762,247</u></u>	<u><u>\$ 16,840,754</u></u>	<u><u>\$ 7,635,333</u></u>

TOWN OF WHITECOURT
SCHEDULE OF CONSOLIDATED EXPENDITURES BY OBJECT
FOR THE YEAR ENDED DECEMBER 31, 2024
(Schedule 4)

Expenditures	Budget (note 16)	2024	2023
Salaries, wages and benefits	\$ 16,914,304	\$ 16,215,578	\$ 15,343,749
Contracted and general services	11,059,477	7,977,642	8,112,431
Materials, goods, supplies and utilities	6,598,814	5,768,038	5,330,757
Transfers to local boards and agencies	783,906	589,496	598,527
Bank charges and short term interest	85,682	97,094	86,101
Interest on long term debt	297,915	296,061	318,583
Other	76,750	92,196	80,552
Amortization of tangible capital assets	6,090,748	6,147,427	6,537,565
Accretion of asset retirement obligation	-	7,165	-
	<u>\$ 41,907,596</u>	<u>\$ 37,190,697</u>	<u>\$ 36,408,265</u>

TOWN OF WHITECOURT
SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2024
(Schedule 5)

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health and Welfare	Planning & Development	Recreation & Culture	Total
REVENUES								
Net municipal taxes	\$ 16,661,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,661,735
Sales, user charges and fines	103,823	463,559	108,479	7,348,720	140,477	178,642	1,840,184	10,183,884
Government transfers	146,671	1,528,829	544,733	4,015	1,262,549	47,142	1,038,017	4,571,956
Penalties and costs on taxes	322,928	-	-	24,597	-	-	-	347,525
Franchise and concession contracts	1,955,939	-	-	-	-	-	-	1,955,939
Development levies	-	-	72,210	78,176	-	-	-	150,386
Investments income	2,159,910	-	75,036	163,010	-	-	4,801	2,402,757
Rentals	-	45,024	-	-	-	37,947	535,799	618,770
Other revenues	45,629	65,603	453,926	-	121,364	-	179,446	865,968
	21,396,635	2,103,015	1,254,384	7,618,518	1,524,390	263,731	3,598,247	37,758,920
EXPENDITURES								
Salaries, wages and benefits	2,592,151	1,932,110	2,343,960	2,027,783	1,507,343	1,063,334	4,748,897	16,215,578
Contracted and general services	793,691	2,868,510	1,075,422	1,352,555	311,949	391,883	1,183,632	7,977,642
Materials, goods, supplies and utilities	296,625	492,705	929,627	1,679,819	269,569	49,772	2,049,921	5,768,038
Transfers to local boards and agencies	-	15,560	43,088	-	19,523	100,329	410,996	589,496
Bank charges and short term interest	65,475	1,029	-	10,081	-	-	20,509	97,094
Interest on long term debt	-	-	61,828	19,608	-	183,802	30,823	296,061
Other	70,321	-	-	21,575	-	-	300	92,196
	3,818,263	5,309,914	4,453,925	5,111,421	2,108,384	1,789,120	8,445,078	31,036,105
NET REVENUE (DEFICIT), BEFORE AMORTIZATION	17,578,372	(3,206,899)	(3,199,541)	2,507,859	(583,994)	(1,525,389)	(4,846,831)	6,722,815
Amortization of tangible capital assets	50,716	364,880	2,848,636	1,324,313	45,402	15,723	1,497,757	6,147,427
Accretion of asset retirement obligation	-	-	-	7,165	-	-	-	7,165
NET REVENUE (DEFICIT)	\$ 17,527,656	\$ (3,571,779)	\$ (6,048,177)	\$ 1,176,381	\$ (629,396)	\$ (1,541,112)	\$ (6,344,588)	\$ 568,223

TOWN OF WHITECOURT
SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024
(Schedule 6)

	Unrestricted Surplus (Deficit)	Restricted Surplus	Equity in Tangible Capital Assets	2024	2023
BALANCE, BEGINNING OF YEAR	\$ -	\$ 39,245,993	\$ 140,604,163	\$ 179,850,156	\$ 176,774,884
Annual Surplus (Deficit)	12,648,642	-	-	12,648,642	3,075,272
Unrestricted funds designated for future use	(14,089,462)	14,089,462	-	-	-
Restricted funds used for tangible capital assets	-	(9,735,963)	9,735,963	-	-
Current year funds used for tangible capital assets	(4,490,458)	-	4,490,458	-	-
Current year funds used for asset retirement obligation	(17,469)	-	17,469	-	-
Net book value of tangible capital assets disposed of	294,913	-	(294,913)	-	-
Annual amortization expense	6,147,427	-	(6,147,427)	-	-
Asset retirement obligation accretion expense	7,165	-	(7,165)	-	-
Long term debt related to tangible capital assets issued	-	-	-	-	-
Long term debt repaid - recoverable	24,780	-	(24,780)	-	-
Long term debt repaid - capital	(525,538)	-	525,538	-	-
Change in accumulated surplus	-	4,353,499	8,295,143	12,648,642	3,075,272
BALANCE, END OF YEAR	\$ -	\$ 43,599,492	\$ 148,899,306	\$ 192,498,798	\$ 179,850,156

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Whitecourt are the representations of management prepared in accordance with Public Sector Accounting Standards. Significant aspects of the accounting policies adopted by the Town are as follows:

a. Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances, and changes in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and, therefore, accountable to the Town Council for the administration of their financial affairs and resources.

The Town accounts for government partnerships using the proportionate consolidation method. Under this method, the Town's proportionate share of assets, liabilities, revenues, expenditures and changes in the fund balances and financial position are included in the consolidated financial statements. The consolidated financial statements include the Town's share of the Whitecourt Regional Solid Waste Management Authority (the "Authority"). Condensed financial information is included in Note 21.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b. Basis of Accounting

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenditures are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible capital assets are acquired.

c. Use of Estimates

The preparation of financial statements in conformity with Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

d. Cash and cash equivalents

Cash and cash equivalents includes operating bank accounts and guaranteed investment certificates. All items are readily convertible to known amounts of cash and are subject to an insignificant change in value.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

e. Valuation of Financial Assets and Liabilities

The Town's financial assets and liabilities are measured as follows:

<u>Financial Statement Component</u>	<u>Measurement</u>
Cash	Cost and amortized cost
Short-term investments	Amortized cost
Trade and other receivables	Lower of cost or net recoverable value
Loans receivable and debt charges recoverable	Amortized cost
Accounts payable and accrued liabilities	Cost
Deposit liabilities	Cost
Bank indebtedness and long-term debt	Amortized cost

f. Investments

Investments in derivatives and equity instruments quoted in an active market are carried at fair value with transactions costs expensed upon initial recognition. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses. When the investment is disposed of the accumulated gains or losses are reclassified to the statement of operations.

Investments in interest bearing securities are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments.

When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

g. Loans Receivable

Loans receivable are initially recognized at cost, net of any transactions costs, with interest income recognized using the effective interest method. Loans receivable are subsequently measured at amortized cost net of any valuation allowances.

h. Debt Charges Recoverable

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

i. Long-term debt

Long-term debt is initially recognized net of any premiums, discounts, fees and transactions costs, with interest expense recognized using the effective interest method. Long-term debt is subsequently measured at amortized cost.

j. Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

k. Inventories for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and services, roads, sidewalks and street lighting which are recorded as physical assets under their respective function.

l. Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. Requisitions operate as a flow through and are excluded from municipal revenue.

m. Local Improvement

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowings. These levies are collectable from property owners for work performed by the municipality. Revenues to be received from the local improvement levies are recognized in full in the period in which the local improvement project is completed.

n. Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in the air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

o. Revenue Recognition

Revenue from transactions with no performance obligation is recognized at realizable value when the town has the authority to claim or retain an inflow of economic resources and identifies a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized as the performance obligations are satisfied by providing the promised goods or services to the payor. User fees are recognized over the period of use, sales of goods are recognized when goods are delivered. Licenses and permits with a single performance obligation at a point in time are recognized as revenue on issuance, those which result in a continued performance obligation over time are recognized over the period of the license or permit as the performance obligation is satisfied.

p. Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

q. Asset Retirement Obligation

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the Town to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the Town reviews the carrying amount of the liability. The Town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

r. Non-financial Assets

Non-Financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the consolidated Change in Net Financial Assets for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on the straight-line basis over the estimated useful life as follows:

	<u>YEARS</u>
Land Improvements	15-25
Buildings	25-50
Engineered Structures	
Roadway System	05-60
Water System	45-75
Wastewater System	45-75
Storm System	45-75
Machinery and Equipment	05-40
Vehicles	07-25

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributed Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

iv. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

2. CASH AND CASH EQUIVALENTS

	<u>2024</u>	<u>2023</u>
Cash	\$ 14,317,010	\$ 21,449,606
Cash equivalents	<u>32,562,597</u>	<u>30,787,812</u>
	<u>\$ 46,879,607</u>	<u>\$ 52,237,418</u>

Cash and cash equivalents have an average effective interest rate of 5.29% (2023 - 5.47%).
Cash equivalents include guaranteed investment certificates earning interest at rates ranging from 5.54% to 6.04% maturing May 6, 2025, November 6, 2025 and November 6, 2026

3. TRADE & OTHER RECEIVABLES

	<u>2024</u>	<u>2023</u>
<u>Property Taxes</u>		
Current Taxes	\$ 835,037	\$ 606,162
Arrears	<u>348,875</u>	<u>309,084</u>
	<u>\$ 1,183,912</u>	<u>\$ 915,246</u>
<u>Other</u>		
Trade receivables	\$ 1,016,253	\$ 2,197,939
Government grants	10,291,235	3,462,685
Utilities	1,101,954	832,063
Goods and Services Tax	<u>610,694</u>	<u>228,794</u>
	<u>\$ 13,020,136</u>	<u>\$ 6,721,482</u>
	<u>\$ 14,204,048</u>	<u>\$ 7,636,728</u>

4. LOCAL IMPROVEMENTS

	<u>2024</u>	<u>2023</u>
Local improvements Bylaw 1465 with maturity date of 2041 earning interest at a rate of 3.245%	<u>\$ 1,844,983</u>	<u>\$ 1,925,214</u>

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

5. LOANS RECEIVABLE

	<u>2024</u>	<u>2023</u>
Whitecourt Golf & Country Club Loan	\$ 913,316	\$ 1,015,305
SG Saints NFP Society	113,609	153,846
Friends of Whitecourt Society - Physician Loans	31,732	58,398
Tennille's Hope Kommunity Kitchen	24,039	26,867
Pumpjack Players	-	4,668
	<u>\$ 1,082,696</u>	<u>\$ 1,259,084</u>

Under the authority of Bylaw 1456, the Town incurred indebtedness by the issuance of a debenture in the amount of \$1,748,000 for the purpose of lending money to a non-profit organization for the construction of a new golf course clubhouse, the appropriate site and course improvements, and the retiring of existing debt. The original debenture was for a period of 20 years ending in 2030, in 2024 the Town agreed to extend the repayment of the loan to 2032. The Town will receive funds from the Whitecourt Golf and Country Club in each year sufficient to pay the indebtedness, with the exception of an interest free portion of the loan. The Town has acquired adequate security in case of default. The loan to Whitecourt Golf & Country Club is repayable in semi-annual payments of \$74,190.27 to June 1, 2032 including interest at 4.124%.

The Town of Whitecourt entered into renovation contribution agreement with Stark Sports Society to share the cost of constructing a dressing room for use by the Whitecourt Wolverines Junior A Hockey Team at JDA Place. On July 15, 2021 the Team was purchased by SG Saints NFP Society and the renovation contribution agreement was transferred to the new owner. In 2024 the team was purchased by Ridgehigh Holdings Ltd. and on July 16, 2024 the renovation contribution agreement was transferred to the new owner. The final cost of the project is \$800,000 with the club's 50% share at \$400,000. With the new owners the reimbursement payment schedule is monthly interest-free payments of \$3,550.29 over 3 years.

Under the authority of Bylaw 1405, the Town is committed to providing up to six interest free loans of \$25,000 each to the Friends of Whitecourt Society. The Society will use these loans to attract and retain medical practitioners. Currently there is three outstanding loan to Friends of Whitecourt Society.

Under the authority of Bylaw 1569, the Town of Whitecourt has loaned two amounts totaling \$28,281.25 at 0% to Tennille's Hope Kommunity Kitchen a non-profit society to assist with capital upgrades to the building to facilitate its use as a community kitchen. Tennille's Hope Kommunity Kitchen will repay the Town in annual equal installments over a ten year period ending 2033.

The Town of Whitecourt issued a loan of \$5,000 at 0% on May 15, 2008 to the Pumpjack Players a non-profit society for operating expenditures. The loan was paid in full on February 29, 2024.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

6. EMPLOYEE BENEFIT OBLIGATIONS

	<u>2024</u>	<u>2023</u>
Vacation and overtime	\$ 799,090	\$ 873,290
Sick leave benefits	<u>749,897</u>	<u>756,101</u>
	<u><u>\$ 1,548,987</u></u>	<u><u>\$ 1,629,392</u></u>

Vacation

The vacation and overtime liability is comprised of the vacation and overtime that employees are deferring to future years. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

Sick leave benefits

Under the sick leave benefit plan, certain employees can accumulate unused sick leave and may become entitled to a cash payment when they leave the employment of the Town of Whitecourt.

7. DEFERRED REVENUE

Deferred revenue is comprised of the following amounts, which have been received from third parties for a specified purpose. Additions are comprised of both contributions and interest earned during the year. These amounts are recognized as revenue in the period in which the related costs are incurred.

	<u>2024</u>	<u>2023</u>
Government grants	\$ 12,247,783	\$ 15,107,242
Other	<u>672,988</u>	<u>622,399</u>
Requisition over/(under) levy	<u>3,458</u>	<u>(5)</u>
	<u><u>\$ 12,924,229</u></u>	<u><u>\$ 15,729,635</u></u>

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

7. DEFERRED REVENUE (CONTINUED)

Deferred Government grants comprise funding from the following sources:

	2023	Additions	Revenue recognized	2024
Municipal Sustainability Initiative (MSI) Operating & Capital Grant	\$ 13,422,321	\$ 1,874,764	\$ 6,866,129	\$ 8,430,956
Alberta Drought & Flood Mitigation Program	-	1,288,656	-	1,288,656
Canada Community Building Fund (CCBF)	790,007	660,521	505,028	945,500
Local Government Fiscal Framework (LGFF)	-	1,471,045	919,870	551,175
Small Community Opportunity Program (SCOP)	-	72,278	-	72,278
Alberta Community Partnership (ACP) Landfill Commission Study Grant	37,500	3,755	5,856	35,399
Supporting Psychological Health in First Responders (SPHIFR) Grant	2,400	16,525	-	18,925
Fire Training Grant	3,937	5,000	-	8,937
Emergency Preparedness Grant	25,000	(4,043)	20,957	-
Family Community Support Services (FCSS)	826,077	70,308	428	895,957
	<u>\$ 15,107,242</u>	<u>\$ 5,458,809</u>	<u>\$ 8,318,268</u>	<u>\$ 12,247,783</u>

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

8. ASSET RETIREMENT OBLIGATION

Landfill

The town operates a landfill site and is legally required to perform closure and post-closure activities upon retirement of this site. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection.

A liability for the total obligation, which was incurred when the site started accepting waste, irrespective of volume of waste accepted has been accrued. The town estimates that no obligation is incurred incrementally due to the volume of waste accepted, therefore, no further obligation is being accrued based on volume of waste accepted.

Undiscounted future cash flows expected are the remaining closure costs of cell one in year 2025 of \$757,653 and cell two in year 2031 of \$206,448. Annual post-closure activities start in year 2056 and increase at an annual inflation rate of 2%, for 25 years to year 2081. The estimated total net liability of \$771,491 is based on the sum of discounted future cash flows for closure and post-closure activities using a discount rate of 3% and assuming annual inflation of 2% less any obligations settled.

Total asset retirement obligations

	2024	2023
BALANCE, BEGINNING OF YEAR	872,547	-
Asset retirement obligation closure liability, cell 2 - present value at end of year	179,726	977,007
Asset retirement obligation post closure liability, cell 2 - present value at end of year	88,535	89,403
Total asset retirement obligation - present value at end of year	1,140,808	1,066,409
Add: Accretion expense	10,455	-
Less: liabilities settled during year	(25,491)	(193,862)
BALANCE, END OF YEAR	1,125,772	872,547
 TOWN PORTION OF TOTAL LIABILITY (68.53%)	 771,491	 597,957

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

9. LONG TERM DEBT

	<u>2024</u>	<u>2023</u>
Supported by general tax levies	\$ 6,766,169	\$ 7,417,268
Supported by utility rates	1,110,557	1,189,298
Supported by special levies - operating	1,844,983	1,925,214
	<u>9,721,709</u>	<u>10,531,780</u>

The current portion of the long-term debt amounts to \$833,867 (2023 - \$810,071). Operating Debt is \$2,689,027 (2023 - \$2,973,561). Capital Debt is \$7,032,682 (2023 - \$7,558,219). (note 11)

Principal and interest repayments are due as follows:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	833,867	283,122	1,116,989
2026	802,747	258,601	1,061,348
2027	770,631	235,075	1,005,706
2028	794,308	211,399	1,005,707
2029	818,730	186,976	1,005,706
Thereafter	5,701,425	717,319	6,418,744
	<u>\$ 9,721,709</u>	<u>\$ 1,892,493</u>	<u>\$ 11,614,200</u>

Debenture debt is repayable to Government of Alberta and bears interest at rates ranging from 2.081% to 4.124% per annum, and mature in periods 2025 through 2041. Debenture debt is issued on the credit and security of the Town of Whitecourt at large.

Total cash payments on long-term debt interest amounted to \$306,918 (2023 - \$330,012). Interest on long-term debt expense amounted to \$296,061 (2023 - \$318,582).

10. DEBT LIMITS

Section 276 (2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the Town of Whitecourt be disclosed as follows:

	<u>2024</u>	<u>2023</u>
Total debt limit	\$ 56,638,380	\$ 53,808,876
Total debt	9,721,709	10,531,780
Amount of debt limit unused	<u>\$ 46,916,671</u>	<u>\$ 43,277,096</u>
Debt servicing limit	\$ 9,439,730	\$ 8,968,146
Debt servicing	1,116,989	1,116,990
Amount of debt servicing limit unused	<u>\$ 8,322,741</u>	<u>\$ 7,851,156</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

11. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2024</u>	<u>2023</u>
Tangible capital assets (schedule 1)	\$ 304,672,068	\$ 291,262,675
Accumulated amortization (schedule 1)	(148,243,925)	(142,802,452)
Asset retirement obligation (note 8)	(771,491)	(597,957)
Long term debt - capital (note 9)	(7,032,682)	(7,558,219)
Debt charges recoverable	275,336	300,116
	<u>\$ 148,899,306</u>	<u>\$ 140,604,163</u>

12. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted amounts and equity in tangible capital assets as

	<u>2024</u>	<u>2023</u>
Restricted surplus		
Tax rate stabilization	\$ 13,161,355	\$ 10,898,609
Land fund and reclamation of gravel pit	231,782	527,808
Utility offsite levy and infrastructure	13,164,668	11,971,202
Equipment replacement	4,225,675	5,026,394
Committed expenditures	2,890,419	2,431,216
Major recreational land and facility	9,826,553	8,296,525
Municipal in Lieu	99,040	94,239
	<u>\$ 43,599,492</u>	<u>\$ 39,245,993</u>
Equity in tangible capital assets (note 11)	<u>148,899,306</u>	<u>140,604,163</u>
Accumulated surplus	<u>\$ 192,498,798</u>	<u>\$ 179,850,156</u>

13. FRANCHISE FEES

Disclosure of franchise fees under each utility franchise agreement entered into by the Town as required by Alberta Regulation 313/2000 is as follows:

	<u>Budget (note 16)</u>	<u>2024</u>	<u>2023</u>
Fortis Alberta	\$ 907,720	\$ 807,473	\$ 715,144
ATCO Gas Ltd.	1,159,046	1,148,466	905,600
	<u>\$ 2,066,766</u>	<u>\$ 1,955,939</u>	<u>\$ 1,620,743</u>

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

14. SALARY & BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2024			2023
	Salary¹	Benefits & Allowances²	Total	Total
Councillors:				
Baker	\$ 47,542	\$ 4,677	\$ 52,219	\$ 50,222
Chauvet	45,103	8,535	53,638	46,196
Lanctot	45,733	7,164	52,897	55,504
Lapointe	46,097	8,585	54,682	57,761
McAree	33,515	2,685	36,200	40,449
Schlosser	39,377	2,911	42,288	41,024
Pickard	88,802	7,381	96,183	93,134
Chief Administrative Officer	\$ 290,888	\$ 43,644	\$ 334,532	\$ 322,658

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability, vehicle and dismemberment insurance.

15. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and cash equivalents, accounts receivable, trade and other receivables, local improvement receivable, loans receivable, inventory for resale, land for resale, accounts payable and accrued liabilities, deposit liabilities, employee benefit obligations, provision for asset retirement obligation and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to accounts receivable and loans receivable. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

16. BUDGET

The budget data presented in these financial statements is based on the operating and capital budgets approved by the Town of Whitecourt Council on April 8, 2024. The chart below reconciles the approved financial plan to the figures reported in these consolidated financial statements.

	2024
Annual surplus (per consolidated statement of operations)	\$ 30,784,534
Amortization of tangible capital assets	6,090,748
Acquisition of tangible capital assets	(52,746,557)
Debenture repayment	(785,291)
Total transfers from restricted surplus (per below)	16,656,566
	\$ -
Acquisition of tangible capital assets funded from restricted surplus	16,876,977
Net other transfers from restricted surplus	(220,411)
Total transfers from restricted surplus	\$ 16,656,566

17. LOCAL AUTHORITIES PENSION PLAN

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current services are recorded as expenditures in the year in which they become

The Town is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 11.65% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 10.65% on pensionable salary above this amount.

Total current and past service contributions by the Town to the LAPP in 2024 were \$875,975 (2023 - \$851,219). Total current and past service contributions by the employees of the Town to the LAPP in 2024 were \$783,663 (2023 - \$758,979).

At December 31, 2023 the Plan disclosed an actuarial surplus of \$15.06 billion (2022 - \$12.6 billion).

TOWN OF WHITCOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

18. SUPPLEMENTARY RETIREMENT PLANS

APEX

The APEX supplementary pension plan, an Alberta Municipalities sponsored defined benefit plan, covered under the provisions of the Alberta Employment Pension Plans Act, commenced in 2005 and provides supplementary pension plan benefits to a prescribed class of employees. The plan supplements the Local Authorities Pension Plan.

The Town of Whitecourt is required to make current service contributions to APEX of 2.96% of employment income. Employees are required to make current service contributions of 2.42% of employment income.

The current service contributions by the Town of Whitecourt to APEX in 2024 were \$23,510 (2023 - \$28,773). Total current service contributions by the employees of the Town of Whitecourt to APEX for 2024 were \$19,221 (2023 - \$23,524).

The cost of the post retirement benefits earned by employees is actuarially determined using the projected benefit method prorated on service and administration's best estimate of salary and benefit escalation and retirement ages of employees. The cost of post retirement benefits are fully funded.

MUNISERP

The Town of Whitecourt joined the MuniSERP supplemental employee retirement plan, a plan sponsored by Alberta Municipalities. MuniSERP is a voluntary, non-contributory plan that provides benefits to a prescribed class of employees. Included in accrued liabilities in 2024 is \$556,456 (2023 - \$514,625) held by the Town on the behalf of the beneficiary. The actuarial valuation of the plan for service accrued to December 31, 2024 is estimated to be \$556,456 (2023 - \$476,712).

19. SEGMENTED DISCLOSURE

The Town of Whitecourt provides a range of services to its ratepayers. For each reported segment, revenues and expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 5).

20. CONTINGENCIES

The Town of Whitecourt is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the Town of Whitecourt could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has issued an irrevocable standby letter of credit in the amount of \$ 1,066,035 to Fisheries and Oceans Canada for Athabasca riverbank protection in the event of default on payments. The letter of credit has not been utilized to date.

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

21. GOVERNMENT PARTNERSHIPS

The Town of Whitecourt entered into an amended agreement to form the Whitecourt Regional Solid Waste Management Authority on June 13, 1994. The purpose of the Authority is to construct, own, manage, maintain, operate and use a regional solid waste management and disposal system.

Canadian public sector accounting standards, specifically PS 3060, require proportionate consolidation of an entity's interest in government partnerships as well as specified summary information regarding the financial position and results of operations in government partnerships.

Based on this agreement, the Town's financial statements portion of the partnership is based on per-capital and reflects 68.53% of the results of 2024 operations (2023 - 68.53%).

These statements have been restated to correct the placement of recycling expenses from general administration to transfer station operations.

	2024	2023 (restated)
REVENUE		
Solid waste charges and salvage fees	1,354,088	\$ 2,206,591
Requisitions	1,655,529	1,398,646
(Gain)/Loss on disposal of tangible capital assets	85,718	-
	3,095,335	3,605,237
EXPENDITURES		
Landfill operations	\$ 1,212,514	\$ 1,794,993
General administration	102,313	254,874
Transfer station operations	422,910	392,950
Provision for landfill closure and post-closure	10,455	55,634
Interest on long-term debt	28,612	30,503
Amortization	367,878	989,300
	2,144,682	3,518,254
ANNUAL SURPLUS (DEFICIT)	\$ 950,653	\$ 86,983
	2024	2023
ASSETS		
Cash and cash equivalents	\$ 100	\$ 100
Cash and cash equivalents held in trust	2,399,421	2,075,183
Due from Town of Whitecourt	2,594,782	2,417,839
Receivables	622,657	329,563
	5,616,960	4,822,685
LIABILITIES		
Accounts Payable	\$ -	\$ 6,809
Deferred Revenue	35,399	37,500
Long-term debt	1,110,557	1,189,298
Asset retirement obligation (note 8)	1,125,772	872,547
	2,271,728	2,106,154
NET FINANCIAL ASSETS	\$ 3,345,232	\$ 2,716,531

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

21. GOVERNMENT PARTNERSHIPS (CONTINUED)

	<u>2024</u>	<u>2023</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets	\$ 3,880,293	\$ 3,558,341
ACCUMULATED SURPLUS	<u>\$ 7,225,525</u>	<u>\$ 6,274,872</u>
 ACCUMULATED SURPLUS, BEGINNING OF YEAR	 \$ 6,274,872	 \$ 6,187,888
Add: Annual Surplus	950,653	86,983
ACCUMULATED SURPLUS, END OF YEAR	<u>\$ 7,225,525</u>	<u>\$ 6,274,872</u>

22. CONTRACTUAL RIGHTS AND OBLIGATIONS

The Town enters into several Sponsorship Agreements with various local sponsors providing naming rights within the local recreation centres. The terms range between 2 - 5 years, are renewable with 90 days written notice, and payment terms and dates vary based on contract. No future receipts have been accrued in these financial statements.

Anticipated future receipts under these agreements are:

2025	\$ 293,523
2026	222,106
2027	144,471
Thereafter	165,697
	<u>\$ 825,797</u>

The Town of Whitecourt, as of December 31, 2024, has the following contractual obligations over the next year:

	<u>2025</u>
Administration	\$ 378,864
Infrastructure	39,125,771
	<u>\$39,504,635</u>

23. CREDIT FACILITY

The Town is approved for a revolving demand loan of \$5,000,000 that is available, if needed, for operating cash flow. The interest is set at prime minus 1.0%. The loan has not been drawn upon. The loan is secured by the cash and cash equivalents of the Town.

24. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.



REQUEST FOR DECISION

Date: April 22, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Judy Barney, Director of Corporate Services
Title: 2025 ASSESSMENT

PROPOSAL AND BACKGROUND:

The Town of Whitecourt's appointed assessor Mike Krim, AMAA from Tanmar Consulting Inc., will be in attendance at the Council meeting to present the property assessment and the average changes for last year.

REFERENCES:

- Assessment Overview – attached
 - Whitecourt Assessment for 2025 – to be presented
-

BENEFITS/DISADVANTAGES AND OPTIONS:

The overview provides background information to support the 2025 tax rate bylaw.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Attached is background information on the preparation of the annual assessment that includes property inspections, timelines, and the complaint process.

RECOMMENDATION:

That Council accept the 2025 Whitecourt Assessment Report as information.

APPROVAL:

Department Director:

CAO:



Town of Whitecourt

Assessment Presentation

April 28, 2025

Presenter:

Mike Krim, Tanmar Consulting Inc.

Assessment vs Taxation

- Assessment
 - Assigning a dollar value to a property for taxation
 - Value can either be market value or a regulated value
- Taxation
 - Applying a tax rate to an assessment value to determine the property taxes payable
 - Taxation is the primary source of revenue for a municipality
- Although one impacts the other, assessment and taxation are 2 distinct and independent processes

Who governs assessment?

- Alberta Municipal Affairs
 - They provide all of the legislation regarding property assessment and taxation in Alberta
 - Municipal Government Act
 - Matters Relating to Assessment and Taxation Regulation
 - Matters Relating to Assessment Complaints Regulation
- Municipal Affairs also provides the oversight of the assessment through yearly audits
 - Ensures rules and regulations are followed
 - Ensures fairness and equity in the assessments

Valuation Standards

- There are 2 valuation standards in Alberta
 - 1. Market Value Standard
 - Used for the majority of properties
 - Considered the most fair and equitable method
 - Most taxpayers can relate to the value of their property
 - Easy for assessors to work with
 - 2. Regulated Procedure Standard
 - Used for certain properties that are difficult to assess using market value (rates are provided by Municipal Affairs)
 - Farmland
 - Machinery and Equipment
 - Designated Industrial Property (assessed by Provincial Assessor)
 - Including Linear (wells, pipelines, electric transmission, cable)
 - Properties regulated by the AER, NUB, or AUC

Market Value Standard

- Market Value Defined:
 - 'Market Value' is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market
- Key Characteristics
 - It is the most probable price, not the highest, lowest, or average price
 - It assumes a willing buyer and a willing seller, with no advantage being taken by either party
 - It assumes a transaction between unrelated parties in the open market

Market Value Standard (continued)

- Assessments and Sales prices
 - It is sometimes assumed that an assessment should equal a recent sale price. This is an incorrect assumption.
 - The sale might not have occurred in the assessment year or the date on which the property was valued
 - The buyer or seller may have been unduly motivated
 - The sale may have involved a trade, personal property, etc.
 - A sale price is a historical fact. It is an amount that was agreed upon by both the purchaser and seller surrounding a specific sale. Assessors gather information on ranges of sales prices as part of the process for assessing property

Preparing Assessments

- Property that is assessable
 - A parcel of land
 - An improvement (ie: a building)
 - A parcel of land and the improvements to it
- Assessors use 'Mass Appraisal'
 - This is the process of valuing large groups of properties as of a given date, using common data, mathematical models, and statistical tests
 - The focus is on the larger group, not on a specific property

Preparing Assessments (continued)

- Data Collection
 - Assessors collect data through site inspections, blueprints, written request, etc
- Data Elements
 - Residential properties
 - Land area, building size, location, # of bathrooms, age, basement finish, fireplaces, renovations, etc
 - Non-Residential properties
 - Land area, building size, location, age, fencing, paving, etc
 - Income data

Preparing Assessments (continued)

- How often is property assessed?
 - All properties are adjusted yearly for changes in market value or for changes to the regulated rates (ie: machinery and equipment assessments)
 - 20% of properties are inspected annually (to identify renovations, additions and deletions, etc) – use of RFI (request for information) becoming more popular for gathering data
 - New construction is inspected as it is built and monitored until completion

Assessment Classes

- All properties are assigned an assessment class according to their use
 - Class 1 – Residential
 - Can be divided into subclasses
 - Class 2 – Non Residential
 - Can be divided into subclasses
 - Class 3 – Farmland
 - Class 4 – Machinery & Equipment
- The assessment class determines the tax rate that will be applied to each property

Property owner rights

- Right to assessment information
 - Through direct contact with the assessors
 - Through Tanmar Consulting Website (tanmarconsulting.com)
 - Through Town of Whitecourt
- Right to make a complaint against the assessment
 - Following steps are recommended to the owner
 - Compare assessment with other similar property
 - Talk to the assessor – issues can often be resolved in this fashion
 - If still not satisfied, fill out a complaint form (available at the Town office) and pay the appropriate fee
 - Prepare for and attend an Assessment Review Board (ARB) hearing.

Assessment Review Boards

- Quasi-judicial administrative board
 - Created, empowered and staffed according to the legislation laid out in the Municipal Government Act
 - Like a court – the Board can order something to be done, such as a change to the assessment of a property
- 3 Boards
 - LARB – Local Assessment Review Board (for residential)
 - CARB – Composite Assessment Review Board (for non-residential)
 - LPRT – Land & Property Rights Tribunal (for DI properties)

Property Taxes

- A property's share of taxes will change each year for a combination of 2 reasons
 - There is a change in the annual budget requirements (municipal and/or school)
 - A particular property assessment changed more or less than the average

The Primary Goal

- A level of market value, and fair process, across all properties....not a pin-pointed single appraised value
- If everyone's assessment value is calculated using the same uniform methods and techniques, while using sales within the municipality as a benchmark....then a level of market value will be achieved and the tax distribution should be fair and equitable



Whitecourt

REQUEST FOR DECISION

Date: April 16, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Krista Spivak Controller
 Judy Barney Director of Corporate Services
Title: **TAX RATE BYLAW 1584**

PROPOSAL AND BACKGROUND:

Council must pass a Tax Rate Bylaw annually as per the Municipal Government Act S. 353(1). Administration has prepared Tax Rate Bylaw 1584 to levy for municipal requirements as per the approved 2025 Operating and Capital Budget, and for the Lac Ste. Anne Foundation, Education, and Designated Industrial (DI) Property Assessment requisitions.

The municipal tax rate has increased by 3.53% to reflect the municipal funding requirement of \$17,367,475 for the 2025 Operating Budget that was approved by Council at April 14, 2025 Regular Meeting of Council.

As outlined in the attached charts,

- The estimated amount of funds required for education requisition has increased 9.53% from \$5,014,146 in 2024 to \$5,491,895 (2025) that includes the over levy from the prior year; and
- The amount required for the seniors housing foundation requisition has decreased 1.3% from \$469,569 (2024) to \$463,556 (2025) that includes the under levy from the prior year.

The DI Property assessment requisition decreased from \$21,982 (2024) to \$21,369 (2025) to be collected from all DI property owners.

As per the attached 2024-2025 Property Tax Comparison spreadsheet:

- Total residential taxes for a home that is valued at \$300,000 will be approximately \$127.33 higher as compared to 2024 reflecting a 4.47% increase; and,
- Non-residential taxes increased by \$404.03 for a business assessed at \$500,000 reflecting an increase of 5.29% as compared to the previous year.

The increase for residential and non-residential taxes are higher than the anticipated 2025 Budget increase of 3.53% due to a significant increase in Education Tax Requisition rates for 2025.

REFERENCES:

- Tax Rate Bylaw 1584 – attached
 - 2024 – 2025 Property Tax Comparison (based on market growth/decline) – attached
 - Assessment/Tax Comparison (2022 to 2024) – attached
 - Education Requisition Applied to Property Taxes Chart – attached
 - Seniors Foundation Requisition Applied to Property Taxes Chart – attached
 - 2025 Whitecourt Tax and Assessment Notice Insert – How will the Alberta Education Tax increase impact your 2025 property taxes? - attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

Adoption of the Tax Rate Bylaw will enable Administration to distribute tax notices, and give ratepayers more time to pay prior to the June 30, 2025 deadline. Administration tentatively plans to mail notices by mid-May.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

Bylaw 1584 includes the annexed properties from Woodlands County to the Town of Whitecourt that was effective January 1, 2020. Taxation rates for these properties shall be the lower of the residential and non-residential rates of the Town of Whitecourt and Woodlands County for a fifteen-year period to the end of December 31, 2034 unless the annexed land becomes a new parcel of land created as a result of subdivision.

Normally Administration provides residential and non-residential tax rate comparison charts; however, comparable municipalities have not approved their tax rate bylaw for 2025. Administration will provide a copy of the comparisons by the end of May.

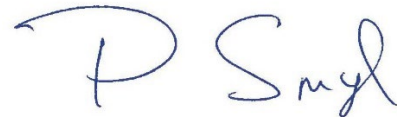
RECOMMENDATION:

That Council adopt Tax Rate Bylaw 1584.

APPROVAL:

Department Director:

CAO:



BYLAW NO. 1584**TOWN OF WHITECOURT IN THE PROVINCE OF ALBERTA****A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF WHITECOURT FOR THE 2025 TAXATION YEAR.**

WHEREAS, the Town of Whitecourt has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held on April 28, 2025; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Whitecourt for 2025 total **\$107,924,486**; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at **\$90,557,011** and the balance of **\$17,367,475** is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$2,727,355
Non-Residential	2,355,320
Living Waters Catholic Regional School Division No. 42	
Residential/Farmland	232,327
Non-Residential	<u>179,734</u>
Sub Total School Requisitions	\$5,494,737
Less 2024 over levy	<u>(2,842)</u>
Total School Requisitions	\$5,491,895
Seniors Foundation	\$ 462,940
Add 2024 under levy	<u>616</u>
Total Seniors Foundation	\$463,556
Designated Industrial Assessment Requisition	\$21,369; and

WHEREAS, the Council of the Town of Whitecourt is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Chapter M26, Revised Statutes of Alberta, 2002; and

WHEREAS, the assessed value of all property in the Town of Whitecourt as shown on the assessment roll is:

Residential & Farmland	\$1,102,362,450
Non-Residential	652,491,300
Machinery & Equipment	<u>213,374,130</u>
Total Taxable Assessment	<u>\$1,968,227,880</u>

NOW THEREFORE, under the authority of the *Municipal Government Act*, the Council of the Town of Whitecourt, in the Province of Alberta, enacts as follows:

1. The Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Whitecourt:

		Tax Levy	Assessment	Tax Rate
General Municipal	Residential/Farmland	\$7,408,279	\$1,101,684,750	6.7245
	Residential/Farmland – Annexed 2019	2206	677,700	3.2558
	Non-Residential/M&E	9,866,499	863,754,860	11.4228
	Non-Residential – Annexed 2019	24,109	2,110,570	11.4228
	Mobile Homes- Minimum	66,382		
ASFF	Residential/Farmland	2,723,300	1,015,815,411	2.6809
	Non-Residential	2,354,382	594,826,165	3.9581
Living Waters	Residential/Farmland	231,062	86,188,238	2.6809
	Non-Residential	183,151	46,272,345	3.9581
Seniors Foundation		463,556	1,956,476,290	0.2369
Designated Industrial Assessment		21,369	304,842,650	0.0701
Total		\$23,344,330		

2. The minimum amount payable as property tax for mobile homes for general municipal purposes shall be \$416.
3. There shall be assessed, imposed and collected for the year 2025, on those properties annexed to the Town which are still subject to the following Orders in Council, those rates which are provided in the Order in Council 276/2019 dated December 3, 2019.
4. That this Bylaw shall take effect on the date of third and final reading.

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.

TOWN OF WHITECOURT

TOWN OF WHITECOURT

Mayor

Chief Administrative Officer

Signed by the Mayor and Chief Administrative Officer this _____ day of _____, 2025.

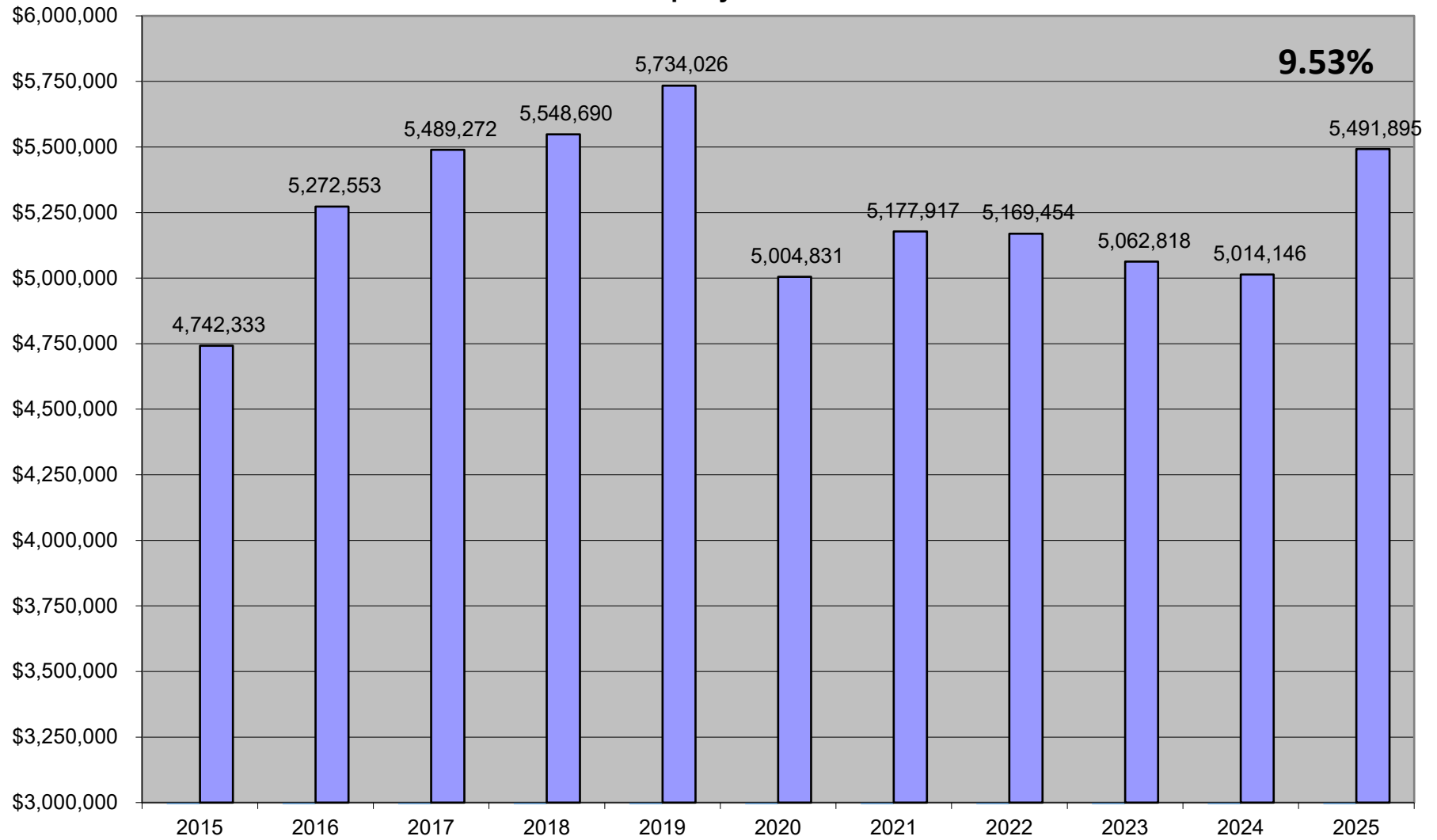
2024-2025 Property Tax Comparison Based on Market Growth

Market Value Change	Year	Classification	Assessment	General Municipal		Education Requisition		Seniors Foundation		Total Taxes	
-20.0%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	240,000.00	1,613.88		643.42		56.86		2,314.15	
				(391.83)	-19.54%	(125.51)	-16.32%	(17.75)	-23.80%	(535.10)	-18.78%
-20.0%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	400,000.00	4,569.12		1,583.24		94.76		6,247.12	
				(1,105.98)	-19.49%	(247.86)	-13.54%	(29.59)	-23.80%	(1,383.43)	-18.13%
-10.0%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	270,000.00	1,815.62		723.84		63.96		2,603.42	
				(190.10)	-9.48%	(45.09)	-5.86%	(10.65)	-14.27%	(245.83)	-8.63%
-10.0%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	450,000.00	5,140.26		1,781.15		106.61		7,028.01	
				(534.84)	-9.42%	(49.95)	-2.73%	(17.75)	-14.27%	(602.54)	-7.90%
-5.0%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	285,000.00	1,916.48		764.06		67.52		2,748.06	
				(89.23)	-4.45%	(4.87)	-0.63%	(7.09)	-9.51%	(101.19)	-3.55%
-5.0%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	475,000.00	5,425.83		1,880.10		112.53		7,418.46	
				(249.27)	-4.39%	49.00	2.68%	(11.82)	-9.51%	(212.10)	-2.78%
2.90%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	308,700.00	2,075.85		827.59		73.13		2,976.58	
				70.14	3.50%	58.66	7.63%	(1.48)	-1.98%	127.33	4.47%
2.89%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	514,450.00	5,876.46		2,036.24		121.87		8,034.58	
				201.36	3.55%	205.14	11.20%	(2.48)	-1.99%	404.03	5.29%
5.0%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	315,000.00	2,118.22		844.48		74.62		3,037.32	
				112.51	5.61%	75.55	9.83%	0.01	0.02%	188.07	6.60%
5.0%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	525,000.00	5,996.97		2,078.00		124.37		8,199.35	
				321.87	5.67%	246.90	13.48%	0.02	0.02%	568.79	7.45%
10.0%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	330,000.00	2,219.09		884.70		78.18		3,181.96	
				213.38	10.64%	115.77	15.06%	3.57	4.78%	332.71	11.68%
10.0%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	550,000.00	6,282.54		2,176.96		130.30		8,589.79	
				607.44	10.70%	345.86	18.89%	5.94	4.78%	959.24	12.57%
20.0%	2024	Residential-	300,000.00	2,005.71		768.93		74.61		2,849.25	
	2025	Residential-	360,000.00	2,420.82		965.12		85.28		3,471.23	
				415.11	20.70%	196.19	25.52%	10.67	14.31%	621.98	21.83%
20.0%	2024	Non-Residential-	500,000.00	5,675.10		1,831.10		124.35		7,630.55	
	2025	Non-Residential-	600,000.00	6,853.68		2,374.86		142.14		9,370.68	
				1,178.58	20.77%	543.76	29.70%	17.79	14.31%	1,740.13	22.80%

**Assessment / Tax
Comparison
(2023-2025)**
Includes Municipal, School and Seniors Tax

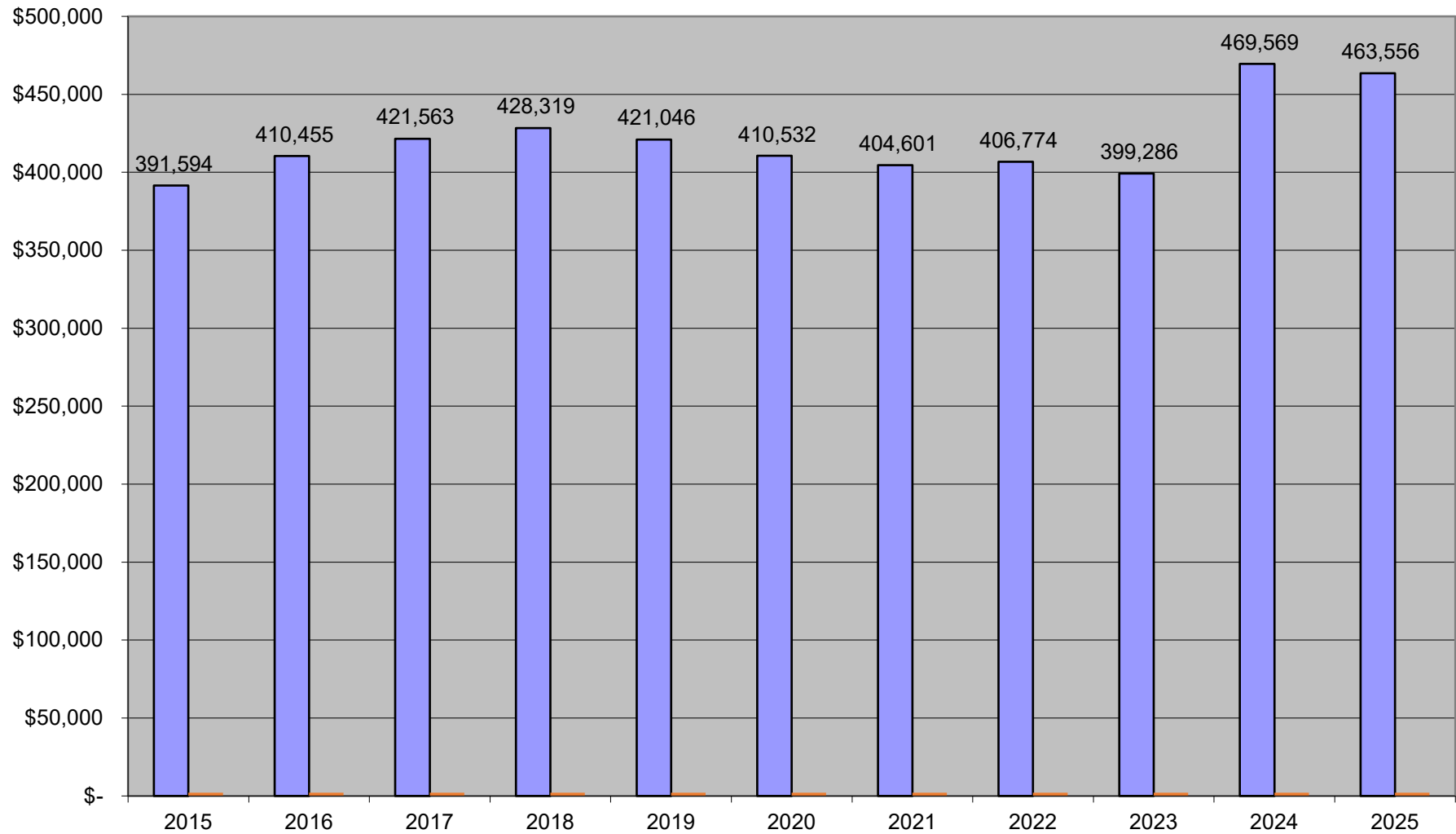
Assessment Changes								Taxes Changes				
#	Type	Address	2023 Assessment	2024 Assessment	2025 Assessment	Assessment Change	% of Change	2023 Taxes	2024 Taxes	2025 Taxes	Tax Increase/ Decrease	% of Change
1	Residential	Ravine Drive	\$ 634,600	\$ 656,900	\$ 676,700	\$ 19,800	3.0%	\$ 5,923.99	\$ 6,238.91	\$ 6,524.94	\$ 286.04	4.58%
2	Residential	Park Circle	\$ 411,800	\$ 420,800	\$ 432,800	\$ 12,000	2.9%	\$ 3,844.15	\$ 3,996.55	\$ 4,173.19	\$ 176.64	4.42%
3	Residential	Baly Road	\$ 348,200	\$ 353,400	\$ 366,600	\$ 13,200	3.7%	\$ 3,250.45	\$ 3,356.42	\$ 3,534.87	\$ 178.45	5.32%
4	Residential	Wedow Dr.	\$ 350,300	\$ 354,800	\$ 364,100	\$ 9,300	2.6%	\$ 3,270.05	\$ 3,369.71	\$ 3,510.76	\$ 141.05	4.19%
5	Residential Mobile	Rivervalley Estates	\$ 49,100	\$ 50,200	\$ 51,200	\$ 1,000	2.0%	\$ 458.35	\$ 476.77	\$ 493.69	\$ 16.91	3.55%
6	Row House	Kimzey Crossing	\$ 184,300	\$ 186,400	\$ 192,200	\$ 5,800	3.1%	\$ 1,720.44	\$ 1,770.33	\$ 1,853.25	\$ 82.92	4.68%
7	Row House	Baxter Crescent	\$ 153,700	\$ 153,100	\$ 157,600	\$ 4,500	2.9%	\$ 1,434.79	\$ 1,454.07	\$ 1,519.63	\$ 65.56	4.51%
8	Apartment	Cornell Apartments	\$ 2,619,000	\$ 2,619,000	\$ 2,675,600	\$ 56,600	2.2%	\$ 24,448.37	\$ 24,873.95	\$ 25,798.94	\$ 924.99	3.72%
9	Commercial Dwn Town	52 Street	\$ 585,800	\$ 633,900	\$ 667,400	\$ 33,500	5.3%	\$ 8,929.17	\$ 9,674.01	\$ 10,423.32	\$ 749.31	7.75%
10	Commercial Highway	37 Street	\$ 454,700	\$ 478,500	\$ 500,600	\$ 22,100	4.6%	\$ 6,930.86	\$ 7,302.44	\$ 7,818.27	\$ 515.83	7.06%
11	Hotel	49 St	\$ 4,730,400	\$ 5,475,000	\$ 5,694,000	\$ 219,000	4.0%	\$ 72,104.07	\$ 83,554.52	\$ 88,927.75	\$ 5,373.23	6.43%
12	Hotel	Kepler St	\$ 2,959,000	\$ 2,959,000	\$ 3,123,400	\$ 164,400	5.6%	\$ 45,103.15	\$ 45,157.59	\$ 48,780.64	\$ 3,623.04	8.02%
13	Industrial Hilltop	34 Avenue	\$ 1,283,500	\$ 1,310,000	\$ 1,326,200	\$ 16,200	1.2%	\$ 19,564.01	\$ 19,992.04	\$ 20,712.33	\$ 720.29	3.60%
14	Major Industrial	Sawmill	\$ 22,364,830	\$ 22,523,940	\$ 23,131,000	\$ 607,060	2.7%	\$ 340,900.39	\$ 343,740.10	\$ 361,255.33	\$ 17,515.23	5.10%

Education Requisition Applied to Property Taxes



**Seniors Foundation Requisition
Applied to Property Taxes**

-1.30%



HOW WILL THE ALBERTA EDUCATION TAX INCREASE IMPACT YOUR 2025 PROPERTY TAXES?



Provincial education property taxes are **set by the Government of Alberta** and account for approximately 24% of the total property tax amount.



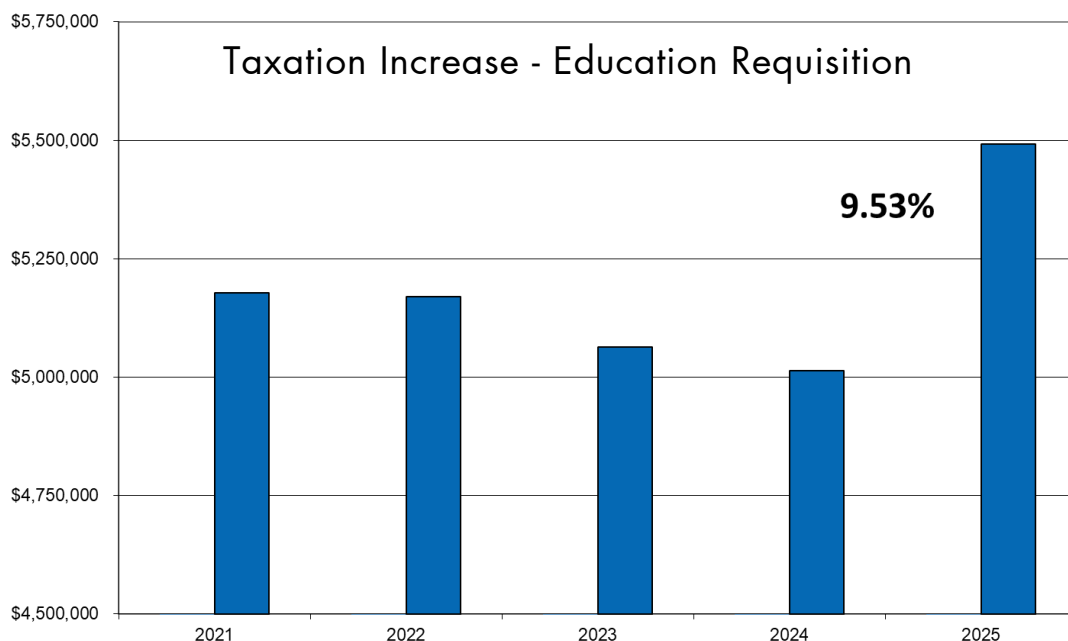
The Town of **Whitecourt** **collects** the education tax amount on behalf of the Government of Alberta



This year, **the Province has increased the provincial education property tax** amount resulting in municipalities seeing up to a 42% increase to their requisition.



The Town of Whitecourt **requisition** has increased **9.53%**.



For the amount you'll be paying to the Alberta Government this year for education, refer to your tax notice and look for the section with the Alberta Government logo.



For more information on property taxes visit www.whitecourt.ca



REQUEST FOR DECISION

Date: April 23, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Tara Gallant, Legislative Manager
Title: TOWN OF WHITECOURT POLICY MANUAL AMENDMENTS

PROPOSAL AND BACKGROUND:

At the April 22, 2025 Policies and Priorities Committee, the Committee reviewed a number of policy amendments that were recommended by Administration. The Policies and Priorities Committee recommended that Council adopt all policy amendments as presented.

REFERENCES:

- Policy 23-017 – Encrypted Radio Communications - attached
 - Policy 13-001 – Financial Signing Authority - attached
 - Policy 13-003 – Purchasing - attached
 - Policy 13-013 – Customer Payment - attached
 - Policy 13-016 – Corporate Credit Card Use - attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

The Policy Manual serves as an operational guide for Council, staff and the public, and provides guidelines for the municipality to serve the community efficiently and effectively.

- Policy 23-017 – Encrypted Radio Communications: This is a new policy that is required under the Public Security Peace Officer Policy and Procedures Manual.
 - Policy 13-001 – Financial Signing Authority: The policy has been updated to include a definition, process, and reporting guidelines for how electronic funds transfer (EFT) payments are managed.
 - Policy 13-003 – Purchasing: The policy has been updated to reflect EFT updates made in Policy 13-001.
 - Policy 13-013 – Customer Payment: The policy has been 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 Services fees and Infrastructure Services fees for cemetery and shallow utility line assignments.
 - Policy 13-016 – Corporate Credit Card Use – The policy has been updated to increase the Executive Assistant's credit card limit.
-

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

N/A

RECOMMENDATION:

That Council accept the recommendation from the Policies and Priorities Committee and adopt the following policies as presented:

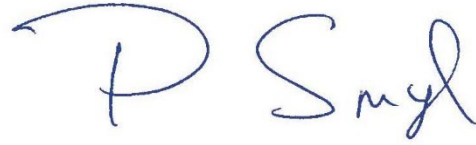
- Policy 23-017 – Encrypted Radio Communications
- Policy 13-001 – Financial Signing Authority

- Policy 13-003 – Purchasing
- Policy 13-013 – Customer Payment
- Policy 13-016 – Corporate Credit Card Use

APPROVAL:

Department Director:

CAO:



A handwritten signature in blue ink, appearing to read "P Smyl". The signature is written in a cursive style with a large, looped "P" and "Smyl" written in a more fluid, connected script.



Town of Whitecourt

Policy Manual
Section: **Community Safety**

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.



Town of Whitecourt

Policy Manual
Section: **Community Safety**

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.



Town of Whitecourt

Policy Manual
Section: **Finance**

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.



Town of Whitecourt

Policy Manual
Section: **Finance**

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;



Town of Whitecourt

Policy Manual
Section: **Finance**

- 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



Town of Whitecourt

Policy Manual
Section: **Finance**

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.



Town of Whitecourt

Policy Manual
Section: **Finance**

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 bides;
 - 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



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Schedule "B" Expenditure Officer Designation



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 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).

REFERENCE:

Bylaw 1551 - Fees, Rates and Charges



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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).



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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 23, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Tara Gallant, Legislative Manager
Title: FEES, RATES AND CHARGES BYLAW 1551-15

PROPOSAL AND BACKGROUND:

Fees, Rates and Charges Bylaw 1551-15 was reviewed at the April 22, 2025 Policies and Priorities Committee meeting, and recommended for adoption.

REFERENCES:

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

BENEFITS/DISADVANTAGES AND OPTIONS:

Bylaw 1551-15 reflects the following:

- Appendix “A” - Community Safety
Addition of a Fire Safety Plan Review and Inspection for residential properties per new National Fire Code regulations.
- Appendix “B” - Community Services
The Community Services Advisory Board conducted a review of all facility and service fees to ensure fees are equitable and to support the community’s visions for providing affordable and accessible leisure and recreational activities. Community Services fee changes will take effect August 6, 2025.
- Appendix “C” - Corporate Services
A credit card processing fee of 2% 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
Rates for concrete and asphalt rubble disposal will change by cost of living for the 2026 calendar year.

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 will take effect as of August 6, 2025.

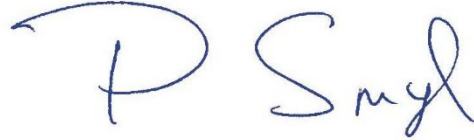
RECOMMENDATION:

That Council accept the recommendation from the Policies and Priorities Committee and adopt Fees, Rates and Charges Bylaw 1551-15.

APPROVAL:

Department Director:

CAO:



A handwritten signature in blue ink, appearing to read "P Smyth", is written over a horizontal line. The signature is stylized, with a large "P" and "S" followed by "myth".

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.

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***	\$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	
<p>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:</p> <p>*A fire for which a person is convicted of arson under the Criminal Code of Canada;</p> <p>*An unregulated release of dangerous goods;</p> <p>*A fire which is intentionally set, with or without permit, and becomes out of control or some other emergency results thereof.</p>	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

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

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).

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
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
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
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

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

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

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

Administrative Fee for credit card transactions (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
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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

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

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

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

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

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



REQUEST FOR DECISION

Date: April 23, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Tara Gallant, Legislative Manager
Title: **PROCEDURE BYLAW 1583**

PROPOSAL AND BACKGROUND:

The Policies and Priorities Committee reviewed Bylaw 1583 at the April 22, 2025 meeting, and has recommended that Council adopt the Bylaw as presented. Procedure Bylaw 1583 aligns Town meeting processes with recent changes made to the Municipal Government Act.

REFERENCES:

- 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.
- Public Hearing Procedures, including notification and registration requirements, have been updated to allow for public participation by electronic means.
- The Bylaw clarifies when meetings can be held using electronic means, and how Members can participate.

As discussed at the Policies and Priorities Committee meeting, section 43 has been updated to reflect that those who wish to address Council at a public input session must state their name and address for the record.

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 Council accept the recommendation from the Policies and Priorities Committee, and 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 address, 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 124.
127. When a Member is in persistent breach of Section 126, 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 127(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.



REQUEST FOR DECISION

Date: April 11, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Wendy Grimstad-Davidson, Executive Assistant
Title: **WHITECOURT CHAMBER OF COMMERCE GOLF TOURNAMENT**

PROPOSAL AND BACKGROUND:

The Whitecourt & District Chamber of Commerce is hosting its annual golf tournament on Friday, June 20 at the Whitecourt Golf & Country Club.

REFERENCES:

N/A

BENEFITS/DISADVANTAGES AND OPTIONS:

This event provides an opportunity for Council Members to network with local businesses and support the Chamber of Commerce.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

N/A

RECOMMENDATION:

That Council Members be authorized to participate in the Chamber of Commerce Golf Tournament on Friday, June 20, 2025 at the Whitecourt Golf and Country Club.

APPROVAL:

Department Director:

CAO:



REQUEST FOR DECISION

Date: April 14, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Jolene Rarick, Fitness Coordinator
Title: RUN 4 FUN ROAD CLOSURE REQUEST

PROPOSAL AND BACKGROUND:

The Town of Whitecourt is organizing and implementing a Kid's Marathon in addition to 5km, 10km and 21.1km (half marathon) races for participants of all ages. The event will be taking place on Saturday, June 7 starting and ending at the Allan & Jean Millar Centre. The Fallen 4 Society continues to provide funding for the event. The event schedule is as follows:

- Half Marathon warm up and opening address: 7:45am
- Half Marathon start: 8:00am
- 10km start: 8:30am
- 5km start: 8:45am
- Kid's Marathon warm up and address: 10:15am
- Kid's Marathon start: 10:30am

It is requested that the portion of Sunset Boulevard from the traffic circle (42 Avenue) to the west entrance of the JDA Place parking lot be closed to ensure the safety of the participants. The road closure will be in effect from 7:45 am to 11:45 am. The Public Transit route will also be impacted by this road closure.

For all distances, there will be volunteers at all road crossings and participants will be reminded that they are sharing the road and to be cautious of vehicle traffic. Much of the half-marathon and 10km route is throughout Centennial Park on both paved and unpaved trails.

REFERENCES:

Run 4 Fun Poster – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

Hosting this event encourages community members to be active on the trail systems throughout the year while training for the event. This event is multigenerational and a great way for everyone to get out and be active.

COST AND SOURCE OF FUNDING:

2025 Operating Budget

COMMENTS:

Administration is requesting that a member of Council attend to address participants before the Kid's Marathon at 10:15am.

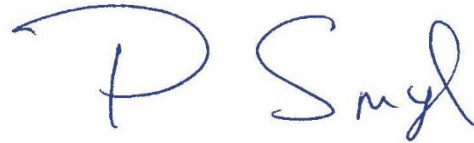
RECOMMENDATION:

That Council approve the use and closure of the portion of Sunset Boulevard from 42 Avenue to the west entrance to the JDA Place parking lot on Saturday, June 7, 2025 from 7:45 am to 11:45 am; and that a Council Member be authorized to attend the event to deliver an address.

APPROVAL:

Department Director:

CAO:

A handwritten signature in blue ink, appearing to read "P Smyth". The signature is written in a cursive style with a large "P" and "S".




SATURDAY

JUNE 7

21.1KM 10KM 5KM

KIDS MARATHON



Run4FunWhitecourt



REGISTER EARLY AND SAVE!

Events take place in town and on the trails so run alongside your friends.
Start & finish from the Allan & Jean Millar Centre.

Registration opens January 1. Register before May 5 and get \$5 off plus a guaranteed t-shirt!

21.1KM	10KM	5KM	KIDS
\$75	\$50	\$40	\$20
8:00am Start	8:30am Start	8:45am Start	10:30am Start

Register online at www.whitecourt.ca.
Registration is processed by the Running Room.

COMPLETE THE YELLOWHEAD TRIPLE CROWN!

Participate in events in Edson and Hinton to qualify.

Eddie's Big Run: May 31

Run in the Rockies: Takes place in September.

Watch for Hinton's date announcement on Facebook.





REQUEST FOR DECISION

Date: April 23, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Wendy Grimstad-Davidson, Executive Assistant
Title: **ECONOMIC DEVELOPMENT WEEK**

PROPOSAL AND BACKGROUND:

Economic Developers Alberta (EDA) is a provincial association that supports local developers in the creation of jobs, supporting businesses, and improving the quality of life in communities across the province. This year, the EDA is challenging communities across Alberta to recognize and celebrate May 12-16, 2025 as Economic Development Week and to recognize the contributions made by professional economic developers to attract and retain high-quality jobs, develop vibrant communities and improve the quality of life in their regions.

REFERENCES:

- Policy 11-008 – Salutes of Special Days/Weeks/Events and/or Proclamations

BENEFITS/DISADVANTAGES AND OPTIONS:

N/A

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

Recognition of Economic Development Week acknowledges the importance of economic development to a community and strengthens support for economic development throughout the year.

RECOMMENDATION:

That Council recognize the week of May 12 to 16, 2025 as Economic Development Week in Whitecourt, as per Policy 11-008 – Salutes of Special Days/Weeks/Events and/or Proclamations.

APPROVAL:

Department Director:

CAO:



REQUEST FOR DECISION

Date: April 24, 2025
Meeting: April 28, 2025 Regular Meeting of Council
Originated by: Wendy Grimstad-Davidson, Executive Assistant
Title: COUNCILLOR REPORTS

PROPOSAL AND BACKGROUND:

Council Members report to co-Members regarding issues and decisions made on the various Boards and Committees on which they serve.

Councillor Name	Committee
Tara Baker	Canfor Public Advisory Committee Communities in Bloom Community Services Advisory Board (Alternate) Emergency Advisory Committee Subdivision and Development Appeal Board (Alternate) Whitecourt FireSmart Working Group Lac Ste. Anne Foundation (Alternate) Whitecourt Airport Advisory Committee (Alternate) Whitecourt Regional Forest Advisory Committee Whitecourt & Woodlands Performing Arts Society
Paul Chauvet	Subdivision and Development Appeal Board Ad Hoc MDP/LUB Review Advisory Committee Capital Region Assessment Services Commission Golden Triangle Trail Partnership Committee Lac Ste. Anne Foundation Whitecourt Regional Solid Waste Management Authority
Braden Lanctot	Canfor Public Advisory Committee (Alternate) Council Compensation Committee Economic Development Committee Municipal Planning Commission Protective Services Committee Whitecourt Airport Advisory Committee Whitecourt Mountain Bike Association Whitecourt Regional Solid Waste Management Authority Whitecourt & Woodlands Winter Recreation Park Society
Serena Lapointe	Joint Liaison Committee Subdivision and Development Appeal Board (Alternate) Whitecourt Library Board Youth Advisory Committee Ad Hoc Culture & Events Centre Partnership/Sponsorship Comm. Community Futures Yellowhead East Yellowhead Regional Library

Bill McAree	Council Compensation Committee Emergency Advisory Committee Municipal Planning Commission (Alternate) Protective Services Committee Whitecourt Regional Solid Waste Management Authority (Alt.) Youth Advisory Committee (Alternate)
Tom Pickard	Council Compensation Committee Economic Development Committee Joint Liaison Committee Protective Services Committee Ad Hoc Culture & Events Centre Partnership/Sponsorship Comm. Chamber of Commerce Liaison/Board of Directors Northern Alberta Elected Officials Caucus Northern Alberta Mayors and Reeves Caucus Whitecourt Airport Advisory Committee Whitecourt Business Support Network Whitecourt & District Health Partnership Team Whitecourt Regional Solid Waste Management Authority
Derek Schlosser	Community Services Advisory Board Health Professionals Attraction and Retention Committee Joint Liaison Committee Municipal Planning Commission Youth Advisory Committee Ad Hoc Culture & Events Centre Partnership/Sponsorship Comm. Ad Hoc MDP/LUB Review Advisory Committee Whitecourt Heritage Society

REFERENCES:

- Economic Development Committee – January 21, 2025
- Economic Development Committee – March 18, 2025
- Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee – April 3, 2025

BENEFITS/DISADVANTAGES AND OPTIONS:

Council Members keep other Members up to date on all aspects of Town business and dealings.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

N/A

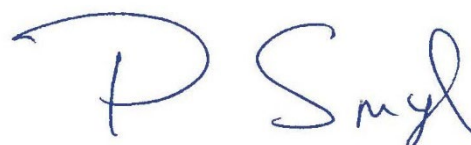
RECOMMENDATION:

That Council accept the Councillor Reports item as information.

APPROVAL:

Department Director:

CAO:



MINUTES OF THE REGULAR MEETING OF Whitecourt Economic Development Committee

Held on Tuesday, January 21, 2025
at the Town of Whitecourt Large Board Room at 1:30 p.m.

Present:	Vice-Chair: St. Pierre; Members: Lanctot, Sawyer; Pickard; CAO: Smyl; Economic Development Officer: Woods; Recording Secretary: Jesso.
Present via Zoom:	Chair: Strebchuk
Absent:	Member McKennitt
Call to Order:	The Meeting was called to order with Vice-Chair St. Pierre presiding. Time: 1:31 p.m.
Adoption of Agenda:	Add: 9.a. Date of Next Meeting. <u>25-001 Moved by Member Pickard</u> That the Agenda be adopted as amended. - CARRIED.
Minutes from the November 19, 2024 Regular Meeting:	<u>25-002 Moved by Member Lanctot</u> That the Minutes from the November 19, 2024 Regular Meeting be adopted as presented. - CARRIED.
2025 Annual Family Snowmobile Rally Checkpoint:	It was noted that the Whitecourt Trailblazers was hosting the Annual Family Snowmobile Rally on Saturday, February 15, 2025. Committee members interested in volunteering at the Whitecourt checkpoint at the Westward Community Centre were asked to confirm with Economic Development Assistant by January 31, 2025. <u>25-003 Moved by Member Lanctot</u> That the Economic Development Committee accept the 2025 Annual Family Snowmobile Rally Checkpoint as information. - CARRIED.
2025 Economic Development & Tourism Grant Programs:	It was reported that applications for the 2025 program year were being accepted for the following grants: <ul style="list-style-type: none"> - Whitecourt Launch; - Sports Hosting Program; - Tourism Enhancement Grant; and, - Tourism Product Development Grant. <p>Applications for each of the grants are accepted on a first-come, first-served basis or until project funding has been expended for the year, with the exception of Whitecourt Launch Program which is has an application deadline of May 2, 2025.</p> <p><u>25-004 Moved by Member Pickard</u> That the Economic Development Committee accept the 2025 Economic Development & Tourism Grant Programs as information. - CARRIED.</p>

Economic Development & Tourism Semi-Annual Report to Council:

The Committee reviewed a draft presentation of the Economic Development & Tourism Semi-Annual Report to Council scheduled for January 27, 2025.

25-005 Moved by Member Strebchuk

That the Economic Development Committee accept the 2025 Economic Development and Tourism Semi-Annual Report as information.

- CARRIED.

Economic Development Officer (EDO) Update – Verbal Report:

Administration provided an update on economic development initiatives and projects underway.

25-006 Moved by Member Pickard

That the Economic Development Committee accept Economic Development Officer (EDO) Update – Verbal Report as information.

- CARRIED.

Information Items:

The Committee reviewed the information items included in the agenda package.

25-007 Moved by Member Lanctot

That the Economic Development Committee accept the Information Items as information.

- CARRIED.

Blue Sky Discussion:

Member Pickard noted the importance of promoting the Culture and Events Centre, scheduled to open in 2026.

Member St. Pierre provided feedback received from Eastlink Park regarding the number of out-of-town visitors attending the ski-hill over the winter school break. It was reported that out of approximately 1100 visitors, 975 were from out of town.

Member Strebchuk discussed Travel Alberta's "rubber tire traffic" studies done on traffic from US to Alaska, and suggested further research on the metrics would be beneficial.

25-008 Moved by Member Pickard

That the Economic Development Committee accept the Blue Sky Discussion items as information.

- CARRIED.

Date of Next Meeting:

25-009 Moved by Member Moncur (formerly Sawyer)

That the Regular Meeting of the Economic Development Committee scheduled for February 18, 2025 be canceled, and that regular meetings resume on March 18, 2025.


- CARRIED.

Adjournment:

25-010 Moved by Member Strebchuk

That the Regular Meeting of the Economic Development Committee be adjourned.
Time: 2:39 p.m.

- CARRIED.


Chair

**MINUTES OF THE REGULAR MEETING OF
Economic Development Committee**
Held On Tuesday, March 18, 2025
at the Town of Whitecourt Large Boardroom at 1:30 pm

Present:	Vice-Chair: Amanda St. Pierre; Members: Braeden Lanctot, Julie Moncur, Tom Pickard; Director of Planning and Development: Jennine Loberg; Economic Development Officer: Rhonda Woods; and Recording Secretary: Liz Wisser.
Absent:	Chair: Strebchuk; Member: McKennitt
Call to Order:	The Meeting was called to order with Vice-Chair St. Pierre presiding. Time: 1:32 p.m.
Adoption of Agenda:	<u>25-011 Moved by Member Pickard</u> That the Agenda be adopted as presented. - CARRIED.
Minutes from the January 21 st , 2025 Regular Meeting:	<u>25-012 Moved by Member Lanctot</u> That the Minutes from the January 21, 2025 Regular Meeting be adopted as presented. - CARRIED.
2025 Economic Development Strategic Plan Report:	Administration provided an update on the Strategic Plan and projects underway. The Committee reviewed projects planned and continued partnerships with key stakeholders. <u>25-013 Moved by Member Lanctot</u> That the Economic Development Committee accept the 2025 Economic Development Strategic Plan Report as information. - CARRIED.
Business Market Analysis Attraction & Retention Strategy Update:	Administration provided an update on the Business Market Analysis Attraction and Retention Strategy and project milestones that have been achieved. It was reported that the project is on track and scheduled for completion in November 2025. <u>25-014 Moved by Member Lanctot</u> That the Economic Development Committee accept the Business Market Analysis Attraction & Retention Strategy Update as information. - CARRIED.
2026 Economic Development Planning Session:	The Committee discussed a date for the 2025 Economic Development Committee Planning Session and provided feedback on key topics for discussion and review. <u>25-015 Moved by Member Pickard</u> That the Economic Development Committee approve September 16 from 10 a.m. to 3 p.m. for the 2025 Economic Development Strategic Planning Session and request that members confirm attendance. - CARRIED.
Economic Development Officer (EDO) Update – Verbal Report:	Administration provided an update on economic development initiatives and projects underway. <u>25-016 Moved by Member Moncur</u> That the Economic Development Committee accept the Economic Development Officer (EDO) Update – Verbal Report as information. - CARRIED.

Information
Items:

The Committee reviewed the information items included in the agenda package.

25-017 Moved by Member Pickard

That the Economic Development Committee accept the Information Items as information.

- CARRIED.

Blue Sky
Discussion:

Member Lanctot noted the importance of the Whitecourt Mountain Bike Park expansion to the tourism sector and provided an update on the grants that were secured to move forward on the development. It was noted that the project consisted of the construction of a new entry road and enhancements to the Park.

Vice-Chair St. Pierre discussed the Whitecourt Launch Program and noted she had received a number of calls in regards to the program and discussed feedback received and the benefits of this program for the small business community. Member St. Pierre discussed mortgage rates, inflation, and current economic trends.

Member Moncur discussed the importance of being strategic with investment and partnership opportunities and noted the benefits that strategic projects could bring to our region; including the potential of nuclear energy, including small modular reactors (SMRs) and CANDU technology.

25-018 Moved by Vice-Chair St. Pierre.

That the Economic Development Committee accept the Blue Sky Discussion items as information.

- CARRIED.

Date of Next
Meeting:

April 15, 2025 at 1:30 p.m.

Adjournment:

25-019 Moved by Member Moncur.

That the Regular Meeting of the Economic Development Committee be adjourned.

Time: 2:55 p.m.

- CARRIED.


Chair

**MINUTES OF THE REGULAR MEETING OF
Ad Hoc Culture & Events Centre
Partnership/Sponsorship Committee**

Thursday, April 3, 2025 at 10:30 a.m.
Town of Whitecourt Administration Office Large Boardroom


Present:	Mayor Tom Pickard; Councillor Serena Lapointe, Derek Schlosser; Director of Community Services Chelsea Grande; Recording Secretary Tara Gallant.
Absent:	Councillor Schlosser.
Call to Order:	The Meeting was called to order at 10:30 a.m. Mayor Pickard presided as Chair. Time: 10:30 a.m.
Adoption of the Agenda:	<p><u>25-001 Moved by: S. Lapointe</u></p> <p>That the Agenda be adopted as presented.</p> <p style="text-align: right;">- CARRIED.</p>
Minutes from the November 23, 2022 Regular Meeting:	<p><u>25-002 Moved by: S. Lapointe</u></p> <p>That the Minutes from the November 23, 2022 Regular Meeting be adopted as presented.</p> <p style="text-align: right;">- CARRIED.</p>
Draft Partnership/Sponsorship Package Review:	<p>The Director of Community Services reviewed the draft package. It was suggested that the Committee Members review the documents, and forward any suggestions/edits to Administration by 12 noon on April 10, 2025.</p> <p>The Committee members discussed the partnership/sponsorship campaign strategy, and agreed that the opportunity to partner/sponsor should be advertised in several ways, including direct marketing, by Request for Proposal (RFP) format, and general community advertising. It was also suggested that current sponsors of Town events/facilities, or companies that have already voiced interest in sponsorship, be provided the opportunity to meet to discuss sponsorship opportunities before the RFP was published. The Committee discussed the potential of having a space/feature designated for a public naming competition to try to spur excitement for the project locally.</p> <p><u>25-003 Moved by: S. Lapointe</u></p> <p>That the Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee accept the Draft Partnership/Sponsorship Package Review as information.</p> <p style="text-align: right;">- CARRIED.</p>
Next Meeting Date:	<p>The next meeting of the Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee was scheduled for April 24, 2025 with the time to be determined based on member availability.</p> <p>Administration was asked to bring a draft RFP proposal; a list of target sponsors/partners; and, draft social media posts/advertisements for the Committee's review at the next meeting.</p>

Adjournment:

25-004 Moved by: S. Lapointe

That the Meeting of the Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee be adjourned. Time: 11:27 a.m.

- CARRIED.


Chair



REQUEST FOR DECISION

Date: April 24, 2025
 Meeting: April 28, 2025 Regular Meeting of Council
 Originated by: Wendy Grimstad-Davidson, Executive Assistant
 Title: **ITEMS OF INFORMATION**

PROPOSAL AND BACKGROUND:

The following items are included in the April 28, 2025 Council package as information items:

- a. Town Accounts – Cheques 92372 – 92476 (Council Members to contact the Director of Corporate Services prior to Regular Meeting with any questions regarding Town accounts);
- b. Thank you card from the Golden Triangle Consortia received April 17, 2025
- c. Town of Whitecourt 2025 Press Releases:
 - i. April 15 – Fire Advisory in Effect for Whitecourt;
 - ii. April 16 – Whitecourt Town Council Update;
 - iii. April 17 – Wildfire East of Hilltop East Industrial Park;
- d. Mayor's Calendar; and
- e. Council Calendar.

RECOMMENDATION:

That Council accept the Items of Information as information.

APPROVAL:

Department Director:

CAO:

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 User Date: 4/23/25

Town of Whitecourt
 VENDOR CHEQUE REGISTER REPORT
 Payables Management

Page: 1
 User ID: STACY

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	4/10/25
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
92372	ABMUN005	ALBERTA MUNICIPAL SERVICES COR	4/15/25	SCOTIA	PMCHQ00003209	\$421.08
92373	APEX003	APEX SUPPLEMENTARY PENSION TRU	4/15/25	SCOTIA	PMCHQ00003209	\$1,568.41
92374	APEX005	APEX SUPPLEMENTARY PENSION TRU	4/15/25	SCOTIA	PMCHQ00003209	\$218.40
92375	ARCA007	ARCAND, DAVE	4/15/25	SCOTIA	PMCHQ00003209	\$156.05
92376	ARCAD001	ARCADIS PROFESSIONAL SERVICES	4/15/25	SCOTIA	PMCHQ00003209	\$15,614.81
92377	AUMAUT001	ALBERTA MUNICIPAL SERVICES COR	4/15/25	SCOTIA	PMCHQ00003209	\$206,211.87
92378	BELL004	BELL MOBILITY INC.	4/15/25	SCOTIA	PMCHQ00003209	\$71.19
92379	BELL001	BELL CANADA	4/15/25	SCOTIA	PMCHQ00003209	\$2,966.60
92380	CANN002	CANNIFF AND ASSOCIATES	4/15/25	SCOTIA	PMCHQ00003209	\$400.00
92381	CARO001	CARO ANALYTICAL SERVICES	4/15/25	SCOTIA	PMCHQ00003209	\$301.88
92382	CASE004	CASE + POINT: MEDIA	4/15/25	SCOTIA	PMCHQ00003209	\$401.63
92383	CESAR001	2572835 ALBERTA LTD	4/15/25	SCOTIA	PMCHQ00003209	\$50.40
92384	COFFEE001	THE COFFEE COURIER	4/15/25	SCOTIA	PMCHQ00003209	\$250.82
92385	DANM001	DANMAR CONSULTING	4/15/25	SCOTIA	PMCHQ00003209	\$2,427.53
92386	DIRECT002	DIRECT ENERGY	4/15/25	SCOTIA	PMCHQ00003209	\$1,888.18
92387	FEIST001	FEIST, RANDY	4/15/25	SCOTIA	PMCHQ00003209	\$2,414.99
92388	GOVABLAND001	GOVERNMENT OF ALBERTA	4/15/25	SCOTIA	PMCHQ00003209	\$350.00
92389	HARDMA003	HARDMAN, COURTNEY	4/15/25	SCOTIA	PMCHQ00003209	\$110.20
92390	HINK001	HINKS, CLAYTON	4/15/25	SCOTIA	PMCHQ00003209	\$25.00
92391	JEND001	JENDRICK, MARTIE	4/15/25	SCOTIA	PMCHQ00003209	\$28.00
92392	KEAY001	KEAY, JENNIFER	4/15/25	SCOTIA	PMCHQ00003209	\$106.05
92393	LAVAL002	LAVALLEE, DORIAN	4/15/25	SCOTIA	PMCHQ00003209	\$56.70
92394	LEIGH001	LEIGHTON, MICHELLE	4/15/25	SCOTIA	PMCHQ00003209	\$1,670.00
92395	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	4/15/25	SCOTIA	PMCHQ00003209	\$76,016.53
92396	LOCAL002	LOCAL AUTHORITIES PENSION PLAN	4/15/25	SCOTIA	PMCHQ00003209	\$1,462.20
92397	MCDONA002	MCDONALD PHONE SERVICE	4/15/25	SCOTIA	PMCHQ00003209	\$137.55
92398	MERL001	MERLIN SHREDDING INC	4/15/25	SCOTIA	PMCHQ00003209	\$367.50
92399	MOORE005	MOORE, BRIGETTE	4/15/25	SCOTIA	PMCHQ00003209	\$106.05
92400	MOORE009	MOORE, ALEXANDER	4/15/25	SCOTIA	PMCHQ00003209	\$40.00
92401	MVD001	MVD WHITECOURT	4/15/25	SCOTIA	PMCHQ00003209	\$160.00
92402	OLSON002	OLSON, ALLISON	4/15/25	SCOTIA	PMCHQ00003209	\$20.00
92403	OPSAL003	OPSAL, CHASE	4/15/25	SCOTIA	PMCHQ00003209	\$31.00
92404	PAYNE008	PAYNE, RACHEL	4/15/25	SCOTIA	PMCHQ00003209	\$116.93
92405	PELL004	PELLETIER, DANIEL	4/15/25	SCOTIA	PMCHQ00003209	\$20.00
92406	PROD002	PRODANIUK, TINA	4/15/25	SCOTIA	PMCHQ00003209	\$1,082.50
92407	PUROLA001	PUROLATOR INC.	4/15/25	SCOTIA	PMCHQ00003209	\$35.02
92408	RECEIV001	RECEIVER GENERAL FOR CANADA	4/15/25	SCOTIA	PMCHQ00003209	\$183,357.33
92409	ROGERS001	ROGERS	4/15/25	SCOTIA	PMCHQ00003209	\$38.65
92410	SADO001	SADOWAY, KELLY	4/15/25	SCOTIA	PMCHQ00003209	\$262.76
92411	SAFETY002	SAFETY CODES COUNCIL	4/15/25	SCOTIA	PMCHQ00003209	\$240.45
92412	SILV001	SILVACOM LTD.	4/15/25	SCOTIA	PMCHQ00003209	\$48,825.00
92413	STITCH001	STITCH N TIME CUSTOM EMBROIDER	4/15/25	SCOTIA	PMCHQ00003209	\$736.29
92414	SUTT001	SUTTON, JAIMEE	4/15/25	SCOTIA	PMCHQ00003209	\$343.13
92415	SZYB001	SZYBUNKA, CRYSTAL	4/15/25	SCOTIA	PMCHQ00003209	\$106.05
92416	TELUS001	TELUS COMMUNICATIONS	4/15/25	SCOTIA	PMCHQ00003209	\$6,191.87
92417	TELUS005	TELUS SERVICES INC.	4/15/25	SCOTIA	PMCHQ00003209	\$288.75
92418	TEMP00000005965	DYCK, KAREN KAY	4/15/25	SCOTIA	PMCHQ00003209	\$30.14
92419	VIDAD001	VIDAD, RYAN	4/15/25	SCOTIA	PMCHQ00003209	\$179.10
92420	XEROX001	XEROX CANADA LTD.	4/15/25	SCOTIA	PMCHQ00003209	\$19.57
92421	ANDER002	ANDERSON, AMANDA	4/22/25	SCOTIA	PMCHQ00003211	\$204.75
92422	AYL001	AYLES, SAMANTHA	4/22/25	SCOTIA	PMCHQ00003211	\$102.29
92423	DIGI002	DIGITAL POSTAGE ON CALL -90052	4/22/25	SCOTIA	PMCHQ00003211	\$5,250.00
92424	MALM001	MALMQUIST, ANDREW	4/22/25	SCOTIA	PMCHQ00003211	\$370.29
92425	MVD001	MVD WHITECOURT	4/22/25	SCOTIA	PMCHQ00003211	\$40.00
92426	PARK002	PARKLAND COUNTY	4/22/25	SCOTIA	PMCHQ00003211	\$6,140.14
92427	POST005	POSTMEDIA	4/22/25	SCOTIA	PMCHQ00003211	\$8,078.70
92428	RPM001	RPM POWER SPORTS LTD.	4/22/25	SCOTIA	PMCHQ00003211	\$9.44
92429	TRL001	TRL GAS CO-OP LTD.	4/22/25	SCOTIA	PMCHQ00003211	\$578.55
92430	WARD005	WARDLEY, GARETT	4/22/25	SCOTIA	PMCHQ00003211	\$159.90
92431	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	4/22/25	SCOTIA	PMCHQ00003211	\$768.29
92432	YLCC001	YLCC	4/22/25	SCOTIA	PMCHQ00003211	\$1,969.00
92433	YOUNG007	YOUNG, TARRAN	4/22/25	SCOTIA	PMCHQ00003211	\$157.50
92434	ALEX004	ALEXANDER SAFETY	4/23/25	SCOTIA	PMCHQ00003212	\$44.89
92435	ALLD001	ALLDATA CANADA SERVICES LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$1,575.00
92436	ARMS002	ARMSTRONG'S NATIONAL ALARM MON	4/23/25	SCOTIA	PMCHQ00003212	\$252.00
92437	AUTOMA001	AUTOMATED AQUATICS CANADA LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$2,521.05
92438	BROG002	BROGAN FIRE & SAFETY	4/23/25	SCOTIA	PMCHQ00003212	\$232.37
92439	CAN003	CAN TRAFFIC SERVICES LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$3,633.04
92440	CASE005	CASEWARE INTERNATIONAL INC	4/23/25	SCOTIA	PMCHQ00003212	\$7,158.90

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Town of Whitecourt

User Date: 4/23/25

VENDOR CHEQUE REGISTER REPORT

User ID:STACY

* Voided Cheques

Payables Management						
Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
92441	CBM002	CBM N.A. INC	4/23/25	SCOTIA	PMCHQ00003212	\$1,184.05
92442	CLEAR001	CLEAR TECH INDUSTRIES INC.	4/23/25	SCOTIA	PMCHQ00003212	\$1,905.46
92443	DIGI003	DIGITEX CANADA INC.	4/23/25	SCOTIA	PMCHQ00003212	\$29.14
92444	EAGLE001	EAGLE RIVER CHRYSLER LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$126.00
92445	ELECT002	ELECTRICAL & INSTRUMENTATION	4/23/25	SCOTIA	PMCHQ00003212	\$52.36
92446	ENVIRO003	ENVIRONMENTAL 360 SOLUTIONS (A	4/23/25	SCOTIA	PMCHQ00003212	\$207.38
92447	GRANDW001	GRANDWEST ENTERPRISES INC	4/23/25	SCOTIA	PMCHQ00003212	\$403.26
92448	GROE002	GROENEVELD LUBRICATION SOLUTIO	4/23/25	SCOTIA	PMCHQ00003212	\$936.59
92449	INDUST001	INDUSTRIAL MACHINE INC.	4/23/25	SCOTIA	PMCHQ00003212	\$360.50
92450	ITM001	ITM INSTRUMENTS INC.	4/23/25	SCOTIA	PMCHQ00003212	\$1,894.54
92451	JOBS001	JOBSITE WORKWEAR WHITECOURT	4/23/25	SCOTIA	PMCHQ00003212	\$429.90
92452	KWMECH001	K.W. MECHANICAL	4/23/25	SCOTIA	PMCHQ00003212	\$384.60
92453	LAWS001	LAWSON PRODUCTS INC.	4/23/25	SCOTIA	PMCHQ00003212	\$171.12
92454	LIFE0001	LIFESAVING SOCIETY	4/23/25	SCOTIA	PMCHQ00003212	\$102.90
92455	LYNX001	LYNX CONTROLS	4/23/25	SCOTIA	PMCHQ00003212	\$5,461.40
92456	MART003	HORIZON AG & TURF	4/23/25	SCOTIA	PMCHQ00003212	\$1,959.51
92457	MCDONA002	MCDONALD PHONE SERVICE	4/23/25	SCOTIA	PMCHQ00003212	\$196.35
92458	OAKCR001	OAK CREEK GOLF & TURF INC	4/23/25	SCOTIA	PMCHQ00003212	\$132.72
92459	PLC001	PLC SUDS & SERVICES LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$189.00
92460	RALCOM001	RALCOMM LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$8,565.38
92461	ROYAL004	ROYAL CARETAKING SUPPLIES INC	4/23/25	SCOTIA	PMCHQ00003212	\$2,110.29
92462	SCHAF001	SCHAFER'S CUSTOM WELDING LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$5,954.91
92463	SCONA001	SCONA ELECTRIC INC	4/23/25	SCOTIA	PMCHQ00003212	\$11,316.90
92464	SMYL001	SMYL CHEVROLET BUICK GMC LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$163.91
92465	SOURC001	SOURCE OFFICE FURNISHINGS	4/23/25	SCOTIA	PMCHQ00003212	\$3,613.05
92466	STONY001	STONY INSPECTION SERVICES	4/23/25	SCOTIA	PMCHQ00003212	\$729.75
92467	TOMKO001	TOMKO SPORTS SYSTEMS ALBERTA	4/23/25	SCOTIA	PMCHQ00003212	\$3,295.52
92468	TYCO005	TYCO INTEGRATED FIRE & SECURIT	4/23/25	SCOTIA	PMCHQ00003212	\$772.68
92469	UNITED006	UNITED RENTALS OF CANADA INC.	4/23/25	SCOTIA	PMCHQ00003212	\$346.50
92470	WAU001	WAUSAU EQUIPMENT COMPANY	4/23/25	SCOTIA	PMCHQ00003212	\$3,368.35
92471	WCI001	WCI WHYTE COMMUNICATIONS INC.	4/23/25	SCOTIA	PMCHQ00003212	\$131.20
92472	WCTSTA002	WHITECOURT STATIONERY LTD	4/23/25	SCOTIA	PMCHQ00003212	\$3,234.03
92473	WELDCO001	WELDCO-BEALES MFG. LTD.	4/23/25	SCOTIA	PMCHQ00003212	\$1,065.36
92474	WFR001	WFR WHOLESALE FIRE & RESCUE	4/23/25	SCOTIA	PMCHQ00003212	\$851.25
92475	WHITEMACH001	WHITECOURT MACHINE & WELDING	4/23/25	SCOTIA	PMCHQ00003212	\$7,472.65
92476	WHITETRAN001	WHITECOURT TRANSPORT INC.	4/23/25	SCOTIA	PMCHQ00003212	\$2,579.70
EFT00000	JOHNS.G001	JOHNSON, GLORIA	4/17/25	SCOTIA	PMCHQ00003210	\$0.01

Total Cheques: 106

Total Amount of Cheques: \$668,868.48

=====

thank you



Town of Whitecourt

Your support and funding given to The Golden Triangle Consortia this year is greatly appreciated by all involved. The last few years have not been easy on our

Fox Creek Northland Sno-Goers, Swan Hills Snow Goers and Whitecourt Trailblazers; between low snow, no rallies and more trail maintenance than expected. We are happy to announce that all three clubs were able to have Snowmobile Rallies this 2024/2025 Season! We couldn't do it without you!

RALLY STATS

Fox Creek 158 Riders
Swan Hills 320 Riders
Whitecourt 244 Riders

IRON SLEDDER CHALLENGE

19 Iron Medalists - 31 Golden Medalists
\$1,000 Cash Winner - Sean Schulte (Whitecourt)
\$250 Cash Winner - Dale Tonsi (Barrhead)

QR CHECK IN CONTEST

120 Entries
\$250 VISA Card Winner
Karlie Flynn - Youth

\$250 Rally Cash Draw Winners - Laurier Mahe, Darin Nelson & Ryan Phillipson

Dan Schulte

Chris Brooks



Dan Schulte

SWAN HILLS SNOW GOERS



WILDERNESS PLAYGROUND



Janet

Golden Triangle



PRESS RELEASE**APRIL 15, 2025****FIRE ADVISORY IN EFFECT FOR WHITECOURT**

Whitecourt has issued a FIRE ADVISORY. This is due to the current and expected weather conditions and the dry grass hazard that we are seeing throughout the community.

Existing fire pit and fire burn permits will remain valid and new permit requests will still be approved on a case by case basis.

Under this advisory, backyard fire pit and campfires are still allowed, but extreme caution is advised as windy conditions are forecasted.

The fire advisory will remain in effect until conditions improve or further escalation is required.

For information on fire restrictions and bans throughout the province, visit www.albertafirebans.ca.

For more information, please contact:

Tara Gallant
Legislative Manager
Town of Whitecourt
taragallant@whitecourt.ca



5004 52 Avenue, Box 509, Whitecourt AB T7S 1N6

Phone / 780.778.2273 Fax / 780.778.2062

www.whitecourt.ca

PRESS RELEASE APRIL 16, 2025 WHITECOURT TOWN COUNCIL UPDATE

Whitecourt Town Council has approved the 2025 Budget. The budget supports priorities identified by Council and its intention to sustain service levels, while ensuring the continued sustainability and growth of the community. A 3.53% tax rate increase is required to support the budget, this is a decrease from what was originally proposed in the interim budget. Based on the approved budget, Administration is preparing the Tax Rate Bylaw which will be presented to Council at the April 28, 2025 Regular Meeting. The 2025 Budget Report will subsequently be published at the end of April and will be posted online at www.whitecourt.ca and paper copies will be made available at the Town Office.

The 2025 Strategic Plan has been adopted. The Plan identifies Council's key priorities and areas of focus for the remainder of the term. A copy of the Plan is available at www.whitecourt.ca.

The Rotary Club of Whitecourt is hosting a sod turning event in Festival Park on June 5 for the new multi-use courts. The multi-use courts will be constructed in partnership with the Rotary Club, Town of Whitecourt, and the Active Communities Initiative Fund. The new courts, which are expected to be complete in the fall of 2026, will provide a safe space for pickleball, basketball, badminton, tennis and ball hockey.

The Whitecourt Youth Advisory Committee is hosting Town Hall Meetings at Ecole St. Mary School and Percy Baxter School on May 12. The meetings help educate youth on municipal governance, and provides an opportunity for members of Town Council to engage with community youth.

The following groups have been awarded Community Clean Up projects under the 2025 program. Each group will provide roadside, playground and sportfield cleanup services as a way to raise funds for their non-profit group.

U13 Whitecourt Warriors Girls Soccer Team	U15 Whitecourt Warriors Girls Soccer Team
U17 Whitecourt Warriors Girls Soccer Team	U13 Whitecourt Warriors Boys Soccer Team
U15 Whitecourt Warriors Boys Soccer Team	U17 Whitecourt Warriors Boys Soccer Team
U19 Whitecourt Warriors Boys Soccer Team	

There is still a spot available in the Community Clean Up Program. Application information is available on the Whitecourt website at www.whitecourt.ca/your-town/whitecourt-grant-programs.

Whitecourt will be purchasing a new wheel loader from SMS Equipment at a cost of \$408,302, plus GST.

Spirit of Youth Awards will be awarded at a ceremony on May 22 at Central School. The Program recognizes teens aged 12 to 18 who are doing great things in our community.

The Town of Whitecourt and Woodlands County are continuing to work together to finalize outstanding items based outlined in the Intermunicipal Collaboration Agreement. The Agreement, which formalizes how the municipalities manage growth, coordinate service delivery and optimize resources for residents, was adopted in October 2024.

The Town of Whitecourt is preparing for the upcoming October 2025 Municipal Election. Similar to previous elections, Whitecourt will be offering special ballots, advance and institutional voting. Information on the 2025 Election can be found online at www.whitecourt.ca/your-town/election.

Whitecourt has approved a street closure request from the Whitecourt & District Chamber of Commerce for the Night Time Farmers Market on August 21. Reminders about the street closures will be posted closer to the event date.

Whitecourt Town Council has recognized May 12-18, 2025 as National Nursing Week.

Whitecourt Town Council has recognized May 19-25, 2025 as Alberta Disability Services Professional Appreciation Week.

For more information, please contact:
Tara Gallant, Legislative Manager
Town of Whitecourt
taragallant@whitecourt.ca



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Phone / 780.778.2273 Fax / 780.778.2062

www.whitecourt.ca

PRESS RELEASE**APRIL 17, 2025****WHITECOURT FIRE DEPARTMENT AND PROVINCIAL RESOURCES ON SCENE AT
WILDFIRE EAST OF HILLTOP EAST INDUSTRIAL PARK**

The Whitecourt Fire Department and Alberta Wildfire are on scene at a fire east of the Hilltop East Industrial Park. The fire, which is approximately 3 hectares in size, is burning; however, the fire is being held and there is no threat to property at this time.

Crews and equipment remain on scene. Blue Ridge Highway is closed in both directions at 30 Street. Motorists are asked to use alternate routes, and community members are asked to avoid the area as emergency resources work to control the fire.

A Fire Advisory was issued in Whitecourt on April 15, 2025. This Fire Advisory remains in effect due to the current and expected weather conditions, and the dry grass hazard that we are seeing throughout the community. Under this Advisory, backyard fire pit and campfires are still allowed, but extreme caution is advised as windy conditions are forecasted.

For more information, please contact:

Tara Gallant
Legislative Manager
Town of Whitecourt
taragallant@whitecourt.ca



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www.whitecourt.ca

April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	15	16	17	18	19	18	19	20	21	22	23	24
27	28	22	23	24	25	26	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1	2 1:30pm VIRTUAL: Towns West Zone Meeting and ABmunis CEO 4:00pm Special Budget Meeting (Forest Interpretive Centre) -	3 9:00am Pre-recording of the Party In The Park 10:30am Ad Hoc Culture & Events Centre 1:15pm Whitecourt 2:00pm Whitecourt	4	5
6	7 12:00pm Updated invitation: Alberta Mid-Sized Towns Mayors' Caucus Meeting @ Mon Apr 7, 2025 12pm - 2pm	8	9 7:00am Chamber Update (Ricky's) - Wendy Davidson	10	11	12
13 7:30pm Webinar host invited you to be panelist for Municipal Election Webinar - Small - Midsize Municipalities	14 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft) 4:00pm Town Council (FIC) - Wendy Davidson	15 9:30am FW: RMA/ABmunis webinar guest 1:30pm Economic Development Committee Regular	16	17	18	19
20	21	22 4:00pm Policies & Priorities Committee Meeting (Town Office Large Board Room) - Wendy Davidson	23	24 8:30am Ad Hoc Culture & Events Centre Partnership/Sponsors 12:00pm You are registered for ABmunis' Analysis of	25 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - 1:30pm SVL Birthdays (SV Lodge) - Wendy Davidson	26
27	28 8:30am FW: CRAA Executive Bi-Weekly 12:00pm Volunteer Luncheon (Seniors) 4:00pm Town Council (FIC) - Wendy	29 7:30pm Webinar host invited you to be panelist for Municipal Election Webinar - Small - Midsize Municipalities	30	May 1	2	3

May 2025

May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	1	2	3	4	5	6	7
11	12	13	14	8	9	10	8	9	10	11	12	13	14
18	19	20	21	15	16	17	15	16	17	18	19	20	21
25	26	27	28	22	23	24	22	23	24	25	26	27	28
				29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 27	28	29	30	May 1	2	3
4	5 7:30pm Webinar host invited you to be panelist for Municipal Election Webinar - Small - Midsize Municipalities	6	7	8	9	10 5:00pm Trade Fair Vendor Mixer Event (JDA Place) - Wendy Davidson
11	12 8:30am FW: CRAA Executive Bi-Weekly 9:00am Town Hall Meetings (Ecole St 4:00pm Town Council (FIC) - Wendy	13	14	15 3:00pm Invitation: Alberta Mid-Sized Towns Mayors Caucus @ Thu 15 May 2025 3pm - 5pm (MDT) (tompickard@whiteco	16	17
18	19	20 2:30pm CEC Sponsorship/Partnership Meeting (Large 4:00pm Policies & Priorities Committee Meeting (Town Office	21	22 8:30am ICF Committee Meeting (To be determined) - Tara 7:00pm Spirit of Youth (Central School) - Wendy Davidson	23	24
25	26 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft 4:00pm Town Council (FIC) - Wendy Davidson	27 1:30pm Economic Development Committee Regular Meeting (Town Large Board Room) - Meghan Jesso	28	29	30 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - 1:30pm SVL Birthdays (SV Lodge) - Wendy Davidson	31

April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	8	9	10
20	21	15	16	17	18	19	18	19	20	21	15	16	17
27	28	22	23	24	25	26	25	26	27	28	22	23	24
		29	30								29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1	2 4:00pm Special Council Meeting	3 10:30am Ad Hoc CEC Committee (TP, SL, DS) 2:00pm WRSWMA (TP, PC, BL)	4	5
6	7	8 7:00pm Community Services Advisory Board (DS) (AJMC Board Room)	9 12:30pm FireSmart (TB) (Large BR)	10 4:00pm MPC (BL, DS)	11	12 9:00am CSAB Planning Session (DS) (TBD)
13	14 4:00pm Council Meeting (FIC)	15 1:30pm EDC (TP, BL) (Town Office) 5:30pm Library (SL)	16	17 1:00pm CFYE (SL)	18	19
20	21	22 4:00pm Policies & Priorities Committee Meeting (Large Boardroom Town Office)	23	24 8:30am Ad Hoc CEC (TP, SL, DS) 4:00pm MPC (BL, DS)	25	26
27	28 12:00pm Volunteer Lunch 4:00pm Council Meeting (FIC)	29	30	May 1	2	3

May 2025

May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 27	28	29	30	May 1	2	3
4	5	6	7	8 4:00pm MPC (BL, DS)	9	10 10:00am Trade Fair (TB, BL) 12:30pm Trade Fair (PC, SL) 3:00pm Trade Fair (SL)
11 10:00am Trade Fair (PC, DS) 1:00pm Trade Fair (BL, DS)	12 9:00am Town Hall Meetings (ESMS & PB Schools) 4:00pm Council Meeting (FIC)	13 7:00pm Community Services Advisory Board (DS) (AJMC Board Room)	14	15 1:00pm CFYE (SL)	16	17
18	19	20 1:30pm EDC (TP, BL) (Town Office) 4:00pm Policies & Priorities Committee Meeting (Large Boardroom Town)	21	22 8:30am ICF Committee (TP, SL, DS) (TBD) 4:00pm MPC (BL, DS) 7:00pm Spirit of Youth (Central School)	23	24
25	26 4:00pm Council Meeting (FIC)	27	28 12:00pm HPARC (DS) (Town Office)	29	30	31