#### Town of Whitecourt **AGENDA** REGULAR MEETING OF COUNCIL Monday, June 23, 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 June 9, 2025 Regular Meeting of Council:
  - 4. Public Input Session:
  - 5. AGENT Program:
  - 6. Economic Development & Tourism Report:
  - 7. 2025 Whitecourt Launch Program:
  - 8. 47 Street Sewer Replacement Tender Award:
  - 9. Tandem Truck Purchase:
  - 10. Ice Resurfacer Purchase:
  - 11. Off-Site Levy Annual Review 2025 Report:
  - 12. Franchise Fee Five-Year Plan:

- 13. 2025 20-Year Capital & Major Maintenance Plan:
- 14. Policy Manual Amendments:
- 15. Bylaw 1551-16 Fees, Rates and Charges:
- 16. Bylaw 1492-5 Records Retention and Destruction:
- 17. Councillor Reports:
- 18. Items of Information:
- 19. Adjournment:

#### MINUTES OF THE REGULAR MEETING OF COUNCIL of the Town of Whitecourt

held on Monday, June 9, 2025 at the Forest Interpretive Centre

#### Present:

Call to Order & Mayor's Address:

Adoption of Agenda:

Minutes from the May 26, 2025 Regular Meeting:

Public Input Session:

Whitecourt Fire Department Annual Report:

2025 Tourism Enhancement Grant Program Applications:

2024 Collision Report: Mayor Pickard, Deputy Mayor Lapointe; Councillors Baker, Chauvet, Lanctot, McAree, and Schlosser; Chief Administrative Officer Smyl; and Recording Secretary Grimstad-Davidson.

The Meeting was called to order at 4:00pm; Mayor Pickard presiding.

25-209 Moved by Councillor Lanctot

That the Agenda be adopted as presented.

25-210 Moved by Councillor McAree

That the Minutes from the May 26, 2025 Regular Meeting be adopted as presented.

- CARRIED UNANIMOUSLY.

- CARRIED UNANIMOUSLY.

There was no one present wishing to make a presentation.

The Chief Administrative Officer introduced the Director of Community Safety and Fire Chief to provide highlights of the 2024 Whitecourt Fire Department Annual Report. The Director noted that the Department is looking at options to reduce the number of false alarms. The Fire Chief commented on the Department's deployment to Jasper and noted the importance of FireSmart in our community.

25-211 Moved by Councillor McAree

That Council accept the Whitecourt Fire Department 2024 Annual Report as information.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer advised that the Economic Development Committee had reviewed applications under the 2025 Tourism Enhancement Grant Program and introduced the Economic Development Officer to review the applications. The Officer noted that the proposed events will attract tourism to the community.

25-212 Moved by Councillor Chauvet

That Council accept the Economic Development Committee's recommendation to allocate the following under the Tourism Enhancement Grant Program:

- \$1,000 be allocated to the Canadian Motorcycle Tourism Association Ride for Vision & Valour 2025; and,
- \$5,000 in financial assistance be allocated to the Whitecourt & District Chamber of Commerce for the 3-day Rib Fest Event and in kind support (\$3,500) from the Town of Whitecourt for tents (including set up and take down), garbage cans, tables and chairs, and use of Festival Way.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer stated that the 2024 Annual Collision Report had been prepared and introduced the Director of Planning and Development and Development Engineer in Training to review the report. The Engineer in Training noted that traffic volumes have returned to pre-pandemic levels; but that the locations of collisions have changed, with more incidents occurring in private parking lots.

#### 25-213 Moved by Councillor Chauvet

That Council accept the 2024 Collision Report as information and direct Administration to forward the report to the Protective Services Committee and to Alberta Transportation and Economic Corridors.

#### - CARRIED UNANIMOUSLY.

Councillor Reports: Councillor Chauvet attended the Federation of Canadian Municipalities Convention, Party In The Park Sponsorship Dinner, and the Multi-Purpose Courts Sod Turning.

> Councillor Baker attended the Yubetsu Dinner, meetings for the Regional Forest Advisory Committee, Performing Arts Society, and the Multi-Purpose Courts Sod Turning.

> Councillor McAree attended the Federation of Canadian Municipalities Convention, Party In The Park Sponsorship Dinner, and the Multi-Purpose Courts Sod Turning, and the Seniors' Week Dinner.

> Councillor Lanctot attended the Federation of Canadian Municipalities Convention, Party In The Park Sponsorship Dinner, Multi-Purpose Courts Sod Turning, Pride Celebrations and an Airport Advisory Committee meeting.

> Councillor Schlosser attended the Federation of Canadian Municipalities Convention, Party In The Park Sponsorship Dinner, Multi-Purpose Courts Sod Turning, and the Seniors' Week Dinner.

> Deputy Mayor Lapointe attended meetings for the Youth Advisory Committee, Whitecourt Library and Community Futures Yellowhead East, the Party In The Park Sponsorship Dinner, Multi-Purpose Courts Sod Turning, and the Run4Fun.

> Mayor Pickard attended meetings for the Economic Development Committee, Health Professionals Attraction & Retention Committee, and the Canadian Rail Advocacy Alliance, along with meetings with FortisAlberta and the Industry Breakfast. The Mayor also attended several media interviews regarding the Swan Hills Evacuation, the Evacuees Lunch, Seniors' Week Lunch and Breakfast, the Multi-Purpose Courts Sod Turning, and the Run4Fun.

25-214 Moved by Councillor Schlosser

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

Items of Information: 25-215 Moved by Councillor Chauvet

That the following items be accepted as information:

- a) Town Accounts Cheques 92826 92976;
- b) May 27, 2025 Letter to Woodlands County re Joint Lac. Ste. Anne Foundation Presentation;
- c) May 27, 2025 Letter to Lac Ste. Anne Foundation re Presentation;
- d) May 27, 2025 Letter of Support for Exemption Application re UH-60 Black Hawk Helicopter;
- e) Thank You from Community Lunch Box;
- f) Thank You to Health Professionals Attraction & Retention Committee for Gift Baskets;

	<ul> <li>g) Town of Whitecourt 2025 Press Releases: <ol> <li>May 27 – Town Council Update – May 26;</li> <li>May 27 – Fire Advisory in Effect;</li> <li>May 29 – Fire Ban in Effect;</li> </ol> </li> <li>h) Woodlands County 2025 Press Releases: <ol> <li>May 29 – County Council Update – May 21;</li> </ol> </li> <li>Mayor's Calendar; and <ol> <li>Council Calendar.</li> </ol> </li> </ul>
	The meeting recessed. Time 5:03pm
	The meeting reconvened. Time 5:17pm
	25-216 Moved by Councillor Lanctot
	That Council go into Closed Meeting to discuss Combined Fire Protection & Private Water Service Agreement per Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time 5:18pm. - CARRIED UNANIMOUSLY.
	<u>25-217 Moved by Councillor McAree</u>
	That Council revert to Regular Meeting. Time 5:40pm. - CARRIED UNANIMOUSLY.
Combined Fire Protection &	25-218 Moved by Councillor Schlosser
Private Water Service Agreement:	That Council authorize the Chief Administrative Officer to enter into an agreement with Millar Western Forest Products Ltd. and Canfor (Whitecourt) Forest Products Ltd. for the purposes of allowing a combined fire protection and private water service.
	- CARRIED UNANIMOUSLY.
Adjournment:	25-219 Moved by Councillor Chauvet
	That the Regular Meeting of Council be adjourned. Time: 5:42pm.
	- 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.



## **REQUEST FOR DECISION**

Date:June 18, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Lee Hardman, Director of Community SafetyTitle:AGENT PROGRAM

#### **PROPOSAL AND BACKGROUND:**

The Authorized General Enforcement for Nuisances and Trespassing (AGENT) Program is a new initiative proposed with the Whitecourt RCMP and the Town's Municipal Enforcement Services. This program is designed to enhance community safety while also supporting local businesses. Trespassing is a common issue faced by property owners, which can result in property damage, theft, and other unlawful activities.

This program empowers Peace Officers, including RCMP and Community Peace Officers, to act on behalf of participating businesses to address trespassing, loitering, or other unlawful activities on private properties.

Business participation is voluntary. Participating businesses would authorize Peace Officers/RCMP to act as their agents of property under Alberta legislation, which includes the Petty Trespass Act and Trespass to Premises Act. This enables timely interventions without the need for the business owner to be present during incidents.

The AGENT Program was presented to the Protective Services Committee on June 16, 2025, with a recommendation that Council adopt the Program in Whitecourt.

#### **REFERENCES**:

AGENT Program Sticker – attached

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

Several benefits for participants in the AGENT Program include:

- Deterrence for unwanted activities
- Efficient response for trespassing incidents
- Collaboration between local businesses and law enforcement

#### COST AND SOURCE OF FUNDING:

2025 Operating Budget

#### COMMENTS:

The AGENT Program is in place in Edmonton, Grande Prairie, Drayton Valley, and Edson; but is not limited to these areas.

An AGENT sticker would be provided to participating businesses, which serves as a deterrent to unwanted activities.

#### **RECOMMENDATION:**

That Council accept the recommendation of the Protective Services Committee and adopt the AGENT Program.

#### **APPROVAL:**

Department Director:

PSmyl 6



# 



## **REQUEST FOR DECISION**

Date: Meeting: Originated by: Title: June 18, 2025 June 23, 2025 Regular Meeting of Council Rhonda Woods, Economic Development Officer ECONOMIC DEVELOPMENT & TOURISM REPORT

#### **PROPOSAL AND BACKGROUND:**

As included in the Economic Development Strategic Plan, the Committee reports to Council twice a year with an update on economic development and tourism initiatives and activities completed, underway or on the horizon.

Economic Development Committee Chair, Williard Strebchuk, will be in attendance with Administration to review economic development activities to date.

#### **REFERENCES:**

- Economic Development and Tourism Report attached
- 2025 Permit Report attached
- Development Summary Chart attached

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

Semi-annual updates will ensure Council is aware of current economic development and tourism initiatives and provides an update on projects and initiatives.

#### COST AND SOURCE OF FUNDING:

N/A

#### COMMENTS:

N/A

#### **RECOMMENDATION:**

That Council accept the Economic Development and Tourism Report as information.

#### **APPROVAL:**

Department Director:

**JANUARY - JUNE 2025** 

# ECONOMIC DEVELOPMENT & TOURISM REPORT



# **CORE FUNCTIONS**



- Developing and implementing business retention strategies and initiatives.
- Establishing and maintaining on-going relationships with local businesses, investors, developers, and community organizations and stakeholders.
- Implementing investment attraction and marketing strategies.
- Actively participating in coordination of collaborative events, activities and initiatives with community organizations.
- Supporting tourism development as an economic driver through collaborative partnerships and Whitecourt Tourism branding.
- Creating and implementing an Economic Development and Tourism Strategic Plan to guide projects and initiatives to support identified priorities.





# WORK PLAN UPDATE



## ECONOMIC DEVELOPMENT & TOURISM STRATEGIC WORK PROGRAM

**JUNE 2025** 

NOW TOPIC/ Question & Outcomes	OPTIONS & Action
<ol> <li>FOSTER BUSINESS RETENTION &amp; EXPANSION         How do we assist with keeping business in the community in the community and help them grow? How do we establish consistent outreach to businesses to understand their needs and challenges?     </li> <li>Regular communication with businesses through surveys, meetings, etc.</li> <li>Support services/partnerships/resources</li> <li>Networking opportunities</li> <li>Actively engage/listen and address concerns</li> <li>Support workforce development</li> <li>Market research</li> <li>Real estate development</li> <li>Develop programs or partnerships that support startups and growing businesses through mentorship, resources, and networking</li> <li>Promotion of local products/services</li> <li>Collaboration with Economic Development Agencies</li> <li>Implement downtown vitalization projects</li> </ol>	<ul> <li>OPTIONS <ol> <li>IN-HOUSE</li> <li>CONSULTANT</li> </ol> </li> <li>ACTION <ol> <li>Establish outreach plan to understand business needs and challenges – Jan 2025</li> <li>Market Whitecourt Launch Program – Feb 2025</li> <li>Meet with CFYE to identify options that support entrepreneur/business retention efforts – Mar 2025</li> <li>Identify partnerships and implement a resource based forum for businesses - Apr 2025</li> <li>Schedule regular meetings with local commercial realtors – Jun 2025</li> <li>Year 3 Designation of Rural Renewal Program – Jul 2025</li> <li>Year 3 Designation of Rural Renewal Program – Jul 2025</li> <li>Host Summer Street Fest in Downtown – Aug 2025</li> <li>Host Small Business Veek training and appreciation event – Oct 2025</li> <li>Organize Career &amp; Education Expo partnership – Nov 2025</li> <li>Identify and promote available commercial real estate opportunities that can accommodate expanding businesses – Dec 2025+</li> </ol> </li> </ul>
<ul> <li>INCREASE INVESTMENT READINESS AND BUSINESS ATTRACTION</li> <li>How do we ensure we have the competitive positioning, and necessary information to engage with potential investors? How do we target specific industries that align with the community's strengths and available resources to effectively creating niche markets? How do we encourage investment?</li> <li>Research and identify capacity</li> <li>Marketing and promotion of assets</li> <li>Relationship building/networking</li> <li>Business attraction strategies</li> <li>Business-friendly/pro business climate</li> <li>Streamlining regulations and permitting processes to ease the establishment of new businesses</li> <li>Engagement/workshops with Chamber of Commerce</li> </ul>	<ul> <li><u>OPTIONS</u> <ol> <li>IN-HOUSE</li> <li>CONSULTANT</li> </ol> </li> <li>COMBINATION</li> </ul> <li>ACTION <ol> <li>Implement RFI template changes – Jan 2025</li> <li>Assess website and implement changes to investment data and mapping based on site selector insights – Mar 2025</li> <li>Update investment marketing documents and profiles – Mar 2025</li> <li>Launch targeted marketing campaign and profiling through Invest Alberta – May 2024</li> <li>Schedule regional site visits relevant to Whitecourt; annual meetings – Jun 2025</li> <li>Facilitate a collaborative meeting with Chamber Board Members and Planning Team for updates, resources, and reviews – Jun 2025</li> </ol></li>

# WORK PLAN UPDATE



## ECONOMIC DEVELOPMENT & TOURISM STRATEGIC WORK PROGRAM

**JUNE 2025** 

<ul> <li>Encourage and support growth in retail/commercial/industrial and residential zones</li> <li>Site visits/sales pitches</li> <li>Identify red tape and explore potential solutions</li> <li>Collaboration with Chamber of Commerce</li> <li>Targeted marketing campaigns</li> </ul>	<ol> <li>Create action plan based on the SCOP findings – Nov 2025</li> <li>Finalize business cases (2-3) and promote for new business opportunities – Dec 2025+</li> <li>Work with local, regional, and federal economic development organizations to leverage new business growth and diversification opportunities – Dec 2025+</li> </ol>
<ul> <li><b>3. EXPAND ON TOURISM DEVELOPMENT</b> <b>OPPORTUNITES</b></li> <li>How do we support and foster relationships with tourism operators? How do we collaboratively assist with growing the tourism sector? How do increase tourism opportunities?</li> <li>Identify tourism current and potential tourism operators</li> <li>Funding to support tourism operators</li> <li>Partnerships with Woodlands County on potential development opportunities</li> <li>Promote cultural and historical sites</li> <li>Organize events and festivals</li> <li>Invest in tourism operator training/ workshops and collaborative networking events</li> <li>Collaboration with Travel Alberta</li> <li>Market experience businesses to include in tourism strategy</li> <li>Encourage tourists to explore more</li> <li>Self-guided tours</li> </ul>	<ul> <li><u>OPTIONS</u></li> <li><b>1.</b> IN-HOUSE</li> <li><b>2.</b> CONSULTANT</li> <li><u>ACTION</u></li> <li>Meet with Travel Alberta to follow up on Northern Rockies TDZ and next steps – Jan 2025</li> <li><b>2.</b> Promote Tourism Grant Programs through website, social media and site visits – Feb 2025</li> <li>3. Meet with Chamber Tourism Committee and identify synergies/opportunities – Mar 2025</li> <li><b>4.</b> Increase communication with organizations and operators through scheduled site visits, identify potential partnerships – Jun 2025</li> <li><b>5.</b> Facilitate tourism operator networking event with restaurants, operators, and hoteliers to identify opportunities for collaboration – Jun 2025</li> <li><b>6.</b> Provide support through annual grants as per 2025 budget – Oct 2025</li> <li><b>7.</b> Explore partnerships with Woodlands County and the province on tourism development options – Dec 2025+</li> </ul>
<ul> <li>4. ENHANCE TOURISM MARKETING AND PROMOTION</li> <li>How can we focus our marketing efforts and utilize opportunities to better promote Whitecourt Tourism? How do we use marketing tools to increase overnight stays and bring awareness to tourism opportunities in Whitecourt?</li> <li>Marketing campaigns <ul> <li>Identify target markets</li> <li>Utilize digital marketing</li> <li>Leverage social media and online advertising to reach a broader audience</li> <li>Enhance awareness for tourism opportunities in Whitecourt</li> <li>Enhance information availability</li> <li>Create engaging content and story telling</li> <li>Highlight unique cultural assets and historical landmarks</li> </ul> </li> </ul>	OPTIONS         1. IN-HOUSE         2. CONSULTANT         ACTION         1. Develop annual Whitecourt Tourism Visitor Guide – Jan 2025         2. Participate in Trailblazers Snowmobile Rally by hosting a checkpoint/welcome – Feb 2025         3. Identify target markets and create/implement tourism marketing strategy – Apr 2025         4. Explore opportunities through the Travel Alberta Cooperative Marketing program with regional partners to market tourism assets – May 2025         5. Create self-guided tours and/or itineraries for ready- made experiences and events – Jun 2025         6. Host micro-influencer(s) in the community for profiling Whitecourt and marketing as a tourism hotspot – Jul 2025         7. Work with operators and hoteliers to support stay and play package development – Dec 2025





### ECONOMIC DEVELOPMENT & TOURISM STRATEGIC WORK PROGRAM

**JUNE 2025** 

ADVOCACY / PARTNERSHIPS	OPTIONS & Action
<ul> <li>Advocacies are items typically addressed by Mayor and/or Council. How can the Economic Development Committee engage in active advocacy?</li> <li>Build partnerships.</li> <li>Support nonprofit organizations on expansion of facilities, events, and initiatives that support tourism in the area.</li> <li>Support post-secondary options</li> <li>Health Professionals attraction and Retention Committee (H-PARC)</li> </ul>	OPTIONS         1. IN-HOUSE         2. CONSULTANT         ACTION         1. Support post-secondary options and collaboration with school divisions on identified synergies.         2. Support health care recruitment and increased health care services.         3. Enhanced connectivity and broadband development         4. Work with Woodlands County and the Province on project-based partnerships for tourism

CODES: BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies; Completed tasks = Blue

# PROJECT UPDATES HIGHLIGHTS



### **RETAIL BUSINESS MARKET ANALYSIS ATTRACTION & RETENTION STRATEGY:**

- The Business Market Analysis Attraction & Retention Strategy to support ongoing marketing and economic development strategies is underway.
- The project will identify/validate trade areas for current consumers and future growth potential along with areas of retail strength and weaknesses and which businesses are the best fit given the desire for balanced and sustainable economic growth.
- Current Progress includes:
  - Mobile Phone Tracking
  - Traffic Counts
  - Trade Area Analysis
  - Onsite Retail Inventory
  - Commercial Markey Supply
  - Retail Spending Analysis
  - Direct Interviews with Local Businesses
  - Consumer and Business Surveys

# PROJECT UPDATES HIGHLIGHTS



## $\checkmark$

### HEALTH PROFESSIONALS ATTRACTION & RETENTION COMMITTEE (H-PARC):

- Doctor Loan Program is being utilized by three physicians.
- Provided settlement/integration supports to health professionals and their families.
- 40 New Year greeting cards delivered to local healthcare professionals in the community.
- 25 appreciation baskets delivered to local healthcare professionals during Rural Health Week.
- "Let's Go Rural Event" hosted on May 8, 2025
- Supported the North Alberta Medical Program Site Visit
- Upcoming Health Professionals Annual Barbecue will see an additional 40 medical students attend.

### WHITECOURT TRAILBLAZERS ANNUAL FAMILY SNOWMOBILE RALLY

- Hosted checkpoint at the Whitecourt Trailblazers Annual Family Snowmobile Rally on February 15, 2025. Attendees completed a short survey:
  - 244 participants; 52 overnight stays; with 79% staying in hotels and 21% staying with friends or family.

## $\checkmark$

 $\mathbf{N}$ 

### **SPORTS HOSTING PROGRAM:**

- The Whitecourt Sports Hosting Program was established, recognizing the growing interest in the community to host provincial sporting competitions and the positive economic impact that these events bring to the community.
- In 2024, the program supported three organizations with sporting events, positively impacting the community through local spending. Total direct spending was estimated at \$269,500. These are estimates based on typical spending patterns for accommodations and food services. The total economic impact would be higher when considering indirect effects (i.e. increased business for local shops, transportation etc.). Multiplier effects (common in economic impact analysis) typically range from 1.5 to 2.0 in tourism sectors, which would suggest the total impact roughly between \$404,250 to \$539,000 in 2024.
- To date, the following applications have been supported under this program in 2025:
  - Whitecourt Taekwondo; and
  - Whitecourt Blue Dolphins Swim Club.

## **EXPLORE WHITECOURT | EXPLORE NWAB** VIRTUAL FESTIVAL:

- In partnership with Grande Prairie Tourism and Festival Seekers, Whitecourt Tourism hosted the #explorenwAB virtual festival for local businesses in May 2025. Tourism specific businesses were showcased through LIVE videos on social media.
- Business participants were paired with a social media & marketing coach for one on one personalized digital media training and various workshops were held.
- Promotion and marketing was completed across the province through collective marketing efforts.
- Virtual Festival statistics as of May 23, 2025:
  - Businesses that went LIVE: 18
  - Video views: 55,942
  - Engagements: 2,368 (likes, shares, comments)
- A final report is anticipated for early July.

# PROJECT UPDATES HIGHLIGHTS



## $\checkmark$

 $\mathbf{\Lambda}$ 

### TOURISM ENHANCEMENT GRANT:

- The Tourism Enhancement Grant Program was established to encourage partnerships with local non-profit organizations to enhance tourism-related events and/or products. The program is intended to create a partnership in promoting local events and provide financial assistance to help develop projects and initiatives that support tourism.
- To date two organizations were successful in 2025:
  - Whitecourt & District Chamber of Commerce for the Western Canadian Rib Fest Event; and
  - Canadian Motorcycle Tourism Association for the Ride for Vision & Valour 2025 event.

### **BUSINESS RETENTION & EXPANSION HIGHLIGHTS**

- Enhance investment attraction through online presence/new webpage platform telling the "Whitecourt Story" focusing on user experience, investment data, and updated content to attract and support business growth.
- Residential Development marketing underway; highlighting residential development opportunities and promoting the community for investment.
- Professional Development & Business Resource Summit Hosted business support summit providing resources, information, and strategic guidance for businesses and new entrepreneurs to help grow their businesses.
- There have been 68 business visits conducted to date.
- Final stages of the Rural Renewal Program; three year designation concludes July 20, 2025.
- Enhancing investment pitch based on findings from the Retail Business Market Attraction & Retention Project.

# FUTURE

### ON THE HORIZON...

- 2026 Strategic Planning has been scheduled for September 2025.
- Summer Street Fest in partnership with Community Services has been scheduled for August 9 in downtown Whitecourt.
- Regional Business Visits to promote Whitecourt provincially and nationally.
- Annual Health Professionals Family BBQ September 11, 2025
- Medical students and University of Alberta faculty and staff will be visiting Whitecourt September 8-13, 2025 as part of University of Alberta Medical Student Orientation Week.
- Career and Education EXPO / Job Fair scheduled for September 26, 2025.
- Business Market Analysis Attraction & Retention Strategy will wrap up in 2025 with findings implemented into 2026 Strategic Plan.
- Business Case review and investment pitch strategy development.







# PROJECT UPDATES HIGHLIGHTS





18



## **ECONOMIC DEVELOPMENT & TOURISM QUICK LINKS**

- <u>Whitecourt Business Directory</u>
- Starting a Business
- Business Support Services
- <u>Whitecourt Advantage</u>
- Industry Insights
- <u>Economic Development Package</u>
- <u>Community Profile</u>
- Property For Sale
- <u>Vitalization Plans & Projects</u>
- Whitecourt Tourism Guide
- Invest in Alberta

#### **Community Promotion & Videos:**

- Why Whitecourt?
- Economic Development & Planning
- Healthcare Professionals Attraction & Retention
- Small Business Week Thank-you
- <u>Whitecourt Tourism Winter</u>
- <u>Whitecourt Winter Getaway</u>
- <u>Whitecourt Tourism Summer</u>





## **Strategically Positioned for Success**

Whitecourt is strategically located 170 kilometres northwest of Edmonton, offering easy access to Alberta's capital and its infrastructure. Just a two-hour drive from Edmonton International Airport, with over 60 domestic and international routes, Whitecourt ensures seamless connectivity. Positioned along Highway 43 and the Canamex Corridor, businesses benefit from major trade routes, a full-service local airport, and CN rail access, making it a logistics hub for diverse industries.



# WHY WHITECOURT?



FORWARD THINKING FUTURE READY » Prime Location
 » Transportation Links
 » Diverse Business Support System
 » Low Tax and Utility Rates
 » Serviced Land Readily Available
 » High Quality of Life
 » A Young and Productive Workforce





WORKING AGE POPULATION

RADING AREA

Whitecourt has a median family income of \$117,000 compared to the Alberta median of \$96,000. \*\*\*

Whitecourt has a youthful age of (35.7) and a high share of working age population.

Whitecourt has 683 businesses locally and 93 incorporations.

The average assessment value of a single family home is \$344,500.

WATER TREATMENT PLANT CAPABLE OF SERVING OVER DOUBLE THE CURRENT SIZE OF WHITECOURT

## A VARIETY OF SERVICED, INDUSTRIAL LAND AVAILABLE WITH LOW INDUSTRIAL TAX RATE

HOME TO INDUSTRY AND SERVICE PROVIDERS

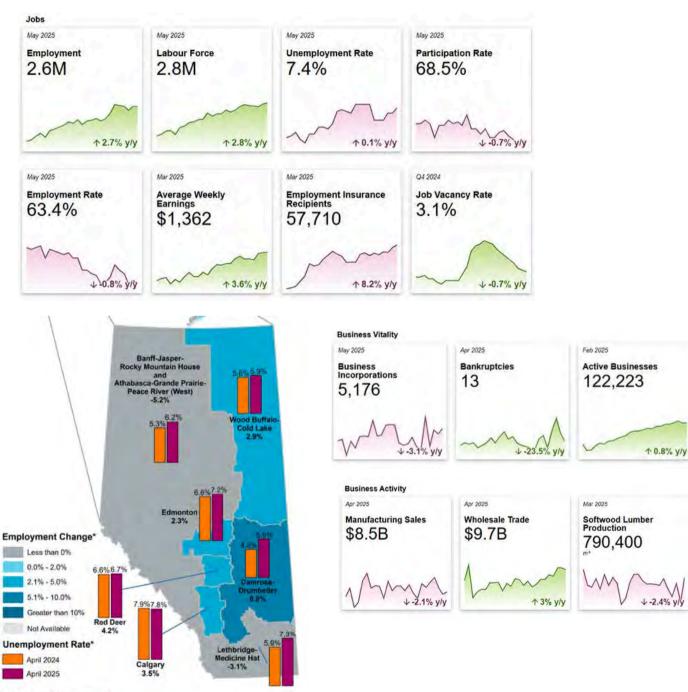


**\*\*\* Source:** Alberta Regional Dashboard, <u>https://regionaldashboard.alberta.ca/region/whitecourt/#/</u>

50,000

# ECONOMIC OUTLOOK

### A summary of Alberta's key economic indicators.



Based on three-month moving averages.

#### Source:

Economic Dashboard, Government of Alberta, June 2025 https://economicdashboard.alberta.ca/dashboard/

# ECONOMIC OUTLOOK

## Key Energy and Economic Assumptions

Fiscal Year Assumptions <sup>8</sup>	2022-23 Actuals	2023-24 Actuals	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast
Crude Oil Prices <sup>6</sup>	1.1.1	1				
WTI (US\$/bbl)	89,69	77.83	74.00	68.00	71.00	71.50
Light-Heavy Differential (US\$/bbl)	20.77	17.29	13.20	17.10	16.50	15.60
WCS @ Hardisty (CdnS/bbl)	90,62	81.67	84.70	73.10	75.80	75.80
Natural Gas Price <sup>b</sup>						
Alberta Reference Price (Cdn\$/GJ)	4.63	2.07	1.20	2.50	3.10	2.90
Production <sup>b</sup>						
Conventional Crude Oil (thousands of barrels/day)	497	511	528	519	512	504
Raw Bitumen (thousands of barrels/day)	3,250	3,332	3,455	3,558	3,689	3,752
Natural Gas (billions of cubic feet)	4,265	4.267	4.304	4,354	4,354	4,354
Interest Rates <sup>b</sup>						
3-month Canada Treasury Bills (%)	3.17	4.88	3.70	2:30	2.30	2.30
10-year Canada Bonds (%)	3.05	3.46	3.30	3.10	3,10	3,10
Exchange Rate (USc/Cdn\$) <sup>b</sup>	75.6	74.2	71.7	69.6	71.9	73.8

Calendar Year Assumptions <sup>a</sup>	2022 Actuals	2023 Actuals	2024 Estimate	2025 Forecast	2026 Forecast	2027 Forecast	2028 Forecas
Gross Domestic Product			122		1		-
Nominal (billions of dollars)	472,8	452.4	476.6	482.5	497.0	514.4	536.7
% change	24,4	-4.3	5.3	1,2	3.0	3.5	4.3
Real (billions of 2017 dollars)	348.7	356.8	367.3	373.8	380.3	388.5	397.2
% change	6.0	2.3	3.0	1.8	1.7	2.1	2.2
Other Indicators							
Employment (thousands)	2,356	2,443	2,519	2,567	2,609	2,659	2,713
% change	4.9	3.7	3,14	1.9	1.6	1,9	2.0
Unemployment Rate (%)	5,8	5.9	7.0	7.4	7.2	6.9	6.6
Average Weekly Earnings (% change)	2.5	2.1	3.5	3.2	2.8	2,6	2.5
Primary Household Income (% change)	10.4	5.7	7.1	4.8	4.2	4.3	4.3
Net Corporate Operating Surplus (% change)	75.2	-26.9	0.0	-9.0	1.2	3.0	3.5
Housing Starts (thousands of units)	36.5	36.0	47.8	43.0	40.8	38.3	37.8
Alberta Consumer Price Index (% change)	6.4	3.3	2.9	2.6	2.4	2.2	2.2
Retail Sales (% change)	6.9	4.3	1.8	3.7	2.8	3.4	3.9
Population (thousands)	4,511	4,685	4,889	5,009	5,080	5,150	5,232
% change	1.8	3.9	4.4*	2.5	1.4	1.4	1.6
Net Migration (thousands)	63,4	159.1	189.1	102.2	51,9	49.9	61,6

a Forecast was finalized on February 6, 2025 b

Forecasts have been rounded

C Actual

#### Source:

Budget 2025 - 2025-28 Fiscal Plan, Government of Alberta, February 2025

https://open.alberta.ca/publications/budget-2025

#### Planning & Development - Monthly Statistics - 2025

**Development Permits Issued** 

						Devel	opment Perm	its issued								_
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	YTD/25	Prev. Year as of May 31	Prev. Year as of Dec 31	
CATEGORY																1
Residential	1		5	2	10								18	17	48	1
Commercial													0	3	9	,
Industrial				2									2	3	10	ļ
Institute/Government		1											1	4	6	,
Signage	1	1	. 2	2									6	6	12	
Home Occ.			1	1									2	1	3	j
Change of Use	1			4	2								7	11	26	
TOTAL PERMITS	3	2	8	11	12	0	0	C	0	0	0	0	36	45	114	
						-	Value									_
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ост	NOV	DEC	YTD/25	Prev. Year as of May31	Prev. Year as of Dec 31	
CATEGORY																
Residential	\$185,000	\$0	\$661,000	\$59,200	\$581,600								\$1,486,800	\$1,973,219	\$3,597,255	
Commercial	\$0	\$0	\$0	\$0	\$0								\$0	\$5,020,000	\$10,638,710	į
Industrial	\$0	\$25,000,000	\$0	\$25,000	\$0								\$25,025,000	\$20,010,000	\$20,870,858	/
Institute/Government	\$0	\$0	\$0	\$0	\$0								\$0	\$40,062,000	\$40,142,000	)
TOTAL VALUES	\$ 185,000	\$ 25,000,000	\$ 661,000	\$ 84,200	\$ 581,600	\$-	\$-	\$-	\$-	\$-	\$-	\$ -	\$ 26,511,800	\$ 67,065,219	\$ 75,248,823	
Number & Type of Dwelling Units:	SFD	Duplex	Man. Home	Apartment/Ro w House/4 Plex	Demo/ Removal	Secondary Suites	Total New Units		Number & Type of Dwelling Units:	SFD	Duplex	Man. Home	Apartment/ Multi-unit Housing	Demo/ Removal	Sec Suites	Tota
		-			-				2025 Units:	2	0	0	0	-5	0	I
January							0		2024 Units:	4	2	. 0	0	-11	0	i i
February							0		2023 Units:	2	0	8	0	-8	2	
March	1				-2		-1		2022 Units	6	2	13	0	-8	2	
April							0		2021 Units:	6	0	4	0	-12	0	(
Мау	1				-3		-2		2020 Units:	3	0	4	0	-12	0	
June							0		2019 Units:	7	0	4	0	-7	1	
July							0		2018 Units:	4	0	5	0			
August							0					•				
September							0			2025 Residenti			2025 Residential S	Starts:		
October							0			18 Evergreen Ti			39 Riverdale Bend			
November							0			113 Hillpark Tr.	Crt.		23 Riverdale Bend			
December							0			17 Soper St						
	2	0	0	0	-5	0	-3	J		59 HillPark						
										4611 52 Ave						

### Permit Summary - January to May 2025 Business/Industrial, Residential, Subdivision

Location	Туре	Additional Information
Commercial/Industrial		
5015-52 Ave	Change of Use - New Business	Daycare Facility
3911 37 Ave (building 2)	Change of Use - New location	Prestige Athletics
3304 34 Ave (Bay 1)	Change of Use - New Business	Equipment Sales, Rental and Repair, Heavy
3304 34 Ave (Bay B and C)	Change of Use - New Business	Automotive Vehicle Repair and Service
5032 West St.	Industrial Repair	Accessory Structure
4703-52 Avenue	Change of Use - New Business	Aqua Massage with Smoothie Bar
NE32-59-11-W5	New Industrial	Solar Collector Farm
Institutional		
58 Sunset Blvd.	Change of Use - Reclassifying use of space	Health Services - Massage Therapy
Residential		· ·
5419-47 St	Residential Repair	Replace Roof
14 Feero Dr	Home Occupation	Dayhome
39 Riverdale Bend	New Residential	New Single Family Dwelling with Att. Garage (finished Basement)
18 Evergreen Tr Crt.	Demolition	Mobile Home - Removal
63 Evergreen Tr. Crt.	Residential Repair	Mobile Home - Addition
113 Hillpark Tr. Crt	Demolition	Mobile Home - Removal
55 Edgewater	Residential DC-1	Residential Home Park (34 Sites)
23 Auttreaux Dr	Home Occupation	Dayhome
41 Pineview Rd	Residential Repair	Rooftop Solar Panels
11 Sparrow Cres.	Residential Repair	Basement Development
17 Soper St.	Demolition	Mobile Home - Removal
59 Hillpark	Demolition	Mobile Home - Removal
14 McLeod Dr.	Residential Repair	Rooftop Solar Panels
52 Wedow Dr	Residential Repair	Rooftop Solar Panels
38 Riverdale Bend	Residential Repair	Basement Development
4611 52 Avenue	Demolition	SFD Demolition
12 Pineview	Residential Repair	New walk out basement door
23 Riverdale Bend	New Residential	New Single Family Dwelling with Att. Garage (unfinished basement)
Approved Subdivisions		
The Meadows PHII	Residential	W25-355 - Bareland Condo

\*\*The information contained above only reflects new development/subdivision app's that have been approved by the Development Authority between Jan 1-May 31, 2025.

\*\*Inquiries and new applications, not yet approved, are not reflected in this report. As new applications are approved they will be included in future reports.



Date: Meeting: Originated by: Title: June 18, 2025 June 25, 2025 Regular Meeting of Council Rhonda Woods, Economic Development Officer 2025 WHITECOURT LAUNCH PROGRAM

#### **PROPOSAL AND BACKGROUND:**

The Whitecourt Launch Program was established to provide new or existing businesses with an opportunity to access additional financial support for business development projects that stimulate business retention, growth and expansion. The program provides an opportunity for highly motivated entrepreneurs to access financial support through a competitive application process. If the project is determined to be achievable and proven beneficial to the community, the candidate was invited to provide a presentation to the economic development panel to compete for a one-time grant of up to \$10,000 to help scale their business. To be eligible for funding, candidates must be:

- a. Establishing a new small business development in the Town of Whitecourt;
- b. A home based business moving storefront in the Town of Whitecourt;
- c. Operating an existing business in the Town of Whitecourt with a detailed plan to expand through the creation of unique products and/or services that potentially fill a gap in the current offerings throughout the community; or
- d. Purchasing an established small business in the Town of Whitecourt that provides beneficial and unique products or services to the community.

Applicants were required to work with the economic development team throughout the application process and complete the Application Form (Schedule A), in addition to providing a business plan to be assessed for feasibility and sustainability. In considering the applications, the Economic Development Committee had general regard for, but was not bound by, the following considerations:

- a. The economic impact and benefit to the community;
- b. The ability to fill current gaps in products and services currently being offered in the community;
- c. The feasibility of the project;
- d. Financial investment by the business or entrepreneur; and
- e. Sustainability of the new business and/or expansion of new products and services.

The 2025 Whitecourt Launch Program was advertised through social media platforms, on the Town of Whitecourt website, by direct e-mail, through the Whitecourt & District Chamber of Commerce newsletter, and in the local newspaper with a deadline of May 2, 2025. Administration received six applications and three eligible applicants were invited to present to the Committee:

Business Name	Project
Hydro Haven Ltd	A new business which will offer hydro massage, wellness services and a smoothie bar.
Lather Lagoon & The Book Nook	An existing business looking to expand natural skincare products and services through the purchase of equipment and materials.
Whitecourt Manual Osteopathy Ltd	An established osteopathy clinic wishing to expand their services offering chronic pain management and supports with the addition of a cryotherapy machine.

Pitch presentations were scheduled for June 17 and Economic Development Committee members rated each candidate with a scoring matrix based on the business proposal, business plan, supporting documents provided, and the pitch presentation. Following the presentations, the Committee reviewed the scoring outcomes and provided a recommendation for the proposal that most closely align with the grant program priorities, goals, and funding availability.

#### **REFERENCES:**

• Policy 12-027 – Whitecourt Launch Program

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

The Program provides new or existing businesses with an opportunity to access additional financial support for business development projects that stimulate business retention, growth and expansion.

#### COST AND SOURCE OF FUNDING:

2025 Budget

#### COMMENTS:

Candidates that applied to the program worked with Administration and Community Futures Yellowhead East for additional business mentorship, support, and pitch presentation assistance.

#### **RECOMMENDATION:**

That Council accept the recommendation from the Economic Development Committee and award the Whitecourt Launch Grant Program funding of \$10,000 to Whitecourt Manual Osteopathy Ltd. for expansion of services.

#### APPROVAL:

Department Director:



## **REQUEST FOR DECISION**

Date:June 19,Meeting:June 23,Originated by:Juan GraTitle:47 STRE

June 19, 2025 June 23, 2025 Regular Meeting of Council Juan Grande, Manager of Infrastructure Services **47 STREET SEWER LINE REPLACEMENT – TENDER AWARD** 

#### **PROPOSAL AND BACKGROUND:**

Administration identified sections of the sewer trunk line within the 47 Street road allowance inbetween 47 Avenue and 49 Avenue that does not have the proper slope needed to allow wastewater to flow efficiently to the 47 Street lift station. This portion of the sewer system, originally installed in the early 1960s, serves the Hilltop residential area on both sides of Millar Road.

This project involves replacing 160 metres of aging sewer pipe with modern PVC pipe to restore proper gravity flow. In 2021, a new manhole was installed along the trunk line, and it was discovered that, due to ground conditions, some sections of the pipe were not properly draining. This project will improve the overall performance of the sewer collection system.

A call for tender for 47 Street Sewer Replacement was issued on Alberta Purchasing Connection (APC) and closed on April 15, 2025.

Three compliant bids were received, exceeding the available budget for the project. The call for tender contained a clause that the owner had the option to negotiate with the lowest bidder if required.

#### REFERENCES

- MPE Recommendation for Award Letter attached
- Site Plan Location attached

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

The following are bids received:

No.	Contractor Name	Total Tender Price
1	Kaon Infrastructure Ltd.	\$459,944.52
2	Knelsen Sand and Gravel	\$480,219.40
3	E and C Horizontal Directional Drilling Ltd.	\$509,808.00

MPE Consulting engineers, reviewed the tender submissions and addendums and determined the bids are in compliance. All three contractors have successfully completed successful similar projects. Administration and MPE worked with Kaon Infrastructure to retain the work scope intentions and repurposed some existing infrastructure to stay within budget. The revised tender price is **\$373,862.10**.

#### COST AND SOURCE OF FUNDING:

• 2025 Budget – 47 Street Sewer Line Replacement and Regrade - \$412,366

#### COMMENTS:

Kaon Infrastructure Ltd. has provided the proper bonding, insurance and safety qualifications. Kaon Infrastructure Ltd. has completed other similar projects.

#### **RECOMMENDATION:**

That Council accept the recommendation of MPE and award the contract for the 47 Street Sewer Line Replacement to Kaon Infrastructure Ltd., for \$373,862.10 plus GST.

#### **APPROVAL:**

Department Director:

~ DSmy

#101, 10630 - 172 Street Edmonton, AB T5S 1H8 Phone: 780-486-2000



Town of Whitecourt P.O. Box 509, 5004 – 52 Avenue Whitecourt, AB T7S 1N6

June 18, 2025 File: N:\5422\000\01\L02

#### Attention: Juan Grande Infrastructure Services Manager

Dear Juan Grande:

#### Re: Town of Whitecourt – 47 Street Sewer Replacement Recommendation for Award

Bids for the Town of Whitecourt -47 Street Sewer Replacement project closed on April 15, 2025 at 2:00pm. A total of three (3) bids were received. The results for construction costs, excluding GST are as follows:

Contractors	Bid
Kaon Infrastructure Ltd.	\$459,944.52
D Aqua Construction Ltd.	\$480,219.40
E and C Horizontal Directional Drilling Ltd.	\$509,808.00

The low bid submitted on the Contract is \$459,944.52 (excl. GST), submitted by Kaon Infrastructure Ltd. of Olds, Alberta. There were no extension errors on the Bids submitted. Kaon Infrastructure Ltd.has provided the proper bonding, insurance and safety qualifications. Kaon Infrastructure Ltd. has completed other similar projects of this nature.

After discussions between MPE a division of Englobe (MPE) and Kaon Infrastructure Ltd., the following items shall be removed from the Contract:

Items Removed	Original QTY	New QTY	Unit Rate	Cost Reduction
Sch B, Item 6 - Sanitary Sewer Manhole	3	0	\$17,012.00	\$51,036.00
Sch B, Item 8 – Sanitary Sewer Pipe Stub	2	0	\$7,095.00	\$14,190.00
Sch B, Item 13 – Asphalt Key-in and Overlay	35	0	\$182.50	\$6,387.50
Sch B, Item 14 – Prime Coat	52	0	\$7.48	\$388.96
Sch B, Item 15 – Tack Coat	52	0	\$7.48	\$388.96
Sch B, Item 16 – Hot Mix Asphalt	1,100	0	\$109.50	\$5,694.00
Sch B, Item 17 – Topsoil Placement and Seeding	1,100	0	\$7.27	\$7,997.00
			TOTAL	\$86,082.42
			REDUCTION	
			(excl. GST)	

With the removed items from the Contract, the new tender price is \$373,862.10 (excl. GST).



The following table presents a detailed project budget, not including GST, regarding the Kaon Infrastructure Ltd. tender and project budget.

Project Item	Cost
Kaon Infrastructure Ltd. Bid	\$373,862.10
Engineering (Design/Tender)	\$9,615.00
Engineering (Contract Admin/Construction/Post- Construction)	\$27,987.00
Project Total w/ Optional Engineering	\$411,464.10

Upon award of this contract, the Town of Whitecourt should notify Kaon Infrastructure Ltd. in writing as to the amount of the award such that they can obtain the relevant bonding documentation and provide a detailed schedule. MPE will prepare contract documents for online signature. Once completed, MPE will provide an electronic copy of the final signed documents to all parties and will issue a notice to proceed for construction to start.

Please find the following documents enclosed:

- Official Bid Opening
- Kaon Infrastructure Ltd. Complete Bid Package

Please contact the undersigned if you have any questions or concerns.

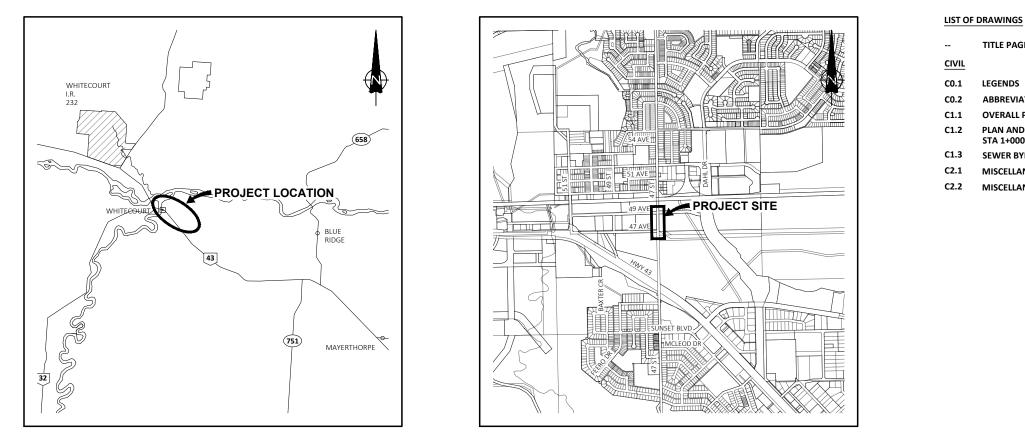
Yours truly,

MPE a division of Englobe

Mike Andrews, P.Eng., PMP Project Manager

MA:rr

Enclosures



LOCATION PLAN

SITE PLAN



**47 STREET SEWER REPLACEMENT** FOR TENDER 5422-000-01

30

SET

TITLE PAGE

## LEGENDS

ABBREVIATIONS OVERALL PLAN PLAN AND PROFILE STA 1+000 TO STA 1+200 SEWER BYPASS PLAN **MISCELLANEOUS DETAILS 1** C2.2 MISCELLANEOUS DETAILS 2





## **REQUEST FOR DECISION**

Date:May 27, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Drew Hadfield, Director of Infrastructure ServicesTitle:TANDEM TRUCK PURCHASE

#### **PROPOSAL AND BACKGROUND:**

The current replacement cycle for heavy equipment and tandem trucks is based upon a 10-year cycle or 10,000 hours. The program is flexible enough to allow Administration the option of retaining equipment, which is performing well, or to replace poor equipment earlier in the cycle. Administration monitors equipment to ensure that the replacement schedule is correct.

The Town of Whitecourt has put notice through the Alberta Purchasing Connection (APC) that they intend to participate in the group purchasing program through the Canoe Procurement Group of Canada.

As a member of Canoe Procurement Group, a municipality can access discounted pricing and preferred services due to the large volume of aggregated purchases while meeting legislated requirements under the Canadian Free Trade Agreement and the New West Partnership Trade Agreement.

Using the Canoe program, the Town will proceed with single sourcing a 2026 Freightliner 114SD Chassis and body build, as per the Policy 13-003 – Purchasing.

The quote for the tandem truck is comprised of two parts: the cost of the chassis; and the body build/attachments.

#### **REFERENCES:**

Policy 13-003 – Purchasing

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

The requirements for the new tandem truck are based on acquiring a reliable and efficient unit to replace an existing unit. The truck and body build through Commercial Truck and Velocity Truck Co. (CTVTC) will ensure durability, cost-effectiveness, and the assurance of readily available parts for maintenance. Fuel efficiency, low operational costs, comprehensive warranty, and accessible support services is also an essential component of the quote.

The proposal from CTVTC meets the needs of the Town and in support of the proposal were the following:

- The Freightliner chassis is similar to a number of units within our fleet which will allow filters and parts to be interchangeable between trucks. Our technicians are familiar with these trucks.
- The Freightliner chassis is equipped with an Allison automatic transmission and a Detroit diesel engine which has a strong proven record while providing good fuel economy.
- Freightliner offers substantial training to assist in repairs and maintenance.
- Freightliner is a reliable parts supplier, and offers a comprehensive range of parts deliverable within 24 hours, minimizing downtime.
- A service truck is available in the Whitecourt area, staffed by a skilled local technician.
- Operator feedback rates the unit highly for comfort and ergonomic design.
- The unit is designed for easy access, facilitating maintenance and repair activities.
- CTVTC provides extensive operator and maintenance training, enhancing equipment handling and upkeep.

• The truck comes with the standard warranty which consists of one-year bumper to bumper, five years cab corrosion, cross member, diesel emission, frame rails, and two years on the transmission, front axle, rear axle and, three years' cab construction.

#### COST AND SOURCE OF FUNDING:

2025 Capital Budget

The price for the chassis with warranty is \$205,141 plus GST and the body build is \$107,688 plus GST. The capital budget for this vehicle is \$341,250. The remaining \$28,421 can be used toward any additional set up costs after vehicle is received.

#### COMMENTS:

As a member of Canoe Procurement Group, a municipality can access discounted pricing and preferred services due to the large volume of aggregated purchases while meeting legislated requirements under the Canadian Free Trade Agreement and the New West Partnership Trade Agreement.

The Town works with CTVTC regularly for Fire Department vehicles like Tower and Rescue, along with other equipment (i.e. sanders tandem truck). Their parts and service departments have proven reliable in the past.

#### **RECOMMENDATION:**

That Council accept the proposal from Commercial Truck and Velocity Co. to supply a 2026 Freightliner Model 114SD and the body build for a cost \$312,829 plus GST.

#### **APPROVAL:**

Department Director:



## **REQUEST FOR DECISION**

Date:May 30, 2025Meeting:June 23, 2025 Regular Meeting of Town CouncilOriginated by:Drew Hadfield, Director of Infrastructure ServicesTitle:ICE RESURFACER PURCHASE

#### **PROPOSAL AND BACKGROUND:**

The replacement of the Zamboni is based on a five-year lifecycle. The program provides flexibility to either retain well-performing equipment or replace units that are underperforming earlier in the cycle. The Zamboni currently under consideration is now five years old and has exceeded its equipment operating hours threshold. While the unit remains in good condition, any mechanical failure could lead to substantial cost increases, particularly given the critical nature of this equipment for ice resurfacing.

A Request for Proposals (RFP) was issued for the replacement ice resurfacer. Two proposals were received in response. The RFP was advertised on the APC website, as well as through direct invitation.

#### **REFERENCES**:

N/A

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

The proposed ice resurfacer is intended to enhance reliability and ensure critical parts are readily available for maintenance. Local parts availability was considered a key factor in the evaluation process.

Criteria	Point Weighting	Big Hill Services	Industrial Machine
		2025 Olympia Millennium H	2026 526 Zamboni
Price	20	15	20
Availability and delivery time	20	18	15
Meets proposal criteria	30	28	30
Availability of parts and service	20	15	18
Previous experience with supplier or brand	10	8	5
Total Score	100	84	88
Price		\$178,236	\$171,925

#### **Proposal Evaluation Summary**

Industrial Machine received the highest overall score of 88/100. Their proposal stood out due to:

- Lower cost and closer alignment with our specifications;
- A well-established, proven track record with the Zamboni brand;
- Local proximity (Acheson) enabling faster access to parts and service;
- Familiarity of Town of Whitecourt technicians with the 526 model, facilitating efficient maintenance;
- Existing stock of blades and select parts from the 2020 model that are transferable to the new unit

#### COST AND SOURCE OF FUNDING:

2025 Capital Budget - Equipment Replacement Reserves

#### COMMENTS:

As discussed during the 2025 budget deliberations, Administration recommends replacing the existing Zamboni in accordance with the equipment replacement plan.

Additionally, Administration recommends retaining the 2020 526 Zamboni currently in our fleet as a backup unit. Although Industrial Machine has offered a \$35,000 trade-in for the used unit, keeping it provides strategic value. In the event of a breakdown of the new unit, having a backup will help avoid lost revenue and minimize financial penalties or rescheduling costs caused by poor ice conditions.

Additional considerations for retaining the existing Zamboni as a back-up unit:

- The risk of failure for this unit could have an impact or cause for cancellations for many events that are scheduled and planned.
- Governing bodies (Hockey Canada, Hockey Alberta) require a commitment of a second ice resurfacer as part of the application process to host events. In the past, we have used a work around with rental agreements for stand by units. Even with this in place, delays or cancellations are still possible.
- Over the past few seasons, staff have had to work overtime on several occasions to repair the unit as there are few windows of opportunity for repair without affecting ice use.

Retaining the existing Zamboni was not planned for in the budgeting for the new unit as it was anticipated that there would be a trade in value of approximately \$35,000. By retaining the existing machine, the replacement budget (\$180,000) will be \$26,925 over budget, requiring additional funding form the Fleet Replacement Reserve. The backup unit will be stored at the Town shop and be kept in ready to use condition to be deployed if required. This will require some additional annual operational funding that would be included in the 2026 Operating Budget. There may also be opportunities to lease the unit to other municipalities for their events.

#### **RECOMMENDATION:**

That Council accept the proposal from Industrial Machine for the purchase of a 2026 Zamboni 526 at a cost of \$171,925.00 plus GST; and that the existing 2020 526 Zamboni be retained as a backup unit in the event of equipment failure or emergency downtime, with additional funding from the Fleet Replacement Reserve.

#### **APPROVAL:**

Department Director:



Date:June 20, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Stephanie Schaffner, PlannerTitle:OFF-SITE LEVY ANNUAL REVIEW: 2025 REPORT

#### **PROPOSAL AND BACKGROUND:**

Pursuant to the Municipal Government Act and the Town of Whitecourt Off-Site Levy (OSL) Bylaw 1532, an OSL report shall be submitted to Council on or before June 30 of each calendar year. This report is to include the following information:

- a. Projects constructed during the previous calendar year and their final costs;
- b. Updated construction cost estimates for projects yet to be constructed and an explanation of adjustments to the estimates, including any unrecorded grants or other sources of funding received for the projects;
- c. Amount collected in OSL fees in the previous calendar year;
- d. Specifics of the total value of OSL fees being held by the Town of Whitecourt, interest earned and commitments for future expenditures of such monies; and
- e. Updated OSL Rate Schedules to be approved by Council resolution on an annual basis.

The 2025 annual report is attached for Council's reference and provides a 'snapshot' of the current state of OSL funds and projects. As part of the review, OSL projects have been updated to reflect projected future costs of construction. The rates shown in the 2025 report are expected to be adopted for January 1, 2026.

Based on this review, the updated OSL balances and updated project costs provide a revised OSL rate with a slight decrease on the current 2025 rates. This is due to the favourable interest rate earned on reserves. The table below highlights the current 2025 OSL rates and the new proposed rates for 2026:

Development Type	Current 2025 Off-Site	Proposed 2026 Off-
	Levy Rate	Site Levy Rate
Residential	·	
Single Family Dwelling Units (including	\$4,765/ DU	\$4,763/ DU
manufactured homes, duplex, triplex, and fourplex		
developments, excluding row housing)		
Multi Family Dwelling Units (any development	\$2,075/ DU	\$2,074/ DU
with 5 or more units, including row-housing)		
Non-Residential		
Non-Residential	\$55,534/ Ha	\$55,504/ Ha

The OSL percentage breakdown remained the same as 2024, with transportation at 51%, water at 5%, and wastewater at 44% of the costs.

The Off-Site Levy Annual Report was reviewed by the Policies and Priorities Committee on June 16, 2025.

#### **REFERENCES:**

- Town of Whitecourt Off-Site Levy Bylaw 1532 and Policy 61-004 Off-Site Levy
- Off-Site Levy Rate Report, September 7, 2017 Opus Stewart Weir Ltd.
- Off-Site Levy Annual Review: 2025 Report attached

#### **BENEFITS/DISADVANTAGES AND OPTIONS:**

In 2024, a favourable interest rate was earned on OSL balances held in reserve; combined with low inflation rate as per the Consumer Price Index, the annual OSL rates proposed for 2026 decrease slightly from the 2025 rates.

The yearly update keeps Council informed and familiar with the OSL Bylaw. It also allows the Town to accurately reflect the true construction costs for projects completed in the previous year, record any grants or other sources of funding received, and update construction cost estimates for the OSL projects. This helps to ensure that enough money is being collected to cover the costs of infrastructure required for future development.

#### COST AND SOURCE OF FUNDING:

OSLs are collected at the time of development in the Town of Whitecourt. The levy calculations divide the project costs uniformly over the projected land development area to ensure that all developable lands share equally in the cost of the improvements. As requested by the development community, the residential rates are further broken down into a per dwelling unit charge.

#### COMMENTS:

The annual review provides an update on the status of OSLs based on the current methodology adopted by Bylaw 1532. The anticipated development areas, population projections, and forecasted number of dwelling units were not updated as part of this yearly review.

These numbers and the methodology used to complete the calculations are currently being reviewed in detail as part of the OSL major review.

#### **RECOMMENDATION:**

That Council accept the recommendation from the Policies and Priorities Committee and adopt the Off-Site Levy Annual Review: 2025 Report and new proposed Off-Site Levy rates for 2026.

#### **APPROVAL:**

Department Director:

# OFF-SITE LEVY REVIEW: 2025 REPORT TOWN OF WHITECOURT

June 2025

### Introduction

This report is an annual update on the status of Off-Site Levies (OSLs). This yearly update is not intended to re-evaluate any of the methodology that the OSL is based on. Rather, it provides an update on the financial details and status of projects that contribute to the OSL. Complete details of the OSL calculations and methodology can be found in the Off-Site Levy Rates Review by Opus, 2017. This yearly update is required by Provincial legislation and OSL Bylaw 1532.

## **Projects Completed in 2024**

There were no projects initiated or completed in 2024 that formed part of the off-site levy project list. Therefore, there were no withdrawals from the OSL reserves in 2024.

### **Construction Cost Estimates**

As has been done for previous yearly updates, the OSL was increased by the Consumer Price Index (CPI) for this annual review. From April 2024 to April 2025 Statistics Canada tracked an overall price increase of 1.7%. This increase can be seen in the "2025 CPI increase of 1.7%" column of the updated Project List located in Appendix "A".

Appendix "A" includes all of the projects that are being paid for with OSLs as determined by the Municipal Government Act and Bylaw 1532. Estimated future project costs have been updated with CPI of 1.7%. Projects that have already been constructed but the costs are still being recovered from OSLs remain on the list. As these projects are already completed, the construction costs reflect the actual cost of construction of those projects.

## **Financial Details**

This chart breaks down the specific details of OSLs being held by the Town. The second column shows the OSL funds that were collected in 2024; the third column shows the interest earned on all of the OSLs held by the Town; and the forth column shows the balances being held as of December 31, 2024. OSL are typically collected at the development permit stage in Whitecourt.

The OSL percentage breakdown remained the same as 2024 with transportation continuing to be 51%, water 5%, and wastewater 44% of the costs.

OSL Account Balances 2024

Code	<b>OSL Fees Collected</b>	Interest / Adjustments	Reserve Balance
Roads			
4-32-12-761	\$72,351.66	\$ 13,208.83	\$ 316,521.31
Water			
4-41-02-761	\$7,093.30	\$ 74,327.99	\$ 1,537,801.14
Sewer			
4-42-04-761	\$ 62,421.04	\$ 88,673.00	\$ 1,873,590.77

### **Updated Rate Schedules**

The proposed updated OSL rates for 2025 based on this annual review can be seen on the chart below. The total cost of all of the OSL projects, as detailed in Appendix "A," are divided across the total land area expected to be developed, to provide an OSL rate per hectare. For residential properties, this figure is then calculated into a per unit rate based on the anticipated number of new dwelling units. The anticipated development land areas, population projections and forecasted dwelling units were not updated as part of this yearly review. These calculations are being re-examined as part of the major update currently underway.

OSL rates for 2026 as calculated are a small decrease from the 2025 rates; this is due to the favourable interest rate earned on reserves. No new projects have been added as part of this annual review; and the only increase in project costs is the CPI increase of 1.7%.

DEVELOPMENT TYPE	OFF-SITE LEVY RATE
Residential	
Single Family Dwelling Units (including manufactured homes, duplex, triplex, and fourplex developments, excluding row housing)	\$4,763/ DU
Multi Family Dwelling Units (any development with 5 or more units, including row-housing)	\$2,074/ DU
Non-Residential	\$55,504/ Ha

### Conclusion

This report updates the project list and financial details pertaining to the OSL bylaw. This yearly update allows us to ensure that our records are up to date and our cost estimates are current.

# **APPENDIX "A"**

Project #	Road Section	Туре	Length (km)	2017 Total Capital Cost Estimate	2018 CPI increase 2.3%	2019 CPI increase 2.0%	2020 CPI increase 0.9%	2021 CPI increase 3.4%	2022 CPI increase 6.8%	2023 CPI increase 4.4%	2024 CPI increase 2.7%	2025 CPI increase 1.7%	Status (Completed / Progress)	Completion Year	Construction Cost	Grants	Project Cost after Grant	Offsite Levy Percentage	Offsite Levy Total	Comments
Transpo Traffic S	ortation Projects	I		Listimate	1								Trogress)							•
TS1	Traffic Signals at Dahl Drive and 41 Avenue	Traffic	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2009	\$250,182		\$250,182	100%	\$250,182	Full cost from Offsite Levies
TS2	Traffic Signals at Dahl Drive and 55 Avenue	Signal Traffic Signal	N/A		N/A	Complete	2014	\$409,174		\$409,174	100%	\$409,174	Full cost from Offsite Levies							
TS3	Traffic Signals at Dahl Drive and 49 Avenue	Traffic	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2011	\$259,380		\$259,380	100%	\$259,380	Full cost from Offsite Levies
TS4	Traffic Signals at Hwy 43 and 33 Street (Cost Shared with Province)	Signal Traffic Signal	N/A	\$675,000	\$690,525	\$704,336	\$710,675	\$734,837	\$784,806	\$819,338	\$841,460	\$855,765	Proposed	2026	N/A	\$427,882	\$427,882	100%	\$427,882	Partnership with Alberta Transportation is assumed at 50/50 on this project. 100% of the Town's share will come from offsite levies.
TS5	Traffic Signals at 52 Avenue and McIlwaine Drive	Traffic Signal	N/A	\$472,500	\$483,368	\$493,035	\$497,472	\$514,386	\$549,364	\$573,537	\$589,022	\$599,035	Proposed	2036	N/A		\$599,035	100%	\$599,035.38	Full cost from Offsite Levies
TS6	Traffic Signals at Mink Creek Road and McIlwaine Drive	Traffic Signal	N/A	\$472,500	\$483,368	\$493,035	\$497,472	\$514,386	\$549,364	\$573,537	\$589,022	\$599,035	Proposed	2029	N/A		\$599,035	100%	\$599,035	Full cost from Offsite Levies
Roadwa	nys:																			
R1	Mink Creek Road - Arterial Share Existing (55 Avenue to 55 Avenue) <b>4</b> -Lane Constructed Initially and Recouped 2m Widening Costs Afterwards	Urban Arterial	1.45	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2001	\$5,270,000		\$5,270,000	12.50%	\$658,750	The roadway was first constructed as a 4-lane roadway. The 2m cost difference between a 2-lane (13m) carriageway and a 4-lane (15m) roadways to be recouped from offsite levies.
R2	47 Street Widening (49 Avenue to 50 Avenue)	Urban Arterial	0.185	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2012	\$713,534	\$478,068	\$235,466	100%	\$235,466	Full cost to widen the existing road (minus grants) to come from Offsite Levies
R3	47 Street Rail Crossing	Urban Arterial	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2012	\$864,892	\$79,825	\$785,067	100%	\$785,067	Full cost (minus grants) to come from Offsite Levies
R4	49 Avenue 2m Widening - Arterial Share (49 Street to 47 Street) <b>4-Lane</b> Constructed Initially and Recouped 2m Widening Costs Afterwards	Urban Arterial	0.37	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2011	\$207,310		\$207,310	100%	\$207,310	Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.
R5	Mink Creek Road - Arterial Share East Flats (55th Avenue to Meadows) <b>4-Lane</b> Constructed Initially and Recouped <b>2m Widening Costs Afterwards</b>	Urban Arterial	0.56	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2010	\$3,118,626		\$3,118,626	12.50%	\$389,828	Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.
R6	Dahl Drive Widening (52 Avenue to 55 Avenue)	Urban Arterial	0.29	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2014	\$1,040,938		\$1,040,938	100%	\$1,040,938	The roadway was first constructed as a 4-lane roadway. The 2m cost difference between a 2-lane (13m) carriageway and a 4-lane (15m) roadways to be recouped from offsite levies.
R7a	52 Avenue - Arterial Share (Staples to RiverValley Trailer Park) <b>4-Lane</b> Constructed Initially and Recouped <b>2m Widening Costs Afterwards</b>	Urban Arterial	0.24	\$748,061	\$765,266	\$780,571	\$787,596	\$814,375	\$869,752	\$908,021	\$932,538	\$948,391	Proposed	2027	N/A		\$948,391	9.33%	\$88,485	Project is developer driven and will likely be completed in phases. Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.
R7b	52 Avenue - Arterial Share (RiverValley Trailer Park to 1/4 SEC)) <b>4-Lane</b> Constructed Initially and Recouped <b>2m Widening Costs Afterwards</b>	Urban Arterial	0.85	\$2,649,381	\$2,710,317	\$2,764,523	\$2,789,404	\$2,884,244	\$3,080,372	\$3,215,909	\$3,302,738	\$3,358,885	Proposed	2032	N/A		\$3,358,885	9.33%	\$313,384	Project is developer driven and will likely be completed in phases. Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.
R7c	52 Avenue - Arterial Share (1/4 SEC to McIlwaine Drive) <b>4-Lane Constructed</b> Initially and Recouped 2m Widening Costs Afterwards	Urban Arterial	0.68	\$2,119,505	\$2,168,254	\$2,211,619	\$2,231,523	\$2,307,395	\$2,464,298	\$2,572,727	\$2,642,191	\$2,687,108	Proposed	2037	N/A		\$2,687,108	9.33%	\$250,707	Project is developer driven and will likely be completed in phases. Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.
R7d	52 Avenue - Arterial Share (McIlwaine Drive to 33 Street) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards	Urban Arterial	1.082	\$3,374,067	\$3,451,671	\$3,520,704	\$3,552,390	\$3,673,172	\$3,922,947	\$4,095,557	\$4,206,137	\$4,277,641	Proposed	2044	N/A		\$4,277,641	9.33%	\$399,104	Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.
R8a	33 Street Extension (41 Avenue to 52 Avenue - 13m Wide, 2 Lane Road	Urban Arterial	1.93	\$6,015,516	\$6,153,873	\$6,276,950	\$6,333,443	\$6,548,780	\$6,994,097	\$7,301,837	\$7,498,987	\$7,626,469	Proposed	2029	N/A		\$7,626,469	40%	\$3,050,588	Road to initially be constructed as a 2-lane carriageway (the construction of the road to 4 lanes is not within the 25 year window). Approximately 40% of this roadway is along the hillside where development will not occur and therefore this portion of the work will be tagged to offsite levies as it is a general public benefit to accomodate future growth.
R8b	33 Street Extension (52 Avenue to Mink Creek Road) - 13m Wide, 2 Lane Road	Urban Arterial	0.81	\$2,524,647	\$2,582,713	\$2,634,368	\$2,658,077	\$2,748,452	\$2,935,346	\$3,064,502	\$3,147,243	\$3,200,746	Proposed	2034	N/A		\$3,200,746	40%	\$1,280,298.50	Road to initially be constructed as a 2-lane carriageway (the construction of the road to 4 lanes is not within the 25 year window). Approximately 40% of this roadway is along the hillside where development will not occur and therefore this portion of the work will be tagged to offsite levies as it is a general public benefit to accomodate future growth.
R8c	33 Street Extension (Mink Creek Road to Flats Road) - 13m Wide, 2 Lane Road	Urban Arterial	0.38	\$1,184,402	\$1,211,643	\$1,235,876	\$1,246,999	\$1,289,397	\$1,377,076	\$1,437,667	\$1,476,484	\$1,501,585	Proposed	2042	N/A		\$1,501,585	40%	\$600,634	Road to initially be constructed as a 2-lane carriageway (the construction of the road to 4 lanes is not within the 25 year window). Approximately 40% of this roadway is along the hillside where development will not occur and therefore this portion of the work will be tagged to offsite levies as it is a general public benefit to accomodate future growth.

Initially and Recouped 2m Widening Costs Afterwards       Afternal       Afte																	
Price       Drive       Urban       Orban       N/A       N/A       N/A       N/A       N/A       N/A       N/A       S754.99       S754	R9		0.411	\$255,035	\$260,901	\$266,119	\$268,514	\$277,644	\$296,523	\$309,570	\$317,929	\$323,333	Proposed	2027	N/A	\$323,333	100%
SEC Will be constructed 4 Lanes       Victual of the con	R10a	Drive) Will be constructed 4 Lanes Initially and Recouped 2m Widening	 0.26	N/A	Complete	2017	\$754,939	\$754,939	16.33%								
R10cWill be constructed 4 Lanes Initially and Recouped 2m Widening Costs AfterwardsUrban recl0.84S2,619,399S2,679,646S2,733,238S2,757,838S2,851,604S3,045,513S3,179,516S3,265,363S3,320,874Proposed2034N/AS3,20,874 <t< td=""><td>R10b</td><td>SEC) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</td><td>0.33</td><td>\$1,029,050</td><td>\$1,052,718</td><td>\$1,073,772</td><td>\$1,083,436</td><td>\$1,120,273</td><td>\$1,196,452</td><td>\$1,249,095</td><td>\$1,282,821</td><td>\$1,304,629</td><td>Proposed</td><td>2029</td><td>N/A</td><td>\$1,304,629</td><td>9.33%</td></t<>	R10b	SEC) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards	0.33	\$1,029,050	\$1,052,718	\$1,073,772	\$1,083,436	\$1,120,273	\$1,196,452	\$1,249,095	\$1,282,821	\$1,304,629	Proposed	2029	N/A	\$1,304,629	9.33%
Bits       Creek Road to School Entrance Wills on structed 4 Lanes Initially and Recouped 2m Wideming Costs       Urban Artenial       N/A	R10c	Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards	0.84	\$2,619,399	\$2,679,646	\$2,733,238	\$2,757,838	\$2,851,604	\$3,045,513	\$3,179,516	\$3,265,363	\$3,320,874	Proposed	2034	N/A	\$3,320,874	9.33%
Entrance to 52 Avenue) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs       Urban Arterial       0.19       S592,483       S606,110       S618,233       S623,797       S645,006       S688,866       S719,176       S738,594       S751,150       Proposed       20.29       N/A       S751,150       Proposed       20.29       N/A       S751,150       Proposed       20.29       N/A       S751,150       Proposed       Proposed      Proposed       Proposed <td>R11a</td> <td>Creek Road to School Entrance) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs</td> <td>0.54</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>Complete</td> <td>2017</td> <td>\$1,347,774</td> <td>\$1,347,774</td> <td>9.33%</td>	R11a	Creek Road to School Entrance) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs	0.54	N/A	Complete	2017	\$1,347,774	\$1,347,774	9.33%								
	R11b	Entrance to 52 Avenue) Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs	0.19	\$592,483	\$606,110	\$618,233	\$623,797	\$645,006	\$688,866	\$719,176	\$738,594	\$751,150	Proposed	2029	N/A	\$751,150	9.33%
											•	•	•				TOTAI

Project # Water Pr		Туре	2016 Total Capital Cost Estimate	2018 CPI increase 2.3%	2019 CPI increase 2.0%	2020 CPI increase 0.9%	2021 CPI increase 3.4%	2022 CPI increase 6.8%	2023 CPI increase 4.4%	2024 CPI increase 2.7%	2025 CPI increase 1.7%	Status (Completed / Progress)	Completion Year	Construction Cost	Grants	Project Cost after Grant	Offsite Percen
W1	Water Treatment Plant Capacity Upgrades	Water	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2011	\$10,478,112	\$3,694,773	\$6,783,339	709

Project #	Sanitary Projects	Туре	2016 Total Capital Cost Estimate	2018 CPI increase 2.3%	2019 CPI increase 2.0%	2020 CPI increase 0.9%	2021 CPI increase 3.4%	2022 CPI increase 6.8%	2023 CPI increase 4.4%	2024 CPI increase 2.7%	2025 CPI increase 1.7%		Completion Year	Construction Cost	Grants	Project Cost after Grant	Offsite Levy Percentage	Offsite Levy Total	Comments
Sanitary	Projects																		
S1	Wastewater Treatment Plant Capacity Upgrades	Wastewater	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2000	\$3,117,447	\$904,605	\$2,212,842	100%	\$2,212,842	Capacity upgrade was done to accommodate growth. Full cost of this project is to be recouped through offsite levies.
S2	Headworks and Biosolids Handling/Disposal Upgrade	Wastewater	\$7,800,000	\$7,979,400	\$8,138,988	\$8,212,239	\$8,491,455	\$9,068,874	\$9,467,904	\$9,723,538	\$9,888,838	Proposed	2040	N/A		\$9,888,838	100%	\$9,888,838	Project includes the addition of fine screens, grit removal & washing systems, influent pump upgrades & the conversion to mechanical dewatering of biosolids.

100%\$323,333from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.16.33%\$123,282Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.9.33%\$121,722Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.9.33%\$309,838Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.9.33%\$125,747Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.9.33%\$125,747Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.9.33%\$70,082Cost to widen the road from a 2-lane (13m) carriageway to a 4- lane (15m) to be recouped from offsite levies.	TOTAL	\$12,919,253	
100%       \$323,333       from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         16.33%       \$123,282       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$121,722       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$121,722       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$309,838       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$125,747       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.		\$70,082	
100%       \$323,333       from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         16.33%       \$123,282       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$121,722       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$121,722       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$300,838       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	9.33%	\$125,747	
100%       \$323,333       from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         16.33%       \$123,282       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.         9.33%       \$121,722       Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	9.33%	\$309,838	
100%     \$323,333     from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.       16 23%     \$123,282     Cost to widen the road from a 2-lane (13m) carriageway to a 4-	9.33%	\$121,722	
100% \$323,333 from a 2-lane (13m) carriageway to a 4-lane (15m) to be	16.33%	\$123,282	
	100%	\$323,333	

Offsite Levy Percentage	Offsite Levy Total	Comments
70%	\$4,748,337	Project was estimated to serve a population of 19,000. 70% of the total project was for capacity upgrades and is to be recouped through offsite levies. No new upgrades are proposed within the 25 year window.
TOTAL	\$4,748,337	

TOTAL \$12,101,680



Date:June 18, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Judy Barney, Director of Corporate ServicesTitle:FRANCHISE FEE FIVE-YEAR PLAN

### **PROPOSAL AND BACKGROUND:**

Every year Town Council has the opportunity to review the franchise fee rates charged to the customers. The franchise fees are paid in exchange for giving FortisAlberta and ATCO Gas Pipelines Ltd. the exclusive right to supply power and gas distribution in the Town and compensates the municipality for the company's usage of municipal rights-of-way. The current franchise fee rates are 5.34% for power and 33.55% for gas and is the last year of the current five-year plan.

As requested by Council, Administration brought forth options for a new five-year plan for 2026 – 2030 that also considers alignment of the franchise fee revenues for power and gas utilities. At the Policies and Priorities Committee meeting on June 16, Council had the opportunity to review options to increase the power franchise fee rates for 3.5%, 5.0% and 10.0% annually, along with the impact on revenue and the annual increase to residential and non-residential charges.

A five-year plan for the natural gas franchise fee was not proposed due to the current rate being very close to the maximum rate allowed. The anticipated amount to be collected for natural gas for each option was included in the power franchise fee calculation to continue the similar level of franchise fee revenue to the operating budget as well as supporting alignment of the franchise fees collected.

To better understand the impact for the proposed rates, Council was also provided:

- Comparison of the 2025 "Average Annual Cost to Live" Charge for residential/non-residential to the proposed 2026 annual charges for the options; and
- Comparison of proposed rates to:
  - o annual maximum allowable Power Franchise Fee percent is 20%;
  - o the average Franchise Fee Percent for Alberta Municipalities is 10.19%; and
  - the average for the Town's 14 comparable municipalities is 12.91%.

The Policies and Priorities Committee recommended that Council adopt the 3.5% five-year plan option listed below:

### POWER FRANCHISE FEE

Year	Power Franchise Fee Revenue \$	Estimated Rate %	Average Annual Residential Increase	Average Annual Non-residential Increase ¢
	¥		Ψ	Ŷ
2026	1,127,294	5.74	4.00	18.23
2027	1,208,855	6.15	4.11	18.74
2028	1,293,270	6.58	4.32	19.69
2029	1,380,640	7.03	4.51	20.56
2030	1,471,068	7.49	4.61	21.01

### **REFERENCES:**

- Residential Average Annual Cost of Living
- Non-residential Average Annual Cost of Living

### **BENEFITS/DISADVANTAGES AND OPTIONS:**

The five-year plan calculates the franchise fee rate based on the projected franchise fee revenue amount required that includes an annual rate increase plus growth. By predetermining revenue amounts required, the impact for increasing distribution and transmission charges will be eliminated.

If the delivery charges for either utility were to increase/decrease it is possible that an adjustment to the franchise fee rate may be required.

The fee provides an opportunity for additional revenue to fund future community projects, to offset anticipated investment income decrease due to lower interest rates, minimize future tax rate increases and reduce debt financing amounts.

It is estimated that there is \$272,672,870 in exempt assessment for renters, non-profit groups and exempt taxpayers that are not charged taxes for municipal services. Franchise fees allow for charging these organizations their fair share for the benefit of receiving the utility. If not collected through a franchise fee, the cost to provide the utility service would be recovered through municipal taxation.

Franchise fee revenues are directly related to the weather and consumption that may result in higher or lower delivery charges than forecasted in the franchise fee calculators.

### COST AND SOURCE OF FUNDING:

Operating Budget 2026 – 2030

### COMMENTS:

Council will have the opportunity to annually review the five-year plan to consider any significant factors (i.e. major growth or reductions in distribution and transmission charges) to ensure that Franchise Fee revenues will be realized.

The development of a franchise fee is permitted in accordance with the Municipal Government Act (MGA) Section 45 that allows Council to, by agreement, grant a right of use of the Town's property for the construction, operation and extension of a public utility in part of the municipality and S. 360 of the MGA gives the Town the authority to charge a franchise fee to the residents for the utility service. The franchise fee is a percentage of the utility distribution and transmission (delivery) charges and is established by the Town.

### **RECOMMENDATION:**

That Council accept the Policies and Priorities Committee recommendation to adopt the Power Franchise Fee Five-Year Plan as presented.

### APPROVAL:

Department Director:

CAO:

DSmyl



Date:June 17, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Judy Barney, Director of Corporate ServicesTitle:2025 20-YEAR CAPITAL & MAJOR MAINTENANCE PLAN

### **PROPOSAL AND BACKGROUND:**

The 2025 20-Year Capital & Major Maintenance Plan (Plan) provides a vision for the long term development and maintenance of the Town of Whitecourt's infrastructure, land development, parks and trails, building, and recreational and cultural facilities to meet the needs of our growing community. This Plan sets broad direction that will help guide decision making, promote sustainability in the future, and enhance residents' quality of life by providing quality services and facilities. It is constantly evolving as new opportunities and challenges arise, and allows for flexibility in meeting changing needs and priorities in the future. The Plan incorporates projects and timelines identified through engineering studies, planning sessions, workshops, budget deliberations and public engagements.

The Plan and underlying strategy for funding was reviewed with Council at the 2025 Council Planning Session on January 23, 2025. Since then, the Plan has been updated to reflect the final budget amendments for 2025 with projects totaling \$52,698,674. The Plan was also updated to reflect construction cost estimates for projects included in the Off-Site Levy Bylaw.

For the 20-year period, the Plan totals \$205,581,373 for projects with funding projected to come from numerous sources such as grants, developer contributions, off-site levies, debt financing, taxation and reserves. Funding for future years is more difficult to forecast with a high degree of certainty due to the economy, tariffs, etc.; however, the underlying assumption for the Plan is:

- provincial and federal grants will remain in place for the duration;
- future land development will be developer driven with the cost being borne by the developer;
- minimal contribution from taxation to the fund the Plan; and
- utility rates support improvements to the water, sewer and waste systems.

The updated plan was presented at the Policies and Priorities Committee Meeting on June 16, 2025 for feedback and was recommended for adoption by Council.

### **REFERENCES:**

- 20 Year Capital and Major Maintenance Plan attached
- 20 Year Capital and Major Maintenance Plan Funding attached

### **BENEFITS/DISADVANTAGES AND OPTIONS:**

This Plan sets broad direction that helps guide decision making, promotes sustainability in the future, and enhances residents' quality of life.

### COST AND SOURCE OF FUNDING:

2025 Budget

### **COMMENTS:**

Throughout 2025, several initiatives will be undertaken or are underway that will provide information for Council consideration to update the Plan and identify strategies for funding. Some of these initiatives include the following:

- Continue to develop building/facility major maintenance plans;
- Annual review of utility rates to ensure water and sewer sustainability;
- Continue the development of a resource plan for the North Flats land;
- Complete a catchment area study to determine the repairs and upgrades required for the drainage system at the 47 Street entrance to Centennial Park;
- Complete the second phase of the Asset Management program to create an asset management plan for all asset classes;
- Undertake a Regional Fire Master Plan that will provide a strategic framework to assist in guiding the delivery of fire protection services within the Town and region for the future;
- Complete the Wastewater Treatment Plant Study to determine upgrades required to meet long term growth;
- Continue with the implementation of the Sportsfield Master Plan;
- Complete Phase Two of the five-year IT Modernization Plan to address foundational requirements to improve the network connectivity and bandwidth, to support internet based telephone system replacement and future cloud services;
- Explore partnership opportunities for the implementation of the Regional Business Park Feasibility Study;
- Complete legislated review and update of the Offsite Levy Project costs;
- Complete a Transportation Master Plan to identify the orderly, timely and economical development of roadway systems to serve future growth;
- Complete a Utility Master Plan to review existing and future capacities of the water, sanitary and storm systems to serve future growth;
- Complete an overview of the transit route and frequency of service to identify efficiencies; and
- Complete the Surveillance Study to review current systems in place and provide a plan for upgrades.

The Plan is a forecast for future capital and major maintenance projects that will be brought forth to Council during budget deliberations for the respective year for approval through the adoption of the annual budget.

### **RECOMMENDATION:**

That Council accept the recommendation from the Policies and Priorities Committee to adopt the 2025 20-Year Capital and Major Maintenance Plan as presented.

### APPROVAL:

Department Director:

CAO:

DSmyl



		Population growth:	10,479	10.670	10.864	11.062	11,263	11,468	11.677	11,889	12,106	12,326	12,551	12,779	13.012	13,248	13,489	13,735	13,985	14,239	14,499	14,763
Ref. No.		Comments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
	Land Development																				20.0	
1	Land Purchase from the Crown/Private	AFE - 100 Acres- commercial/urban service				500,000					1,000,000					1,000,000					1,000,000	
2	Land Purchase from the Crown (by-pass)	Resell Highway Commercial Land														1,000,000						
3	Land Purchase from the Crown/Private (Industrial)	Future Service Industrial			4 000 000					1,000,000												
4	Lions Campground Relocation Develop Service Industrial	Development Driven 33 Street Extension	20.000		1,000,000																	
5			20,000																			
	Total Land Development		20,000	0	1,000,000	500,000	0	0	0	1,000,000	1,000,000	0	0	0	0	2,000,000	0	0	0	0	1,000,000	0
-	Roadway Infrastructure																					
6	Street Overlay Program	As per Pavement Mgmt. Report	828,044	548,272	559,237	570,422	581,831	593,467	605,337	617,443	629,792	642,388	655,236	668,341	681,707	695,341	709,248	723,433	737,902	752,660	767,713	783,067
7	Street Improvements Program	Sidewalks, Misc. Drainage and Improvements	280,000	285,600	291,312	297,138	303,081	309,143	315,325	321,632	328,065	334,626	341,318	348,145	355,108	362,210	369,454	376,843	384,380	392,068	399,909	407,907
8	West Whitecourt Industrial - Paving West Whitecourt Industrial - Road & Drainage Improvements	Local Improvement - Paving - Subject to Plan Phase 1 - Projects D1, D2, D3, D12, R1, R2 and R3		169,537	596,701						455,000		2,000,000		1,000,000							
	West Whitecourt Industrial - Road & Drainage Improvements	Phase 2 - Projects D4, D5, R4, and R5		109,557	590,701		527,365															
11	West Whitecourt Industrial - Road & Drainage Improvements	Phase 3 - Projects D6 - D9 and R6 - R9					021,000		584,979													
12		Phase 4 - Projects D10, D11, R10 and R11									459,195											
13	Widening 49 Ave from 47 St. To Dahl Drive	Developer cost share/offsite levy (Growth Driven)			323,333					0.050.005					0.007.400							1077.044
	52 Avenue extension to 33 St.(Wal-Mart) (AFE) 33 St. Extension (41 Ave to Flats Road)	Developer cost share/offsite levy (Growth Driven) Offsite Levies/Sale of Fill (Growth Driven)			948,391		7,626,469			3,358,885		3,200,746			2,687,108					1,501,585		4,277,641
16	Traffic Signals 52 Ave./McIlwaine Drive (AFE)	Offsite Levy/Growth Driven					7,020,409					3,200,740		599.035						1,501,505		
17	Traffic Signals Mink Creek Road/Mcllwaine Drive(AFE)	Offsite Levy/Growth Driven					599,035							,								
18	Mink Creek Road (Meadows to 33 St.) (AFE)	Developer cost share/offsite levy (Growth Driven)					1,304,629					3,320,874										
19	McIlwaine Drive (School Entrance to 52 Ave) (AFE)	Developer cost share/offsite levy (Growth Driven)					751,150															
20 21	Pembina Crossing Blue Ridge Road	Developer Driven (Growth Driven) Culvert Extension and Ditch Improvements	364.898				668,200			├												
22	Wayfinding Signs	Various Locations	000,000	20,000						<u>                                     </u>												
23	Highway 43 Street Lighting	Permanent Repair of Street Lights Faults	40,000																			
24	Concrete Planters Replacement	Mink Creek Road & McIlwaine Drive	15,000																			
25 26	Sidewalk Rehabilitation Replacement Plan Transit System Improv Thermoplastic Pavement Markings	Phased Plan for Repair (55 Avenue- 4 Years) Various Locations	108,072 170,000	100,044	152,524																	
20	Transit System Improv Traffic Signal Upgrade	52 Ave. and 47St.	583.830																			
28	Transit System Improv Construction/Enhancement of Bus Stops	Various Locations	510,000																			
29	Transit System Improv Bus Stop Sidewalks & Pathway Access.	Various Locations	180,000																			
30	Transit System Improv Traffic Signal Upgrade	51 St. and 49th Ave.	510,900																			
31 32	Transportation Master Plan Erosion Control - Athabasca River	Community Wide Construction of Spurs Improvements - Signage & Bank Repair	81,533 25,700																			
33	Spur Rock Replacement	Grant Dependent	318,276																			
	Total Roadway Infrastructure		4,016,253	1,123,453	2,871,498	867,560	12,361,760	902,610	1,505,641	4,297,960	1,872,052	7,498,634	2,996,554	1,615,520	4,723,923	1,057,551	1,078,702	1,100,276	1,122,282	2,646,313	1,167,622	5,468,616
	Rail Infrastructure		4,016,253	1,123,453	2,871,498	867,560	12,361,760	902,610	1,505,641		1,872,052	7,498,634	2,996,554	1,615,520	4,723,923	1,057,551	1,078,702	1,100,276	1,122,282	2,646,313	1,167,622	5,468,616
	Rail Infrastructure 47 St Rehabilitation (15yr)	Subject to CN Inspection (Pedestrian Overpass)	4,016,253	1,123,453	2,871,498	867,560		902,610	1,505,641	4,297,960 170,000	1,872,052	7,498,634	2,996,554	1,615,520	4,723,923	1,057,551	1,078,702	1,100,276	1,122,282	2,646,313	1,167,622	5,468,616
35	Rail Infrastructure           47 St Rehabilitation (15yr)           33 St Railway Crossing	Construction (corresponds to 33rd Street)	4,016,253	1,123,453	2,871,498	867,560	12,361,760 400,000 225,000	902,610	1,505,641		1,872,052	7,498,634	2,996,554	1,615,520	4,723,923	1,057,551	1,078,702	1,100,276	1,122,282	2,646,313	1,167,622	5,468,616
35	Rail Infrastructure 47 St Rehabilitation (15yr)		4,016,253	1,123,453	2,871,498	867,560	400,000	902,610	1,505,641		1,872,052	7,498,634	2,996,554	<b>1,615,520</b>	4,723,923	1,057,551	1,078,702	1,100,276	1,122,282	2,646,313	1,167,622	5,468,616
35 36 37 38	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval	4,016,253	1,123,453	2,871,498	867,560	400,000	902,610	1,505,641		1,872,052	7,498,634	2,996,554			1,057,551	1,078,702	1,100,276	1,122,282	<b>2,646,313</b>	1,167,622	5,468,616
35 36 37 38	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Rehabilitation (15yr)	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection	4,016,253	1,123,453	2,871,498	867,560	400,000 225,000	902,610	1,505,641		1,872,052	7,498,634	2,996,554		<b>4,723,923</b>	1,057,551	1,078,702	1,100,276	1,122,282		1,167,622	5,468,616
35 36 37 38	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval	4,016,253	1,123,453	2,871,498	867,560	400,000 225,000 200,000	902,610	1,505,641	170,000	1,872,052	7,498,634	2,996,554	170,000	200,000	1,057,551	1,078,702	1,100,276	1,122,282	200,000	1,167,622	5,468,616
35 36 37 38	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Schabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         Total Rail Infrastructure	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval	4,016,253	1,123,453	2,871,498	867,560	400,000 225,000	902,610	1,505,641		1,872,052	7,498,634	2,996,554			1,057,551	1,078,702	1,100,276	1,122,282		1,167,622	5,468,616
35 36 37 38	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         Total Rail Infrastructure         Utility Infrastructure	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval	4,016,253	1,123,453	2,871,498	867,560	400,000 225,000 200,000	902,610	1,505,641 0 458,131	170,000	1,872,052	7,498,634	2,996,554	170,000	200,000	1,057,551	1,078,702	1,100,276	1,122,282	200,000	1,167,622	5,468,616
35 36 37 38 39	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Schabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         Total Rail Infrastructure	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval	4,016,253	1,123,453	2,871,498	867,560	400,000 225,000 200,000 825,000	0	0	170,000	0	0	2,996,554	170,000	200,000	1,057,551	1,078,702	1,100,276	1,122,282	200,000	1,167,622	5,468,616
35 36 37 38 39 40 41 42	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Stehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement	4,016,253	1,123,453	0	867,560	400,000 225,000 200,000 825,000	0	0	170,000	0	0	2,996,554	170,000	200,000	1,057,551	<u>1,078,702</u>	0	1,122,282	200,000	1,167,622	5,468,616 
35 36 37 38 39 40 41 42 43	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment Plant	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes	4,016,253	0	2,871,498	0	400,000 225,000 200,000 825,000	0	<b>0</b> 458,131	170,000 170,000 170,000 458,131	0	0	2,996,554	170,000	200,000	1,057,551	1,078,702	0	0	200,000	0	0
35 36 37 38 39 40 41 42 43 44	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         Total Rail Infrastructure         Utility Infrastructure         Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Line Replacement	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review	4,016,253	0	0	867,560 0 0 1,500,000	400,000 225,000 200,000 825,000	0	<b>0</b> 458,131	170,000 170,000 170,000 458,131	0	0	2,996,554  2,996,554  0  0  0  0  0  0  0  0  0  0  0  0  0	170,000	200,000	1,057,551	<u>1,078,702</u>	1,100,276	0	200,000	0	0
35 36 37 38 39 40 41 42 43 44 45	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment Plant	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes	4,016,253	1,123,453	0	0	400,000 225,000 200,000 825,000	0 458,131 1,500,000	0 458,131 186,000	170,000 170,000 170,000 458,131 186,000	0	0	2,996,554	170,000	200,000	0	1,078,702	0	0	200,000	0	0
35 36 37 38 39 40 41 41 42 43 44 45 46 47	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water System Upgrade         Water Treatment System         Water Treatment System	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul	0	0	0	0	400,000 225,000 200,000 825,000 436,206	0 458,131 1,500,000	0 458,131 186,000	170,000 170,000 170,000 458,131 186,000	<b>0</b> 458,131	0	0	170,000 170,000	200,000 200,000 102,000	0	0	0 1,500,000 95,000	0	200,000 200,000	0	0
35 36 37 38 38 39 40 41 42 44 42 44 44 45 46 47 48	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         Total Rail Infrastructure         Utility Infrastructure         Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Treatment Plant         Water System Upgrade         Water Teatment System         Waster Velant Major Maintenance         Waster Plant Additional Clarifier	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane replacement Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500)	0	0	0	0	400,000 225,000 200,000 825,000 436,206	0 458,131 1,500,000	0 458,131 186,000	170,000 170,000 170,000 458,131 186,000	<b>0</b> 458,131	0 458,131 95,000	0	170,000 170,000 95,000	200,000 200,000 102,000	0	0	0 1,500,000 95,000	0	200,000 200,000	0	0
35 36 37 38 38 39 40 41 42 44 44 45 46 47 44 49	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Stehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment Plant         Water Line Replacement         Water Treatment Plant         Water Treatment System         Wastewater Plant Major Maintenance         Wastewater Plant - Additional Clarifier         Wastewater Plant - Screw Pumps	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating	0	0	0	0	400,000 225,000 200,000 825,000 436,206	0 458,131 1,500,000	0 458,131 186,000	170,000 170,000 170,000 458,131 186,000	<b>0</b> 458,131	0	0	170,000 170,000 95,000	200,000 200,000 102,000	0	0	0 1,500,000 95,000	0	200,000 200,000	0	0
35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Line Replacement         Water Treatment Plant         Water Treatment System         Wastewater Plant Additional Clarifier         Wastewater Plant - Additional Clarifier         Wastewater Plant - System         Sewer Line Replacement (downtown Sewer mains)	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review	0	0 165,000 550,000	0	0 1,500,000 165,000 1,000,000	400,000 225,000 200,000 825,000 436,206 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000	<b>0</b> 458,131 95,000	0 458,131 95,000 200,000	0 95,000 50,000	170,000 170,000 95,000 550,000	200,000 200,000 102,000 95,000	<b>0</b> 95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000	95,000	0
35 36 37 38 39 40 41 41 42 43 44 45 46 47 48 49 551	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Line Replacement         Water Treatment Plant         Water Treatment System         Wastewater Plant - Additional Clarifier         Wastewater Plant - System Purps         Sewer Line Replacement (downtown Sewer mains)	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating	0	0	0	0	400,000 225,000 200,000 825,000 436,206	0 458,131 1,500,000 95,000	0 458,131 186,000	170,000 170,000 170,000 458,131 186,000	<b>0</b> 458,131	0 458,131 95,000	0	170,000 170,000 95,000	200,000 200,000 102,000	<b>0</b> 95,000	0	0 1,500,000 95,000 1,000,000	0	200,000 200,000	0	0
35 36 37 38 38 39 40 41 42 43 44 45 46 47 47 48 49 50 51 52 53	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Treatment Plant         Water Treatment Plant         Water Treatment System         Wastewater Plant Agior Maintenance         Wastewater Plant - Additional Clarifier         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater System         Wastewater System         Wastewater System         Wastewater System         Wastewater System         Wastewater System	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement	0 297,400 50,000 140,000 50,000	0 165,000 550,000	0	0 1,500,000 165,000 1,000,000	400,000 225,000 200,000 825,000 436,206 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000	<b>0</b> 458,131 95,000	0 458,131 95,000 200,000	0 95,000 50,000	170,000 170,000 95,000 550,000	200,000 200,000 102,000 95,000	<b>0</b> 95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000	<b>0</b> 95,000	0
35 36 37 38 39 40 41 41 42 43 44 45 46 47 48 49 50 51 52 53 54	Rail Infrastructure           47 St Rehabilitation (15yr)           33 St Railway Crossing           33 St Railway Crossing           33 St Rehabilitation (15yr)           Dahl Drive Rehabilitation (15yr)           51 St Rehabilitation (15yr)           51 St Rehabilitation (15yr)           51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program           Water Treatment Plant Expansion           Water Treatment Plant           Water Treatment Plant           Water Treatment Plant           Water Treatment System           Wastewater Plant Additional Clarifier           Wastewater Plant - Screw Pumps           Sewer Line Replacement (downtown Sewer mains)           Wastewater Plant - Naton Maintenance           Wastewater Plant - Nonloe Maintenance           Wastewater Plant - Nonloe Maintenance           Wastewater Plant - Monole Maintenance           Wastewater Plant - Att - Monole Maintenance	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replac	0 297,400 50,000 140,000 425,000	0 165,000 550,000 245,000 50,000	0 102,000 165,000 95,000	1,500,000 165,000 1,000,000 95,000	400,000 225,000 200,000 825,000 436,206 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	0 458,131 95,000 95,000	0 458,131 95,000 200,000 95,000	0 95,000 50,000	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000	95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000 95,000	<b>0</b> 95,000 95,000	0
35 36 37 38 39 40 41 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55	Rail Infrastructure           47 St Rehabilitation (15yr)           33 St Railway Crossing           33 St Railway Crossing           33 St Rehabilitation (15yr)           Dahl Drive Rehabilitation (15yr)           51 St Rehabilitation (15yr)           51 St Rehabilitation (15yr)           51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program           Water Treatment Plant Expansion           Water Treatment Plant           Water System Upgrade           Water Treatment Plant           Water System Upgrade           Wastewater Plant - Additional Clarifier           Wastewater Plant - Sorew Pumps           Sewer Line Replacement (downtown Sewer mains)           Wastewater Plant - Two 1200 MM Manholes 30° Trunk Line           Wastewater Plant - 47 St. Trunk Line           Wastewater Plant - 47 St. Trunk Line	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Repla	0 297,400 50,000 140,000 50,000	0 0 165,000 550,000 245,000	0	0 1,500,000 165,000 1,000,000	400,000 225,000 200,000 825,000 436,206 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000	<b>0</b> 458,131 95,000	0 458,131 95,000 200,000	0 95,000 50,000	170,000 170,000 95,000 550,000	200,000 200,000 102,000 95,000	95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000	<b>0</b> 95,000	0
35 36 37 38 39 40 41 41 42 43 44 45 46 47 48 49 50 51 52 53 54	Bail Infrastructure           47 St Rehabilitation (15yr)           33 St Railway Crossing           33 St Signals           33 St Stenabilitation (15yr)           Dahl Drive Rehabilitation (15yr)           51 St Rehabilitation (15yr)           53 St Reinbalt           Water Treatment Plant Expansion           Water Treatment Plant           Water System Upgrade           Water Treatment System           Wastewater Plant Adjor Maintenance           Wastewater Plant - Additional Clarifier           Wastewater Plant - Screw Pumps           Sewer Line Replacement (downtown Sewer mains)           Wastewater Plant - Manhole Maintenance           Wastewater Plant - Manhole Maintenance           Wastewater Plant - Manhole Maintenance           Wastewater Plant - Mashole Maintenance           Wastewater Plant - Mashole Maintenance           Wastewater Plant - Mashole Maintenance           Waste	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven)	0 297,400 50,000 140,000 425,000	0 165,000 550,000 245,000 50,000	0 102,000 165,000 95,000	1,500,000 165,000 1,000,000 95,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	0 458,131 95,000 95,000	0 458,131 95,000 200,000 95,000	0 95,000 50,000	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000	95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000 95,000	<b>0</b> 95,000 95,000	0
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58	Rail Infrastructure           47 St Rehabilitation (15yr)           33 St Railway Crossing           33 St Railway Crossing           33 St Rehabilitation (15yr)           Dahl Drive Rehabilitation (15yr)           51 St Rehabilitation (15yr)           51 St Rehabilitation (15yr)           51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program           Water Treatment Plant Expansion           Water Treatment Plant           Water Treatment Plant           Water System Upgrade           Water Treatment Major Maintenance           Wastewater Plant - Additional Clarifier           Wastewater Plant - Mapro Maintenance           Wastewater Plant - Nachole Maintenance           Wastewater Plant - Not 200 MM Manholes 30" Trunk Line           Wastewater Plant - Vanole Maintenance           Wastewater Plant - Vanole Maintenance           Wastewater Plant - Screw Pumps           Sewer Line Replacement (downtown Sewer mains)           Wastewater Plant - Vanole Maintenance           Wastewater Plant - Af St. Trunk Line           Wastewater Plant - Af St. Trunk Line           Raw Water Facilities           Athabasca Flats East - Storm           Ath	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven)	0 297,400 50,000 140,000 50,000 425,000 62,000	0 165,000 550,000 245,000 50,000	0 102,000 165,000 95,000	1,500,000 165,000 1,000,000 95,000	400,000 225,000 200,000 825,000 436,206 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	0 458,131 95,000 95,000	0 458,131 95,000 200,000 95,000	0 95,000 50,000	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000	95,000 95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000 95,000	<b>0</b> 95,000 95,000	0
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58           59	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Treatment Plant         Water System Upgrade         Water Treatment System         Wastewater Plant - Additional Clarifier         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater Plant - Two 1200 MM Manholes 30° Trunk Line         Wastewater Plant - 47 St. Trunk Line         Wastewater Plant - 47 St. Trunk Line         Raw Water Facilities         Athabasca Flats East - Sorm         Athabasca Flats East - Storm         Athabasca Flats East - Storm         Athabasca Flats East - Storm	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Trunk Mains (Developer Driven) Phase Six	0 0 297,400 50,000 140,000 50,000 425,000 62,000	0 165,000 550,000 245,000 50,000	0 102,000 165,000 95,000	1,500,000 165,000 1,000,000 95,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	0 458,131 95,000 95,000	0 458,131 95,000 200,000 95,000	0 95,000 50,000	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000	95,000 95,000 95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000 95,000	<b>0</b> 95,000 95,000	0
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58           59           60	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment System         Wastewater Plant Aigor Maintenance         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Mashole Maintenance<	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Phase Six Town Wide Plan for Drainage, Water and Sewer - Grant Dep.	0 297,400 50,000 425,000 62,000 35,000 35,000	0 165,000 550,000 245,000 50,000	0 102,000 165,000 95,000	1,500,000 165,000 1,000,000 95,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	0 458,131 95,000 95,000	0 458,131 95,000 200,000 95,000	0 95,000 50,000	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000	95,000 95,000 95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000 95,000	<b>0</b> 95,000 95,000	0
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58           59	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Treatment Plant         Water System Upgrade         Water Treatment System         Wastewater Plant - Additional Clarifier         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater Plant - Two 1200 MM Manholes 30° Trunk Line         Wastewater Plant - 47 St. Trunk Line         Wastewater Plant - 47 St. Trunk Line         Raw Water Facilities         Athabasca Flats East - Sorm         Athabasca Flats East - Storm         Athabasca Flats East - Storm         Athabasca Flats East - Storm	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Trunk Mains (Developer Driven) Phase Six	0 0 297,400 50,000 140,000 50,000 425,000 62,000	0 165,000 550,000 245,000 50,000	0	1,500,000 165,000 1,000,000 95,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000	0 458,131 1,500,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	0 458,131 95,000 95,000	0 458,131 95,000 200,000 95,000	0 95,000 50,000	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000	95,000 95,000 95,000	0 95,000 \$ 2,100,000	0 1,500,000 95,000 1,000,000	0	200,000 200,000 95,000 95,000	<b>0</b> 95,000 95,000	0
35           36           37           38           39           40           41           42           43           44           45           46           47           50           51           52           53           54           55           56           57           58           59           60	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment System         Wastewater Plant Aigor Maintenance         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Mashole Maintenance<	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Phase Six Town Wide Plan for Drainage, Water and Sewer - Grant Dep.	0 297,400 50,000 425,000 62,000 35,000 35,000	0 165,000 550,000 245,000 25,000	0 102,000 165,000 95,000 243,500	0 1,500,000 165,000 1,000,000 95,000 25,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000 	0 458,131 1,500,000 95,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000	95,000 95,000	0 458,131 95,000 200,000 95,000 12,000	95,000 95,000 95,000 -	170,000 170,000 95,000 95,000 95,000	200,000 200,000 102,000 95,000 95,000 371,500	95,000 95,000 95,000	0 95,000 \$ 2,100,000 95,000 -	0 1,500,000 95,000 1,000,000 95,000	95,000	200,000 200,000 95,000 95,000 1,500	<b>0</b> 95,000 95,000	<b>0</b> 95,000 95,000
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58           59           60	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant Expansion         Water Treatment Plant         Water Treatment Plant         Water System Upgrade         Water Treatment System         Wastewater Plant + Additional Clarifier         Wastewater Plant - Major Maintenance         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater Plant - Vanole Maintenance         Wastewater Plant - Two 1200 MM Manholes 30" Trunk Line         Wastewater Plant - 47 St. Trunk Line         Wastewater Flant - 47 St. Trunk Line         Raw Water Facilities         Athabasca Flats East - Storm         Athabasca Flats East - Sanitary         Athabasca Flats East - Sanitary         Athabasca Flats East - Mater         Phased Catch Basin Repairs         Utilities Master Plan	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Phase Six Town Wide Plan for Drainage, Water and Sewer - Grant Dep.	0 297,400 50,000 140,000 50,000 425,000 62,000 35,000 300,000 237,500	0 165,000 550,000 245,000 25,000	0 102,000 165,000 95,000 243,500	0 1,500,000 165,000 1,000,000 95,000 25,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000 	0 458,131 1,500,000 95,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000 271,500	95,000 95,000	0 458,131 95,000 200,000 95,000 12,000	95,000 95,000 95,000 -	170,000 170,000 95,000 95,000 95,000 35,000	200,000 200,000 102,000 95,000 95,000 371,500	95,000 95,000 95,000 95,000	0 95,000 \$ 2,100,000 95,000 -	0 1,500,000 95,000 1,000,000 95,000	95,000	200,000 200,000 95,000 95,000 1,500	95,000 95,000 134,000	<b>0</b> 95,000 95,000
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           56           59           60           61           62	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment Plant         Water Treatment Plant         Water Treatment System         Wastewater Plant - Additional Clarifier         Wastewater Plant - System         Wastewater Plant - System         Wastewater Plant - System         Wastewater Plant - System         Wastewater Plant - No 1200 MM Nanholes 30° Trunk Line         Wastewater Plant - Two 1200 MM Manholes 30° Trunk Line         Wastewater Plant - 47 St. Trunk Line         Raw Water Facilities         Athabasca Flats East - Storm         Athabasca Flats East - Storm         Athabasca Flats East - Storm         Mathaser Plan         Watershed Restoration         Utilities Master Plan         Watershed Restoration	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Trunk Mains (Developer Driven) Trunk Mains (Developer Driven) Trunk Mains (Developer Driven) Alterta Drought and Flood Protection - Grant Depend.	0 297,400 50,000 425,000 62,000 350,000 1,596,900 1,596,900	0 165,000 550,000 245,000 25,000	0 102,000 165,000 95,000 243,500	0 1,500,000 165,000 1,000,000 95,000 25,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000 	0 458,131 1,500,000 95,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000 271,500	95,000 95,000	0 458,131 95,000 200,000 95,000 12,000	95,000 95,000 95,000 -	170,000 170,000 95,000 95,000 95,000 35,000	200,000 200,000 102,000 95,000 95,000 371,500	95,000 95,000 95,000 95,000	0 95,000 \$ 2,100,000 95,000 -	0 1,500,000 95,000 1,000,000 95,000	95,000	200,000 200,000 95,000 95,000 1,500	95,000 95,000 134,000	<b>0</b> 95,000 95,000
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58           59           60           61	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Signals         33 St Stehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Treatment Plant Expansion         Water Treatment Plant         Water Treatment Plant         Water Treatment Plant         Water System Upgrade         Water Treatment System         Wastewater Plant Ajor Maintenance         Wastewater Plant - Additional Clarifier         Wastewater Plant - Screw Pumps         Sewer Line Replacement (downtown Sewer mains)         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Manhole Maintenance         Wastewater Plant - Additional Clarifier         Wastewater Plant - Mathole Maintenance         Wast	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Trunk Mains (Developer Driven) Phase Six Town Wide Plan for Drainage, Water and Sewer - Grant Dep. Grant Dependent	0 297,400 50,000 425,000 62,000 35,000 300,000 237,500 1,596,900	0 165,000 550,000 245,000 25,000 1,035,000	0 102,000 165,000 95,000 243,500	0 1,500,000 165,000 1,000,000 95,000 25,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000 	0 458,131 1,500,000 95,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000 271,500	95,000 95,000	0 458,131 95,000 200,000 95,000 12,000	95,000 95,000 95,000 -	170,000 170,000 95,000 95,000 95,000 35,000	200,000 200,000 102,000 95,000 95,000 371,500	95,000 95,000 95,000 95,000	0 95,000 \$ 2,100,000 95,000 -	0 1,500,000 95,000 1,000,000 95,000	95,000	200,000 200,000 95,000 95,000 1,500	95,000 95,000 134,000	<b>0</b> 95,000 95,000
35           36           37           38           39           40           41           42           43           44           45           46           47           48           49           50           51           52           53           54           55           56           57           58           59           60           61           62	Rail Infrastructure         47 St Rehabilitation (15yr)         33 St Railway Crossing         33 St Railway Crossing         33 St Rehabilitation (15yr)         Dahl Drive Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr)         51 St Rehabilitation (15yr) <b>Total Rail Infrastructure Utility Infrastructure</b> Water Meter Replacement Program         Water Treatment Plant         Water Treatment Plant         Water Treatment Plant         Water Treatment System         Wastewater Plant - Additional Clarifier         Wastewater Plant - System         Wastewater Plant - System         Wastewater Plant - System         Wastewater Plant - System         Wastewater Plant - No 1200 MM Nanholes 30° Trunk Line         Wastewater Plant - Two 1200 MM Manholes 30° Trunk Line         Wastewater Plant - 47 St. Trunk Line         Raw Water Facilities         Athabasca Flats East - Storm         Athabasca Flats East - Storm         Athabasca Flats East - Storm         Mathaser Plan         Watershed Restoration         Utilities Master Plan         Watershed Restoration	Construction (corresponds to 33rd Street) Construction (corresponds to 33rd Street) Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval Subject to CN Inspection and Grant Approval 20 year cycle - Phased Replacement Based Growth (population 19,000) Membrane replacement Membrane addition/piping changes Replacement plan under review Water Upgrades Annual Major Maintenance Clarifier Overhaul Based Growth (population 13,500) Overhaul and Paint Coating Replacement plan under review Annual Major Maintenance Various Locations Replacement Replacement and Regrade Major Maintenance Plan Ponds, Trunk Mains & Storm App. (Developer Driven) Lift Station (Developer Driven) Trunk Mains (Developer Driven) Trunk Mains (Developer Driven) Trunk Mains (Developer Driven) Alterta Drought and Flood Protection - Grant Depend.	0 297,400 50,000 425,000 62,000 350,000 1,596,900 1,596,900	0 165,000 550,000 245,000 25,000 25,000 1,035,000 648,441	0 102,000 165,000 95,000 243,500	0 1,500,000 165,000 1,000,000 95,000 25,000	400,000 225,000 200,000 436,206 95,000 95,000 95,000 	0 458,131 1,500,000 95,000 95,000	0 458,131 186,000 95,000 95,000	170,000 170,000 170,000 458,131 186,000 95,000 95,000 271,500	95,000 95,000	0 458,131 95,000 200,000 95,000 12,000	95,000 95,000 95,000 -	170,000 170,000 95,000 95,000 95,000 35,000	200,000 200,000 102,000 95,000 95,000 371,500	95,000 95,000 95,000 95,000	0 95,000 \$ 2,100,000 95,000 -	0 1,500,000 95,000 1,000,000 95,000	95,000	200,000 200,000 95,000 95,000 1,500	95,000 95,000 134,000	<b>0</b> 95,000 95,000



		Population growth:	10,479	10.670	10.864	11.062	11.263	11,468	11.677	11,889	12,106	12,326	12,551	12,779	13,012	13,248	13,489	13,735	13,985	14,239	14,499	14,763
Ref. No.		Comments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
	Parks and Trails				-															-		-
64	Walking Trails	Trail Maintenance - Trail Signs CF	10,918	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
65	East End Entrance Sign	Update Sign		100,000		400.000																
66 67	West End Entrance Sign 43 Street South Entrance Feature Hwy. 32 South	Update Sign Update Sign				100,000		100.000														
68	New Parks in New Subdivisions every four years	Developer driven		60,000				60,000				60,000				60,000			60000	60,000		
69	Park Equipment Replacement	As per replacement plan - Forest Interpretative Center		100,000	33,000	50,000	100,000	50,000	100,000	50,000	50,000	50,000	50,000	0	33,000	33,000	133,000	0	100,000	33,000	50,000	100,000
70	Cemetery Columbarium Cemetery Phase - 1	Columbarium Addition Columbarium Pad, Garden and Gazebo		36,000 25000			36,000		100,000	36,000			36,000			36,000			36,000			36,000
72	Cemetery Phase - 2	Cemetery Survey, Expand., Road, Landscaping & Pathways	-	20000					53,600						406,000	406,000						
73	Outdoor Rinks	Improvements - Ecole St. Anne School	3,000	35,000	35,000					35,000	35,000			35,000	35,000					35,000	35,000	
74	Centennial Park Pathways Centennial Park Catchment Area Outlet	Phased Pathway Reconstruction Study	396,192 4,418																			
76	Centennial Park Catchment Area Outlet	Phase one Construction (End of 47th Street)	120,000																			
77	Dahl Drive Replacement Sign	Upgrade to Digital Sign	120,000																			
78	Mountain Bike Access Road	Mountain Bike Park	300,000																			
	Total Parks and Trails		954,528	406,000	118,000	200,000	186,000	260,000	303,600	171,000	135,000	160,000	136,000	85,000	524,000	585,000	183,000	50,000	186,000	178,000	135,000	186,000
	Vitalization																					
79	Vitalization Quick Win/CN ECO Connexion	Highway 43 Median and Entrance Improvements	000.000		105 000		220,000	60,000	100 000		110.000		70.000		E0.000		60,000		05 000		470.000	
80	Vitalization Quick Wins	Highway 43 Improvements - 53 Ave to Riverboat Park Road	280,000		125,000		220,000		120,000		110,000		70,000		50,000		85,000		95,000		170,000	
	Total Vitalization		280,000	0	125,000	0	220,000	60,000	120,000	0	110,000	0	70,000	0	50,000	0	145,000	0	95,000	0	170,000	0
	Sport Fields' and Regional Parks																					
81	Festival Park - Whitecourt River Slides Festival Park Splash Park	Replacement of Liners	75,000		100.000	150,000		150,000						150,000	100.000	150,000				150,000		
	Festival Park Splash Park Festival Park - Soccer Fields	Equipment Upgrades Sport Fields Master Plan (SMP) Project 1	<u> </u>		100,000	200,000	650,000	500,000		250,000					100,000							
84	Learning Campus - Relocation of Football Fields	SMP Project 2				200,000	,															
	Graham Acres - Minor Ball Expansion	SMP Project 3	044.000	12,000					800,000	400,000												
86 87	Festival Park - Entrance/Parking/Rough Grade Festival Park - Festival Way	SMP Project 4 SMP Project 5 C/F	211,998 12.000																			
88	Festival Park - Multipurpose Courts, Festival Park	SMP Project 7	790,732																			
	Festival Park - Play Areas	SMP Project 10 - Eco Playground & Pump Track					600,000															
90 91	Graham Acres - Slo-Pitch Expansion Sport Fields Complete Remaining Projects over 10 years	SMP Project 12 SMP Projects (8,9,11,14,15,16,17) Details Below									192.000	192.000	192.000	192.000	192,000	192.000	192.000	192,000	192.000	192.000		500,000
92	Regional Parks - Festival Park, Riverboat Park	Major Maintenance Plan	25,800	222,000	-	25,500	5,000	-	12,000	-	15,000	65,000	25,000	5,000	-	54,000	5,000	-	448,000	175,000	5,000	300,000
93	Sport Fields - Graham Acres	Major Maintenance Plan	7,000	8,000	119,512	7,000	2,000	16,000	60,000	-	-	2,000	42,570	14,000	-	10,000	2,000	-	-	125,512	-	-
94	Regional Parks - Skate Park Regional Parks - Festival Park	Maintenance of Skate Park Features You Are Here Sign, Pavilion Eaves, Sunshade	10,000 22,000																			
96	JDA Place Basketball Courts	Enhancements	20,800																			
	Total On ant Fieldel and Danianal Dania		4 475 000	0.40,000	040 540	500 500	4 057 000	000.000	070.000	050.000	007.000	050.000	050 570	004 000	000.000	400.000	400.000	400.000	0.40,000	040 540	5 000	000.000
	Total Sport Fields' and Regional Parks Buildings		1,175,330	242,000	219,512	582,500	1,257,000	666,000	872,000	650,000	207,000	259,000	259,570	361,000	292,000	406,000	199,000	192,000	640,000	642,512	5,000	800,000
97	Allan & Jean Millar Centre	Major Maintenance and Air Conditioning Unit	1,299,443	499.087	219,500	937,000	176,750	230.000	258.987	130.000	1,186,500	46.000	165,964	134.487	318,500	1,370,000	216,750	344.000	480,487	67.000	668.500	125.000
98	RCMP Expansion/Renovations	Prov. Partnership & Study	.,,					3,800,000		,	.,,	,			,	.,,	,	0.1,000		0.1000	,	,
	RCMP Station	Major Maintenance Plan	15,000	68,500	14,500	-	41,000	4,000	148,700	20,000	-	12,000	53,000	15,000	50,000	-	11,000	-	-	9,500	-	231,000
100	New Public Works Shop Old Public Works Shop	Major Maintenance & Telephone Upgrade Major Maintenance Plan	34,000 26,000	8,000 46.000	-	- 33.000	-	91,000 4.000	8,000	13,000	-	-	303,000 17,500	8,000 3.000	40,000 12,000	- 65.000	10,000	172,000 9.000	8,000 8,000	4,000 31.000	-	-
102	Salt Shed	Major Maintenance Plan	-	-	-	-	-	-	200,000	-	-	-	-	-	-	-	-	-	246,000	-	-	-
103	Cold Storage/Signage	Major Maintenance Plan	-	-	-	-	-	8,000	15,500	-	8,000	5,000	-	-	-	-	-	-	-	12,000	-	-
104 105	Culture & Events Centre - Administration Building Culture & Events Centre - Library	Design & Construct., Grant Design & Construct., Grant	8,356,998 6,787,916	1,934,872										220,500 135,000								
105	Culture & Events Centre - Arts, Culture and Convention Centre	Design & Construct., Grant	19,924,167	4,612,985	-	-	-							650,000								
107	Culture & Events Centre	Underground Power	248,000	46	04.555		00.555	10	10.555		010.000		10.000	45.000	40.555	105			46.000	00.000		10
108	Forest Interpretive Centre Community Resource Centre	Major Maintenance Plan Major Maintenance Plan	11,700 7,500	10,000 63.000	24,000 25,000	28,500 30,000	29,000	10,000	10,000 222,000	24,000	210,000 7.500	24,000	10,000 30.000	15,000 205.000	42,000 32,500	182,000	33,000	10,000	10,000 585,500	20,200 30.000	15,000	19,500
	JDA Place	Major Maintenance Plan	260,000	132,000	35,000	171,250	87,000	42,000	280,000	20,000	48,000	50,000	109,000	195,400	101,000	11,250	110,304	64,000	266,000	81,000	294,000	-
	Curling Rink	Major Maintenance - Building Envelope	-	-	-	-	-	10,500	-	-	-	8,000	65,200	4,000	-	-	7,000	-	-	30,000	-	
112 113	Transit Shelters Hospice	Future Improvements Subject to Final Plan	30,000		75,000	75,000	75,000															
	Arts and Craft Building	Major Maintenance - Building Envelope	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
445		Major Maintenance Plan & Light Pole Installation	12,500	-	-	-	59,900	-	-	-	-	65,000	-	-	-	-	-	-	-	-	-	-
115	Cadet Building			15,000	82,500	31,000	24,000	10,000	200,000	27,000	10,000	18,000	10,000 7,500	35,000	21,000	16,000	18,500	10,000	10,000	44,500	-	-
116	Fire Hall	Major Maintenance Plan - Pressure Washer	10,000	-	-	- 1	- 1			-	-	-	7,000	-						-	_	-
116			- 10,000	-	-	-	-	-									-	-				
116	Fire Hall	Major Maintenance Plan - Pressure Washer	10,000 - 37,028,225	8,966,030	- 480,500	- 1,310,750	- 505,150	4,214,500	1,348,187	239,000	1,475,000	233,000	776,164	1,625,387	622,000	1,649,250	423,554	614,000	1,618,987	334,200	982,500	375,500
116 117	Fire Hall Eastlink Park Ski Chalet Total Buildings Vehicles and Equipment	Major Maintenance Plan - Pressure Washer Major Maintenance - Building Envelope	37,028,225	8,966,030						,		,			,	, ,						
116 117 	Fire Hall Eastlink Park Ski Chalet Total Buildings Vehicles and Equipment Town Fleet Replacement Program	Major Maintenance Plan - Pressure Washer Major Maintenance - Building Envelope	-		1,134,000	- 1,310,750 811,000	683,500	672,000	228,000	<b>239,000</b> 637,500	<b>1,475,000</b> 480,900	1,076,273	<b>776,164</b> 716,250	507,500	878,000	<b>1,649,250</b> 629,000	<b>423,554</b> 1,644,714	614,000 865,000	217,000	<b>334,200</b> 900,000	437,900	<b>375,500</b> 1,140,273
116 117 117 118 118 119	Fire Hall Eastlink Park Ski Chalet Total Buildings Vehicles and Equipment Town Fleet Replacement Program Fire Department Fleet Replacement Program	Major Maintenance Plan - Pressure Washer Major Maintenance - Building Envelope As per Fleet Program As per Fleet Program- As per Fleet Program- Subject to Right Sizing/Partnership	- 37,028,225 1,435,637	- 8,966,030 614,500 750,000	1,134,000 85,000	811,000	683,500 85,000	672,000 70,000	228,000 750,000	637,500	480,900	1,076,273 85,000	716,250	507,500 995,000	878,000 135,000	629,000	1,644,714	865,000		900,000	437,900 85,000	1,140,273
116 117 118 118 119 120 121	Fire Hall Eastlink Park Ski Chalet Total Buildings Vehicles and Equipment Town Fleet Replacement Program Fire Department Fleet Replacement Program Transit Bus Fleet Replacement Program	Major Maintenance Plan - Pressure Washer         Major Maintenance - Building Envelope         As per Fleet Program         As per Fleet Program         As per Fleet Program         As per replacement plan         As per replacement plan	37,028,225 1,435,637 58,800 1,171,500		1,134,000		683,500	672,000	228,000	,		1,076,273		507,500	878,000	, ,			217,000 85,000		437,900	
116 117 118 118 119 120 121	Fire Hall Eastlink Park Ski Chalet Total Buildings Vehicles and Equipment Town Fleet Replacement Program Fire Department Fleet Replacement Program Fire Department Equipment Replacement Program	Major Maintenance Plan - Pressure Washer Major Maintenance - Building Envelope As per Fleet Program As per Fleet Program- As per Fleet Program- Subject to Right Sizing/Partnership As per replacement plan	- 37,028,225 1,435,637 58,800	- 8,966,030 614,500 750,000 74,400	1,134,000 85,000	811,000	683,500 85,000	672,000 70,000	228,000 750,000	637,500	480,900	1,076,273 85,000	716,250	507,500 995,000	878,000 135,000 73,036	629,000 124,312	1,644,714	865,000	217,000 85,000	900,000	437,900 85,000	1,140,273
116 117 118 118 119 120 121	Fire Hall Eastlink Park Ski Chalet Total Buildings Vehicles and Equipment Town Fleet Replacement Program Fire Department Fleet Replacement Program Transit Bus Fleet Replacement Program	Major Maintenance Plan - Pressure Washer         Major Maintenance - Building Envelope         As per Fleet Program         As per Fleet Program         As per Fleet Program         As per replacement plan         As per replacement plan	37,028,225 1,435,637 58,800 1,171,500 10,000	- 8,966,030 614,500 750,000 74,400	1,134,000 85,000 43,620 -	811,000	683,500 85,000	672,000 70,000 96,205 -	228,000 750,000 49,610 -	637,500 64,588 -	480,900 70,989	1,076,273 85,000 70,464 -	716,250 360,263	507,500 995,000	878,000 135,000 73,036 1,171,500	629,000 124,312 1,171,500	1,644,714 55,215 -	865,000 78,846	217,000 85,000 57,504 -	900,000	437,900 85,000 69,909 -	1,140,273 - - 61,157 -



	Population growth:	10,479	10,670	10,864	11,062	11,263	11,468	11,677	11,889	12,106	12,326	12,551	12,779	13,012	13,248	13,489	13,735	13,985	14,239	14,499	14,763
Ref. No.	Comments	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Other Assets																					
123 Internet Upgrade	Increase Network Bandwidth- Fibre Install					50,000					50,000					50,000					
124 Video Surveillance	Various Facilities as per Major Mtce Plans	164,000	-	2,000	4,000	13,000	-	18,000	49,000	56,000	15,000	-	-	24,500	4,000	70,000	-	44,000	12,000	28,000	-
125 Video Surveillance	Facilities Study - Review Requirements	48,794																			
125 Computer Replacement/Upgrades	Replacement Plan	46,600	36,600	35,900	29,700	36,700	34,100	36,600	35,900	42,200	24,200	34,100	36,600	48,400	29,700	24,200	34,100	49,100	29,700	24,200	24,200
126 Computer Server Replacement/Upgrades	Replacement Plan	-	-	-	-		-	-	-	-	-		-	-	-	-	-		-	-	
127 Computer Software Upgrades MS Products	Annual spam, antivirus software etc.	22,369	22,369	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569	24,569
128 Computer Software Upgrades MS Products	Software for operating and capital budgets					70,000					70,000					70,000					70,000
129 Worktech Software	Upgrade			50,000										50,000							
130 Recreation Program Upgrade - Allan & Jean Millar Centre	Major Build Upgrades and Transition to Cloud Services				60,000																
131 Diamond Upgrades	Major Build Upgrades and Transition to Cloud Services		13,500		13,500		13,500		13,500		13,500		13,500		13,500		13,500		13,500		13,500
132 Photocopier/Major Office Equipment	As per replacement plan	3,000	15,200	43,000	53,035	11,800	21,845	15,200	31,000	9,000	39,000	22,835	11,500	55,200	16,345	6,000	39,000	11,800	50,535	15,200	6,000
133 Transit Management Software	Schedule APP Upgrade				20,000					20,000					20,000						
134 IT Improvements	Backup Software, IT Modernization Plan	87,000																			
135 Legacy Project	75th Anniversary Celebration										150,000										
136 Record Management Software	File Management Program		80,000																		
137 Cemetery Management Software	Filing and Tracking Management Program		25,000																		
138 Asset Management Software	Asset Inventory, Condition Assessment & Life Cycle Modeling	75,000																			
Total Other Assets		446,763	192,669	155,469	204,804	206,069	94,014	94,369	153,969	151,769	386,269	81,504	86,169	202,669	108,114	244,769	111,169	129,469	130,304	91,969	138,269
Capital Assets - Not Forecasted/Owned																					
139 41 Avenue base upgrade (Blue Ridge Highway)	Subject to Growth Study																				
140 41 Avenue paving (Blue Ridge Highway)	Subject to Growth Study																				
141 Second Fire Station	Subject to growth																				
142 Dahl Drive Overpass	Moved from Rail Infrastructure																				
143 33 Street River Crossing	Requires 20,000 pop or major industry																				
144 Water Supply Line - Highway 43 West	Subject to grant approval																				
145 Future Downtown Vitalization Infrastructure	Subject to detailed design reports and funding																				
146 Post Secondary Learning Campus	Subject to Partnership/Need																				
147 High Performance Sports Field	SMP Project 13																				
148 Regional Industrial Park	Subject to Grant/Study																				
149 Cemetery Expansion Study	Phase 3 and 4																				
150 Third Arena	Subject to Growth																				
							_														
Total Capital Assets - Not Forecasted		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		52,698,674	15,223,993	6.838.099	7.311.075	17,966,867	9,183,460	6,105,538	8,489,648	6,150,841	10.628.771	5.636.305	6,586,663	9.535.628	8,809,088	6,263,955	5,701,291	4.341.242	5,281,520	4,468,900	8,359,814
		02,000,014	10,220,000	0,000,000	1,011,070	17,000,007	0,100,400	0,100,000	0,400,040	0,100,041	10,020,771	0,000,000	0,000,000	0,000,020	0,000,000	0,200,000	0,701,201	4,041,242	0,201,020	4,430,300	0,000,014

#### Note: The Twenty Year Capital Plan assumes that the current funding sources continue in the future.

91 Sport Fields Projects (8,9,11,14,15,16,17) include :

Project 8- Sun Shelters Project 9- Disc Golf Project 11- Bridge, Graham Acres Project 14- Rink, Learning Campus Project 15- Multipurpose Courts, Learning Campus Project 16- Practice Field Project 17- Skate Park

Source		Funding Amount		
GRANTS: Approved and/or applied for				
Active Transportation Grant - Centennial Pathways		\$237,115		
Northern and Regional Economical Development Program - Utilities Master Plan		150,000		
Canada Community Building Fund				
- 47 Street Sewer Line Replacement	\$200,000			
- Mountain Bike Access Road	77,800			
- Street Improvements Program	1,075,049			
- Allan & Jean Millar Centre Drainage	38,900	1,391,749		
Alberta Drought & Flood Protection - Flood Mitigation Projects		902,339		
Disaster Recovery Grant - Flood Infrastructure Repairs		2,894,114		
Investing in Canada Infrastructure Program				
- Culture & Events Centre	\$9,310,830			
- Festival Park Roadway/Parking and Rough Grade	38,621	9,349,451		
Local Government Fiscal Framework - Capital				
- Fleet Replacement	\$665,347			
- Culture & Events Centre	3,071,921			
- Street Improvements Program	112,468	3,849,736		
Local Government Fiscal Framework Operating - IT Modernization Plan		77,099		
Canada Public Transit Fund - Transit Fleet Replacement		268,400		
Green Municipal Fund- Highway 43 Vitalization		50,000		
Growing Canada's Communities Canopies - Highway 43 Vitalization		70,000		
Rural Transit Solutions Fund - Transit System Improvements & Fleet Replacement		1,964,184		
Forest Resource Improvement program - Centennial Pathways		159,077		
Alberta Watershed Resiliency and Restoration - Athabasca River Bank Tree Planting		219,000		
National Infrastructure Fund- Spur Rock Replacement		318,276		
Municipal Sustainability Grant - Capital				
- Culture & Events Centre	\$7,532,075			
- Multipurpose Courts	\$265,089			
- Culture & Events Centre - Underground Power	248,000			
- Street Improvements Program	48,400			
- Festival Park Roadway/Parking and Rough Grade	93,493	8,187,057		
Canada Energy Conservation Program - Allan & Jean Millar Centre Boiler Replacement		167,631		
Grants Total			\$ 30,255,228	57.4%

RESERVE CONTRIBUTIONS:			
Future Community Projects - Culture & Events Centre**	\$1,658,462		
Water and Sewer Reserve - Water System Upgrade and Improvements, Administration Building**	1,872,386		
Street Improvement Reserve - Street Improvements & Multipurpose Courts**	136,053		
Safe Community Initiative Reserve - Allan & Jean Millar Centre Generator**	28,736		
GST Partnership Reserve - Asset Management Software, Spur Signage, River Slide Repairs**	390,312		
GST Partnership Reserve - Culture & Events Centre**	3,484,410		
Land Reserves**	12,000		
Offsite Levies Reserve - Roads**	8,000		
Reserves funded from non-tax sources		\$7,590,359	14.4%
Administration Building Reserve	\$2,020,969		
Facility and Recreation Reserve - Culture & Events Centre	2,362,701		
Fleet Equipment Reserve	1,233,030		
Recreation Facility Reserve	760,291		
Facility Reserves - Surveillance Systems	126,025		
Infrastructure Reserve - Street Improvement, Transit Improvements	681,379		
Miscellaneous Reserves	443,128		
Vitalization Reserve	160,000		
Fire Fleet and Equipment Reserve	32,340		
Sustainability Reserve	529,058		
Computer and Office Equipment Replacement Reserve	76,870		
Reserves funded through annual operating budget contribution		\$8,425,791	16.0%
Reserve Contribution Total		\$ 16,016,150	30.4%

#### Town of Whitecourt 2025 Twenty Year Capital and Major Maintenance Plan Funding

DTHER:				
Debenture Borrowing		\$4,427,714		
Woodlands County Contribution (Capital and Major Maintenance Projects)		914,257		
Sponsorship Donation - Mountain Bike Access Road		150,000		
Miscellaneous Capital Revenue - Sale of Assets/Recovered Costs		7,300		
Partnership Contribution - Festival Park Multipurpose Courts		450,000		
Partnership Contribution - Disaster Infrastructure Mitigation		147,569		
Sponsorship Donation - Electric Vehicle Charging Station		53,206		
Sponsorship Donation - Trending Fitness Equipment and Skate Park		20,000		
Sponsorship Donation - Allan & Jean Millar Centre Air Conditioning		125,000		
Sponsorship Donation - RCMP Mobile Command Trailer Outfitting		10,000		
	Other Total		\$ 6,305,046	12.0
TAXES: 2025 Estimate			\$ 122,250	0.2
OTAL 2025 Twenty Year Capital and Major Maintenance Plan Funding			\$ 52,698,674	100

\*\* Reserves are funded from sources that include Utility Fees, Land Sales, Photo Radar Fines, etc.



# **REQUEST FOR DECISION**

Date: Meeting: Originated by: Title: June 17, 2025 June 23, 2025 Regular Meeting of Council Tara Gallant, Legislative Manager **POLICY MANUAL AMENDMENTS** 

### **PROPOSAL AND BACKGROUND:**

Policy 12-028 – Electronic Signatures and Policy 13-012 – Audit Services were reviewed at the June 16, 2025 Policies and Priorities Committee meeting, and recommended for adoption by Council.

### **REFERENCES:**

- Policy 12-028 Electronic Signatures attached
- Policy 13-012 Audit Services attached

### **BENEFITS/DISADVANTAGES AND OPTIONS:**

Policy 12-028 – Electronic Signatures establishes the acceptance and usage of Electronic Signatures within operations of the Town of Whitecourt. Having an electronic signature policy will allow Whitecourt to proceed with the online permitting process for development related permits, as well as fire permits.

Policy 13-012 – Audit Services provides a guideline for the tendering of audit services. Prior to the posting of the auditor request for tender this year, it was proposed that the policy be amended to reflect current industry standards with regard to contract extensions.

### COST AND SOURCE OF FUNDING:

N/A

### COMMENTS:

N/A

### **RECOMMENDATION:**

That Council accept the recommendations from the Policies and Priorities Committee, and adopt Policy 12-028 – Electronic Signatures and Policy 13-012 – Audit Services as presented.

### **APPROVAL:**

Department Director:

CAO:



**Town of Whitecourt** 

Policy Manual Section: Administrative

# POLICY

Effective Date:

**POLICY TITLE:** Electronic Signatures

POLICY NUMBER: 12-028

### POLICY PURPOSE:

To establish standards for the use and acceptance of electronic signatures by the municipality.

### POLICY:

### **Definitions**

*"Electronic"* includes created, recorded, transmitted or stored in digital form or in any other intangible form by Electronic, magnetic or optical means or by any other means that have similar capabilities for creation, recording, transmission, or storage.

*"Electronic Signature"* means electronic information that a person creates or adopts in order to sign a record and that is in, attached to, or associated with the record.

*"Electronic Submission"* refers to Electronic information that a person creates or adopts in order to sign a record and that is in, attached to, or associated with the record, and includes an Electronic Signature.

*"Legal Instrument"* means a document that states some contractual relationship or grants some right.

- 1. The Town may use Electronic Signatures for records and documentation, at the discretion of the Chief Administrative Officer and as permissible by law.
  - a) With the exception of documentation outlined in Section 2, allowable forms of Electronic Signatures include, but are not limited to:
    - i. A scan or image of a handwritten signature; and,
    - ii. A signature drawn by hand or typed on a capture pad or touchscreen.
  - b) Consent must be provided prior to the use of someone else's electronic signature on their behalf.
  - c) Where a handwritten signature is requested, the Town of Whitecourt must comply in a physical form relevant to the transaction.
- 2. Agreements and other legal instruments must be signed by hand unless the use of Electronic Signature is authorized by the Chief Administrative Officer.
- Electronic Signatures must not be used for the following records:
   a) Bylaws;



**Town of Whitecourt** 

Policy Manual Section: Administrative

- b) Registered Documents;
- c) Council Minutes;
- d) Any other records requiring a Corporate Seal.
- 4. The manner in which the Electronic Submission bearing an Electronic Signature is received must be reliable for the purpose of identifying the person(s). No person through the transmission of an Electronic Submission bearing an Electronic Signature shall represent themselves in a way that is false or misleading. Electronic Signatures shall be accepted or declined at the sole discretion of the responsible Director or the Chief Administrative Officer. If an Electronic Signature or Electronic Submission is deemed to be false or misleading, the Town of Whitecourt will refuse the Electronic Signature and Electronic Submission.
- 5. Employees are required to review their records for accuracy and completeness prior to attaching their Electronic Signature to any Electronic Submission or record.
- 6. Any document executed via Electronic Signature shall be retained by the Town of Whitecourt in accordance with the Record Retention Schedule.
- 7. Use of Electronic Signatures by the Town of Whitecourt shall be in accordance with federal, provincial and municipal legislation.
- 8. Where a conflict arises between this policy and any federal or provincial legislation, the federal and/or provincial legislation shall prevail.

Reference:

Bylaw 1492 - Records Retention and Destruction Bylaw Policy 12-025 - Records Management



Town of Whitecourt

Policy Manual Section: Finance

# POLICY

Effective Date: September 25, 2006 Amended: April 26, 2010 Amended: November 23, 2015 Amended: December 19, 2016 Amended:

POLICY TITLE: Audit Services

POLICY NUMBER: 13-012

### POLICY PURPOSE:

To provide guidelines for the tendering of audit services in accordance with the Municipal Government Act (MGA).

### POLICY:

1. The Town will tender and appoint audit services every three (3) years, with the provision to extend for up to two years.



# **REQUEST FOR DECISION**

Date: Meeting: Originated by: Title: June 17, 2025 June 23, 2025 Regular Meeting of Council Tara Gallant, Legislative Manager BYLAW 1551-16 – FEES, RATES AND CHARGES

### **PROPOSAL AND BACKGROUND:**

Bylaw 1551-16 includes an update to the Fee Schedule, and has been recommended for adoption by the Policies and Priorities Committee.

### **REFERENCES:**

• Bylaw 1551-16 – Fees, Rates and Charges – attached

### **BENEFITS/DISADVANTAGES AND OPTIONS:**

Schedule "A" amendments include:

- <u>Appendix "A" Community Safety</u> To add clarity, Administration proposes that the fee for cat trap rentals be amended to reflect that the traps can be rented for five business days.
- <u>Appendix "B" Community Services</u>
  - The Community Services Advisory Board reviewed fees during its bi-annual fee review, and it was noted that the schedule for Bylaw 1551-15 did not correctly reflect the Board's recommendation for arena fees.
- <u>Appendix "E" Planning & Development</u> As recommended by Planning & Development, Off Site Levy rates have been updated to reflect 2026 rates.

### **COST AND SOURCE OF FUNDING:**

2025 Budget

### COMMENTS:

N/A

### **RECOMMENDATION:**

That Council accept the recommendation from the Policies and Priorities Committee, and adopt Fees, Rates and Charges Bylaw 1551-16 as presented.

### **APPROVAL:**

Department Director:

CAO:

 $D \subset MY$ 

### BYLAW NO. 1551-16

### 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 1551-15 be deleted and replaced with the attached Schedule "A".
- 2. That this Bylaw shall come into force and take effect upon third and final reading and is duly signed.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

READ a second time this \_\_\_ day of \_\_\_\_\_, 2025.

READ a third and final time this \_\_\_ day of \_\_\_\_\_, 2025.

Mayor

Chief Administrative Officer

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

# Schedule "A" Fees, Rates, and Charges Bylaw

Contents	
APPENDIX "A"	4
COMMUNITY SAFETY	4
Fire Services – As established by Bylaw 1582	4
Fire Department Training Grounds	5
Responsible Pet Ownership – As established by Bylaw 1580	5
Whitecourt RCMP	5
APPENDIX "B"	6
COMMUNITY SERVICES	6
Allan & Jean Millar Centre	6
Community Resource Centre	9
Festival Way Rental	9
Planned Giving Opportunities	9
Community Spectrum Advertising Rates	9
Twin Arenas Facility Admission/Rental Rates	9
Sportfield Facility Rental Rates	10
Sportfield Facility Rental Rates for Tournaments	10
Whitecourt Transit	11
APPENDIX "C"	12
CORPORATE SERVICES	12
FOIP (Freedom of Information Protection) Requests	12
Forest Interpretive Centre - Rental Rates	12
Hawkers & Pedlars Licence – As established by Bylaw 1462	12
Copy Service	12
Returned Payments	12
Taxation	12
Assessment Complaint Fees	12
Third Party Billing Fees	12
Credit Card Processing Fee	13
APPENDIX "D"	14
INFRASTRUCTURE	14
Cemetery – As established by Bylaw 1563	14
Concrete and Asphalt Rubble Disposal Fee	14
Residential Waste Services - As established by Bylaw 1464	14
Shallow Utility Installation on Town Land	15
Temporary Traffic Control Permit	15
Transportation Routing and Vehicle Information System- Multi Jurisdiction (TRAVIS-MJ)	15

Water & Sewer Charges – As established by Bylaw 1511	15
APPENDIX "E"	
PLANNING AND DEVELOPMENT	17
Development Services	17
Other Development Services Fees:	
Off Site Levies – As established by Bylaw 1532	

# **APPENDIX "A"**

### **Community Safety**

### Fire Services: Fire Prevention - As established by Bylaw 1582

ire Prevention	
Fire Safety Plan Review and Inspection -	\$225.00/occupancy
Commercial/Industrial/Multi-Family***	
Fire Safety Plan Review and Inspection - Residential***	\$75.00/occupancy
Fire Safety Presentations for schools, community groups and	No Charge
organizations	
Fire Inspection initiated by the Fire Chief proactively or by public	No Charge
complaint; inspections for Town of Whitecourt facilities; or public	
service occupancies.	
Request/required fire inspection, re-inspection, or special event	\$150.00/hou
inspection***	
Occupant Load Calculation and Certificate***	\$120.00/occupancy
Occupant Load Certificate Replacement Fee (must have	\$50.00/reques
satisfactory Fire Inspection completed within previous 12	
months)***	
ire Permit	
Fire Pit (for fire pits, outdoor fireplaces, solid fuel cooking	\$25.00/fire pit for current occupan
appliances)***	· · · · · · · · · · · · · · · · · · ·
Fire Pit requiring on-site inspection (for fire pits, outdoor fireplaces,	\$50.00/fire pit for current occupan
solid fuel cooking appliances requiring site visit)***	\$00.00/me pit for current occupan
······································	
Campground***	\$150.00/campground
Fireworks***	\$100.00/even
Special Event***	\$100.00/even
Special Event hosted by the Town of Whitecourt, or hosted for	No Charge
religious or ceremonial purposes	-
Open Burning***	\$100.00/permi
	\$100.00/point
ncident Response	
Response within the municipal boundary - This fee may be applied	
where the Fire Department responds to a fire, rescue, release of	Per Hour, Per Uni
chemical, dangerous goods or other incident on any property if:	
*A fire for which a person is convicted of arson under the Criminal	
Code of Canada;	
*An unregulated release of dangerous goods;	
*A fire which is intentionally set, with or without permit, and	
*A fire which is intentionally set, with or without permit, and	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
	φ000.00

### Responsible Pet Ownership - As established by Bylaw 1580

Cat Trap Rental Fee	\$30.00/5-business 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 <sup>1</sup>	\$30.00
Vulnerable Sector Check - Volunteer <sup>1</sup>	No Charge
Vulnerable Sector Check - Employment <sup>1</sup>	\$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

<sup>1</sup>Service 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 <sup>2</sup>	
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 <sup>2</sup>	
Adult (18-59 years)	\$431.68
Senior (60-69 years)	\$291.38
Super Senior (70+ years)	\$145.69
Youth (13-17 years)	\$241.61

<sup>2</sup>Any 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/hou
Fitness Instructor	\$50.00/hou
Aquatic	
25m Pool Hourly Rental Rates	\$21.00/hou
Club Rate - Rate effective to August 5, 2025	\$13.25/lane per hou
Club Rate - Rate effective as of August 6, 2025	\$14.25/lane per hou
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

vieeting 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

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

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 Sport Organization	\$97.08/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)	\$97.08/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

### **Returned Payments**

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

#### Taxation

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

### **Assessment Complaint Fees**

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

#### **Third Party Billing Fees**

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

### Credit Card Processing Fee

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

# APPENDIX "D"

### INFRASTRUCTURE

### Cemetery - As established by Bylaw 1563\*\*\*

Grave Lot Purchase	
Resident***	\$530.00
Non-Resident***	\$663.00 <sup>3</sup>
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 <sup>4</sup>
Columbarium	
Resident***	\$1,128.00 <sup>5</sup>
Non-Resident***	\$1,255.00 <sup>3 and 5</sup>
Veteran***	\$817.00
Second Opening and Closing***	\$133.00 <sup>4</sup>
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

<sup>3</sup>Non-Resident - Someone who reside outside of Whitecourt or Woodlands County.

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

<sup>5</sup> 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	[(n
Asphaltic Pavement Excavation	
Minimum Charge	\$678.00/permit
50 millimetres compacted lift	\$83.00/m <sup>2</sup>
75 millimetres compacted lift	\$92.00/m <sup>2</sup>
100 millimetres compacted lift	\$98.00/m <sup>2</sup>
Landscaped Area Excavation	
Minimum Charge	\$417.00/permit
Of established sod	\$37.00/m <sup>2</sup>
Of established grass	\$27.00/m <sup>2</sup>
Natural ground	\$11.00/m <sup>2</sup>
Concrete Area Excavations	
Minimum Charge	\$782.00/permit
Sidewalks	\$438.00/m <sup>2</sup>
250 millimetres curb and gutter	\$375.00/I.m.
500 millimetres curb and gutter	\$542.0/I.m.
Concrete swale	\$323.00/m <sup>2</sup>
Directional Drilling	
Minimum Charge	\$313.00/permit
Inside of soft surface, landscape area	\$26.00/I.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
	· ·

### 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 <sup>3</sup>
Water Charges	
Residential/Commercial/Industrial	\$1.65/m <sup>3</sup>
Bulk Water	\$9.85/m <sup>3</sup>

# **APPENDIX 'E'**

### PLANNING AND DEVELOPMENT

### **Development Services**

Land Use Bylaw, Municipal Development Plan, Area Structure Plan Amer	ndments
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/lo
Endorsement (not including Public Utility Lots)	\$40.00/lc
Subdivision/Development Appeal Board	
Appeal Fee (refunded if appellant wins)***	\$310.00
Building Permits - Residential/Dwelling Units	
New Construction	
Main level***	\$0.67/ft
Upper/Lower level***	\$0.46/ft
Additions/Renovations/Basement Development***	\$0.42/ft <sup>2</sup> (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 <sup>2</sup> (min. \$155.00
Covered Deck/Veranda***	\$0.36ft <sup>2</sup> (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 <sup>2</sup> (min.\$205.00
Ready to Move (RTM)	\$390.00
Basement Development (if on full basement)***	\$0.42/ft <sup>2</sup> (min. \$205.00
Building Permits - Commercial/Industrial/Institutional	
First \$1,000,000 construction value***	\$6.90 per \$1,000.00 construction valu
Over \$1,000,000 construction value***	\$6,900.00 + \$5.40/\$1,000.00 constructio valu
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/hou

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 Permits <sup>6</sup>	
Residential Permitted Use With Construction***	\$49.00 + \$1.70/m <sup>2</sup> (max.\$1,650.00)
Residential Permitted Use Without Construction***	\$49.00
Non-Residential Permitted Use With Construction***	\$128.00 + \$1.70/m <sup>2</sup> (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 Commission <sup>6</sup>	
Discretionary Use (includes base permit fees)***	\$368.00
Special Meeting (*plus MPC Variance/Discretionary Fee)***	\$368.00
Variance <sup>6</sup>	
Administrative (within 20%) includes base permit fee***	\$190.00
Municipal Planning Commission includes base permit fee***	\$368.00

<sup>6</sup> 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 - effective to December 31, 2025	
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

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

Off Site Levy rates are amended each year based on the Annual Off Site 1, 2026	Levy Review Report - effective as of January
Single Family Dwelling Unit (including manufactured homes,	\$4,763.00/dwelling unit
Multi Family Dwelling Unit (any development with 5 or more units,	\$2,074.00/dwelling unit
Non-Residential	\$55,504.00/hectare



## **REQUEST FOR DECISION**

Date:June 17, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Tara Gallant, Legislative ManagerTitle:BYLAW 1492-5 – RECORDS RETENTION AND DESTRUCTION

### **PROPOSAL AND BACKGROUND:**

Schedule "A" of Records Retention and Destruction Bylaw 1492 is a classification system that organizes records by the functions and activities of the municipality. The Policies and Priorities Committee reviewed proposed Bylaw 1492-5 at the June 16 meeting, and recommended Council adopt the Bylaw as presented.

#### **REFERENCES:**

• Records Retention and Destruction Bylaw 1492-5 - attached

## **BENEFITS/DISADVANTAGES AND OPTIONS:**

In preparation for the move from the current Town Office to the new building, Administration has undertaken a review of all property files. The proposed amendment to Schedule "A" provides clarification on specific records that have been identified during the file review, and includes updates to match current legislation.

## COST AND SOURCE OF FUNDING:

N/A

#### COMMENTS:

N/A

#### **RECOMMENDATION:**

That Council accept the recommendation from the Policies and Priorities Committee, and adopt Bylaw 1492-5.

#### **APPROVAL:**

Department Director:

CAO:

#### **BYLAW NO. 1492-5**

#### OF THE TOWN OF WHITECOURT PROVINCE OF ALBERTA

#### TO AMEND THE RECORDS RETENTION AND DESTRUCTION BYLAW

**WHEREAS,** Council deems it expedient and proper to make certain amendments to Bylaw No. 1492 being the Records Retention and Destruction Bylaw.

**NOW THEREFORE,** under the authority and subject to the provisions of the Municipal Government Act, Section 214 (2) of the Revised Statutes of Alberta 2000, Chapter M-26, the Municipal Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, herby enacts as follows:

- 1. That Schedule "A", Records Classification and Retention Schedule, of Bylaw No. 1492-4 be deleted and replaced with the attached Schedule "A" dated June 2025.
- 2. That this Bylaw shall take effect upon third and final reading and is duly signed.

READ a first time this day	of	, 2025.
READ a second time this	day of	, 2025.
READ a third and final time this	day of	, 2025.
	Mayor	
	CAO	

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

## BYLAW NO. 1492 Schedule "A" Records Classification and Retention Schedule - June 2025

<b>Business Function</b>	Records Description	Total Retention (Years)
AC - Accounting &	Use this functional category to organize records that are	
Financial Management	and ongoing administration of financial assets and liabilities.	
AC01 - Account Payment	Original invoices	C+7
	Copies of purchase orders	
	Approvals	
	Employee expense claim reports	
	Vendor statements	
	Credit card statements	
	Reconciliations	
	Cheque requisitions	
	Quick cheque batch runs	
	Account cheque batch runs	
	Void cheques	
	Accounts paid (summary sheets)	
	Payable vouchers	
	Posting journals	
AC02 - Account Receiving	Invoices	C+7
5	Utility billings	
	Day cash receipts	
	Account reconciliations	
	Vouchers and supporting documentation for all	
	revenues received by the municipality	
	Industrial waste invoices	
	Collection log	
	Paid bylaw offenses	
	Electronic funds transfers (EFT)	
	Automatic withdrawals set-up forms	
	EFT change forms	
	EFT cancelation forms	
	Bad debt write-offs	
	Banking information (void cheques)	
	Utility consumption reports and readings	
	Water/Sewer posting billing and penalties	
	Utility deposit interest records	
	Arrears reports, final billed list	
AC03 - Banking & Investing	Bank transactions	C+7
6 6	Deposit slips	
	Deposit records	
	Reconciliations	
	Short term borrowing	
	Cancelled cheques issued	
	Cheque listings	
	Supporting documentation used to authorize	
	issuance of cheques	
	N.S.F. cheques	
	Bank statements	
	Signature cards	

<b>Business Function</b>	Records Description	Total Retention (Years)
	Investment summaries	
	Investment tickets	
AC04 - Budgeting	Preliminary budget	C+3
	Departmental budgets and estimates	*P
	Working papers	
	Distribution summary sheets and estimates	
	Calculations and background documentation	
	Final budget*	
	Comparison to budget	
	Reserve schedules	
	Budget summaries	
	Budget highlights and changes	
AC05 - Capital Asset	Total cost of assets	E+7
Accounting	Net book value of assets	E= disposition of fixed/tangible
	Depreciation schedule	capital asset
	Copies of invoices	
AC06 - Debt Structuring	Debentures	E+7
	Debt payment schedule	E= debt paid in full,
	Certificate of cancelation	canceled or matured
C07 - Financial Planning	Financial statements	E+7
& Reporting	Interim financial statements	E=dissolution of municipality
	Working papers (comparison to budget reports)	
	Lead sheets	
	Trial balances	
AC08 - General Ledger	General ledgers	E+7
Control	Payroll ledger (register)	E= dissolution of municipality
	Asset ledger	
	Accounts payable & Accounts receivable ledgers	
	Fixed asset sub ledgers	
	Utility Detail Ledger, Detail Taxation Ledger	
AC09 - Payroll	Employee banking information	C+7
Administration	Subsidized program forms	
	T4s	
	TD1 forms	
	Direct deposit register	
	Year to date payroll summary reports	
	Records of employment (ROE)	
	Garnishments	
	Government remittances and backup	
	Severance paperwork (action forms,	
	authorizations, amendments)	
	Adjustments	
	Deductions from the Canada Pension Plan	
	Employment insurance	
	Income tax and non-statutory deductions	
	Employee information sheet	
	Adjustment sheet	

<b>Business Function</b>	Records Description	Total Retention (Years)
AC10 - Purchasing	Request for proposals (RFP)	C+7
	Request for tender (RFT)	
	Request for quote (RFQ)	
	Vendor bids	
	Vendor recommendations	
	Evaluation matrices	
	Award and justification documents	
	Purchase order generation	
AC11 - Tax & Property	Notice of special assessments	C+10
Assessment	Supplemental notices	*P
	Property assessment notice	
	Billing requisitions	
	School declaration support	
	NSF notices	
	Recovery notifications	
	Tax notices	
	Customer registration notices	
	Tax penalties and corresponding documentation	
	Arrears letters	
	Copies of warrants	
	Tax certificates	
	Assessment roll*	
	Property Tax Exemption Application Forms	
	Special tax masters*	
	Mobile home sales and transfers*	
	Mobile home master records*	
	Tax roll*	
	Tax recovery*	
AC12 - Financial Planning	Journal entries	C+7
- Miscellaneous	RCMP fines	011
- Miscellaneous	GST returns	
DLL Duciness Administration	Safety code remittance	
BU - Business Administration Administration	Use this functional category to organize records that are of administrative activities.	e evidence of the day to day managemen
BU01 - Business Activity	Departmental presentations	C+2
Reporting	Activity reports	
	Contact lists	
BU02 - Event & Meeting	Registration lists	C+2
Coordination	Advertisements	
	Attendance lists	
	Presentations	
	Handouts	
	Meeting notes	
	Agendas	
BU03 - Historical Information	Records of general historical nature, which do	E+2
	not pertain to any specific Business Function.	E=completion of history book that
	Ex. Community Spectrum publications	includes the historical record

<b>Business Function</b>	Records Description	Total Retention (Years)
BU04 - Inquiry & Request	Complaint forms	C+5
Response	Correspondence	
BU05- Insurance	Certificates of insurance	E+6
Administration	Insurance applications	E= expiration of insurance
	Insurance policies and renewals	policy
BU06 - Insurance Claims	Insurance claims	E+10
	Claim summaries	E= settlement of claim
	Supporting information for claim (e.g. photos, witness statements, estimates etc.)	
BU07 - Internal	Intranet content	C+2
Communication	Notifications of social club events	
BU08 - Inventory Control	Inventory reports	C+7
	Reconciliations	
	Fuel level inventory	
	Inventory transfer forms	
	Tracking lists	
BU09 - Local Societies &	Newsletters	C+2
Non-Profit Organization	Bulletins	
Participation	Professional licensing requirements	
	Meeting materials	
	Publications	
BU10 - Travel Arrangement	Approved travel requests	C+2
Ŭ	Scheduling information	
	Travel itineraries and confirmation of bookings	3
CO - Community Development and Programming	Use this functional category to organize records the programs for Town residents.	at are evidence of developing and delivery of
CO01 - Cemetery	Burial permits	Р
Management	Cemetery register	
	Burial plots and ownership records	
CO02 - Community Funding	Funding application forms	E+7
	Criteria/eligibility checklist	E= funding/sponsorship complete
	Annual funding reports	
	Donation requests	
	Expenditure summaries	
	Copies of receipts	
	Copies of invoices	
CO03 - Community	Program descriptions	C+7
Programming	Background information on programs	<b>C</b>
	Program evaluations and surveys	
	Community Spectrum	
	Membership lists	
	Fee schedules	
	Client files	

<b>Business Function</b>	<b>Records Description</b>	Total Retention (Years)
CO04 - Economic	Records which support developing economic	UOS+2
Development	strategies and initiatives	
	Information, reports, statistics and projections	
	related to population growth	
EN - Environmental and	Use this functional category to organize records that are ev	idence of securing, preventing and
Safety Responsibility	mitigating the impact of operations on personal safety, prop	perty, assets or the environment.
EN01 - Emergency	Municipal Emergency Plan	UOS+5
Response Planning	Incident response plans	
	Inspections and notifications	
EN02 - Environmental	Environmental site assessments	Р
Monitoring & Protection	Studies (i.e. flood control, space planning, storm drainage etc.)	
	Reclamation/remediation activities	
	Reclamation certificate	
EN03 - Hazardous Material	WHMIS	C+10
Storage & Handling	Material Safety Data Sheets (MSDS)	
EN04 - Incident	Incident reports	E+10
nvestigation & Reporting	Supervisor investigation report	E= incident closed
	Cause	
	Recommendations	
	Prevention plan	
	Photos	
	Witness statements	
	Investigation tracking reports	
	FirePro incident database	
EN05 - Safety	Tailgate meetings/pre job safety meetings	C+10
Administration	Job safety assessments	
	Copies of Occupational Health & Safety	
	Workplace inspections	
	Safety checklists	
HU - Human Resources	Use this functional category to organize records that are evider	
Management	administration of employees, supporting programs and service	
HU01 - Benefits	Brochures from benefit provider	UOS+2
Programming	Rates	
	Quotes	
	Presentations	
	Blank forms	
HU02 - Employee	Offer letters	E+20
Administration	Photocopies of drivers license	E= termination of employment
	License abstract	and benefits/pension obligations
	Training certification	fulfilled
	Performance reviews	
	Year end vacation accruals	
	Employee correspondence	
	Orientation	
	Disciplinary matters	
	Copies of HSE incident reports	

<b>Business Function</b>	Records Description	Total Retention (Years)
	Medical records/checks	· · · · ·
	Drug testing results	
	Criminal record checks	
	Benefit sign up forms	
	LAPP sign up forms	
	Birth certificates	
	Exit interviews	
	Signed computer purchase plan and fitness plan	
	Long term service awards	
	Callout records for firefighters	
HU03 - Recruiting	Job postings	C+2
	Job descriptions	
	Applicants resumes	
	Interview schedules	
	Interview questions	
	Interview notes	
	Final offer letters	
	Reference checks	
HU04 - Staff Attendance &	Requests for leave forms	C+7
Leave Tracking	Timesheets	017
	Accrued vacation/sick/absence time reports	
HU05 - Training	Training content, Course material	UOS+5
Development & Delivery	Attendance reports	00010
bevelopment a benvery	Presentations	
	Teaching material and supporting documentation	
HU06 - Workers'	WCB claim reports	E+2
Compensation Coordination	WOD claim reports	E=settlement of claim
Coordination		L-Settlement of claim
IN - Information	the distance of the standard sector of the sector of the standard sector of the	
Management	Use this functional category to organize records that are evider information resources, systems, processes, infrastructure and	
IN01 - Information Systems	Technical documentation	E+2
Development &	User documentation	E= system no longer in use
Implementation	Design documents	.,
	User testing & test scripts	
IN02 - Information Systems	Records which support maintenance and	C+2
Maintenance & Support	activities of deployed information systems	C+2
IN03 - Telecommunications	Records which support installation, operation	C+2
Control	and maintenance of telecommunication	0.2
	systems: telephones, cellular phones and	
	mobile phone base stations.	
IN04 - Data Management	Geographical data (e.g. parcel and landowner	E+2
gonon	ownership, boundaries, aerial photos etc.)	E= data no longer relevant
	File listings	C+2
IN05 - Records	-	÷ · =
IN05 - Records Administration	Classification schedule	
IN05 - Records Administration	Classification schedule	
	Classification schedule FOIP request Request for disposition of inactive record and	

<b>Business Function</b>	<b>Records Description</b>	Total Retention (Years)
IN06 - Records Retention &	Records destruction authorization and signoff*	UOS+2
Disposition	Retention schedule	*P
N07 - Website	Internal and external website design	C+2
Administration		
LE - Legal Focus	Use this functional category to organize records that are eviden legal rights, relationships and responsibilities.	ce of the protection and representation of
LE01 - Agreements &	Cost share agreements	E+10
Contracts Administration	Sponsorship agreements	E= termination of agreement
	Software agreements	or contract
	Warranties	Original contract sent to
	Mutual aid agreement	Town Office and stored with
	Vendor agreements	Legislative Coordinator
	Website development contract	C C
	Banking agreement	
_E02 - Land Interest	Purchase and land sale agreements	E+80
Administration	Property files	E= no longer have an interest
	Easements	J.
	Legal plans	in the lands
	Subdivision plans and files	
	Encroachments	
	Right of ways	
	Utility line assignments	
	Site plans	
	Real property reports	
	Certificates of title	
	Site sketches	
	Site plans	
	Land use maps	
.E03 - Legal Advising	Legal opinions	E+5
		E=matter concluded
E04 - Litigation	Statement of defense	E+10
Lot Lingution	Witness statements	E= settlement of claim
	Court documents	
E05 - Permit & License	Blueprints/Plans/Layouts	Р
ssuing	Building permit applications	,
	Development permit applications and supporting	
	documents	
	Development inspections	
	Variance requests	
E06 - Compliance Certificates	Compliance certificates	UOS+2
& Site Inspections	Site inspections	-
_E07 - Other Permit & Licence	Dog Licences	E+10
ssuing	Burn and fire permits	E= expiry of permit
	Block Party Permits	······································

Business Function	Records Description	Total Retention (Years)
LE08 - Regulatory	FOIP reporting - annual statistics	E+10
Reporting & Compliance	Water and Waste Water Treatment Plant reporting	E= submission of report/compliance requirements met
	Regulatory correspondence	
	Annual Solicitor General report	
	Fire Commissioner Office of Alberta reporting	
	Alberta Environment reporting	
LE09 - Ticketing & Bylaw	Report Direct Program	E+10
Enforcement	Resident complaints regarding bylaws	E= offence notice resolved
	Orders to comply	
	Bylaw infractions	*Date footage recorded +3;
	Violation tickets	in the event a complaint is levied
	Inspection reports	against a Peace Officer
	Complaint files	the footage will be
	Call logs	kept from the date
	Warning tickets	it was recorded +5
	*Body Worn Camera Footage	
	*In-Car Video System Footage	
OG - Organizational Governance	Use this functional category to organize records that are evi coordination of management and Council practices.	idence of leadership and direction as well as the
OG01 - Auditing	Audit reports	E+7
	Recommendations	E= period covered by two most
	Audit action plans	recent completed audits
	Audit interview schedules	
	Audit observations	
OG02 - Bylaw Development	Working papers	E+2
	Supporting material	E=bylaw accepted/passed by
		Town Council
OG03 - Census	Final census report	UOS+2
Coordination	Oath of office	
	Summaries	
	Working papers	
OG04 - Council Committees	Agendas	Р
& Boards Management	Board and Committee meeting minutes	
	Request for decision	
	Request for direction	
	Development applications and back up	
	documents	
	Terms of reference	_
OG05 - Council Governance	Council agendas	Р
	Council minutes	
	Signed bylaws	
	Signed policies and procedures	
	Final versions of motions and resolutions	

Business Function	Records Description	Total Retention (Years)
OG06 - Elections	Election nomination lists	E+2
Coordination	Nomination papers*	E= Council Elected
	Oath of office	*Retained per legislation in
	Candidate Campaign Disclosure reports**	Local Authority Election Act
	Election results (unofficial and official)*	
	Election ballots*	**P
	Affidavit of witness for destruction of elections	
	material and voters registers	
OG07 - External	Brochures	UOS+2
Communications	Publications and notices (e.g. information on	
	Animal Control, Tax Deferral Program,	
	Development & Building Permit, Budget Report)	
	Press releases	
	Radio scripts	
	Advertisements	
OG08 - Grant &	Grant application forms	E+12
Sponsorship Administration	Reporting forms	E= final grant report
	Correspondence	submitted and/or
	Compliance reporting	funding/sponsorship
	Annual FCSS report	complete
	Expenditures of FCSS program	
	Schedule A and B reports	
OG09 - Policy & Procedure	Policy Manuals	UOS+2
Development	Departmental processes and procedures	
	Standard Operation Guidelines (SOG)	
OG10 - Strategic Planning	Area Structure Plan	UOS+2
	Municipal Sustainability Plan	
	Municipal Development Plan	
	Quality Management Plan (QMP)	
OP - Operations & Construction Management	Use this functional category to organize records that are evid construction and operations activities.	dence of the ongoing management of the Town's
OP01 - Equipment & Unit	Preventative maintenance schedules	E+5
Administration	Registration and licensing	E= disposition of
	Lists of serial numbers or vehicle identification	equipment/unit
	numbers (VIN)	
	Work orders	
	Pre and post trip inspections	
	Commercial vehicle inspection	
	Equipment service manuals	
	Warranty items	
	Equipment checklists and inspections	
	Bill of sale	E · 10*
OP02 - Facilities &	Issued for construction drawings	E+10*
Infrastructure Design & Construction	As-built drawing	E= life of facility/infrastructure
Construction	Project progress reports Engineering plans	*Issued for construction drawing may be destroyed following date of receipt
	Operation and Maintenance Manuals	of as-built drawing plus 2 years
	operation and maintenance manuals	

Business Function	Records Description	Total Retention (Years)
	Construction Completion Certificates (CCC) and	
	Final Acceptance Certificates (FAC)	
	Letters of credit (copies)	
	Flood risk management plans	
	Storm water management plans	
	Securities (copies)	
OP03-Facilities & Infrastructure	Architectural landscaping guidelines	UOS+2
Guidelines & Standards	Design standards	
OP04 - Facilities &	Playground inspection reports	C+5
Properties Inspection,	Ice thickness reports	
Maintenance & Repair	Pool water test logs	
	Ice plant checks	
	Inspections of buildings & equipment	
	Landscaping maintenance	
OP05 - Road & Sign	Specifications	C+5
Maintenance	Sign & signal inspections	
OP06 - Utility Service	Meter reading requests	E+7
Connections	Meter inspection reports	E= removal of meter
	Line locates	*P
	Meter repairs	
	Service installation reports	
	Schematics of line on property	
	Utility change form	
	Waste cart codes	
	Meter Field List*	
OP07 - Water & Waste	Surveys on drinking water	E+10
Water Control	Analysis of drinking water	E= life of water and waste water
	Month end reports	system
	Consumption reports	
	Pressure reports	
	Service line leak detections	
	Maintenance reports	
	Water main repairs	
	Photographs	
	Sludge analyses	
	Lab results	
	Water sample results	
	Main flushing records	
	Reports and other records related to the	
	operation of the treatment facility	
	Records related to the maintenance of the	
	sewer lines such as call-outs, repairs etc.	



Date:June 19, 2025Meeting:June 23, 2025 Regular Meeting of CouncilOriginated by:Wendy Grimstad-Davidson, Executive AssistantTitle: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:**

- Emergency Advisory Committee June 25, 2024
- Municipal Planning Commission January 9, February 13, March 13, April 10 & 24, and May 22, 2025
- Protective Services Committee March 17, 2025
- Whitecourt Regional Solid Waste Management Authority April 3, 2025
- Community Services Advisory Board April 8 & May 13, 2025
- Economic Development Committee May 27, 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:

PSmyl

#### MINUTES OF THE REGULAR MEETING OF Emergency Advisory Committee Tuesday, June 25, 2024 at 12:00 p.m. Town of Whitecourt Administration Office – Small Boardroom

**Present**:

Absent:

Member: Tara Baker; Director of Emergency Management: Lee Hardman; Recording Secretary: Rhiannon Bisson.

The Committee welcomed Deputy Director of Emergency Management Chelsea Grande.

The Meeting was called to order with Director L. Hardman presiding. Time: 12:07 p.m.

Member: Bill McAree.

Call to Order:

Adoption of Agenda:

Adoption of

Emergency

Management Project Updates:

Minutes from the April 24, 2024

**Regular Meeting:** 

That the Agenda be adopted as presented.

24-007 Moved by: T. Baker

<u>24-008 Moved by: T. Baker</u> That the Minutes from the April 24, 2024 Regular Meeting be adopted as presented.

CARRIED.

CARRIED.

Director of Emergency Management L. Hardman presented the Emergency Management Project Updates to the Committee.

Director of Emergency Management L. Hardman noted that Administration completed updates to version 4 of the Municipal Emergency Management Plan (MEMP).

It was noted that the Town of Whitecourt successfully received funds in the amount of \$104,895 from the Community Fire Guard Grant Program by the Forest Resource Improvement Association of Alberta (FRIAA).

The Town scheduled Incident Command System 300 (ICS-300) training to run from October 22-24, 2024. It was noted that the class is currently full and accepting a wait list.

<u>24-009</u> <u>Moved by: T. Baker</u> That the Emergency Advisory Committee accept the Emergency Management Project Updates as information.

#### CARRIED.

Director of Emergency Management L. Hardman presented the Emergency Management Exercise Update to the Committee.

It was noted that the Town of Whitecourt held an Emergency Management Exercise on May 30-31, 2024, that featured a simulation flood (day 1) and a simulation log deck fire (day 2) with participants from the Town's Emergency Management Team, Whitecourt Fire Department, CANFOR, Millar Western, ATCO Electric, Alberta Forestry, Parks and Protected Areas, Alberta Wildfire, Town of Fox Creek, Northern Central All Hazards Incident Management Team (NC AHIMT), Alberta Emergency Management Agency, Alexis Nakota Sioux Nation, and more.

Emergency Management Exercise Update: Emergency Advisory Committee Minutes June 25, 2024

Participants that attended the exercise noted that they feel more prepared for an emergency, and have a better understanding as to what is expected of them within their role on the Emergency Management Team. 24-010 Moved by: T. Baker That the Emergency Advisory Committee accept the Emergency Management Exercise Update as information. CARRIED Director of Emergency Management L. Hardman presented the Alberta Emergency Alberta Management Agency 2024-2025 Audit item to the Committee. Emergency Management Agency 2024-2025 It was noted that Whitecourt received an 100% score on this year's audit, with no Audit: discrepancies noted by the Agency. 24-011 Moved by: T. Baker That the Emergency Advisory Committee accept the Alberta Emergency Management Agency 2024-2025 Audit as information. CARRIED. 24-012 Moved by: T. Baker Adjournment: That the Regular Meeting of the Emergency Advisory Committee be adjourned. Time: 12:46 p.m. CARRIED. Lee Hardman **Director of Emergency Management** 

90

Page 2

## MINUTES OF THE REGULAR MEETING OF THE Municipal Planning Commission Thursday, January 9, 2025 at 4:00 p.m. at the Town of Whitecourt Large Boardroom

	at the 15km of Winterstrange Bourd Bourd		
Present:	Chair Chantelle Hoisington; Vice-Chair Shannon Wharton; Councillor Derek Schlosser; Member Glen Kingdon; Director of Planning and Development Jennine Loberg; Development Officer Samantha Kemp; Planner Stephanie Schaffner; Recording Secretary Sydney Barry.		
Present via Zoom videoconference:	Councillor Braden Lanctot.		
Call to Order:	The Meeting was called to order with Chair Hoisington presiding. Time: 4:00 p.m.		
Adoption of Agenda:	25-001 Moved by Member Schlosser That the Agenda be adopted as presented CARRIED.		
Minutes from the December 12, 2024, Regular Meeting:	<u>25-002</u> <u>Moved by Member Wharton</u> That the Minutes from the December 12, 2024 Regular Meeting be adopted as presented CARRIED.		
Discretionary Use – Day Care Facility at 5015 52 Avenue:	Development Officer Kemp presented a Discretionary Use application for a Day Care Facility to operate at 5015 52 Avenue. This property is located in a C-1, Core Commercial-Downtown, Land Use District.		
	The Applicant plans to operate the day care Monday to Friday between the hours of 6:00 a.m. and 5:00 p.m. They will have approximately 50 spaces available for children and plan to install a buzzer system for increased safety and security at pickup. This property is located within the Downtown Parking Overlay, where there are no		
	minimum off-street parking requirements for any use. On court days, the day care plans to implement a policy to ensure that drop-offs do not occur after 10:00 a.m. and that pick-ups do not occur before 3:00 p.m. Clients will be encouraged to utilize Whitecourt Transit.		
	<u>25-003</u> Moved by Member Wharton That the Municipal Planning Commission approve Development Application 24-123 for a Discretionary Use Day Care Facility to operate at 5015 52 Avenue subject to the following conditions:		
	<ol> <li>The Applicant must comply with all provisions of Land Use Bylaw 1577, and amendments hereto. This Bylaw may be viewed at www.whitecourt.ca</li> <li>Should any variations from the approved plans be made, the Town must be notified immediately.</li> </ol>		
	<ul> <li>notified immediately.</li> <li>3. The Applicant shall obtain a Building Permit from the Town and all improvements shall meet the requirements of the Plans Examination completed by an Accredited Safety Codes Agency.</li> </ul>		
	<ol> <li>The Applicant shall obtain a Permit Services Report issued by a Safety Codes Officer before the space/building can be occupied.</li> <li>Separate permits will be required for signage.</li> </ol>		
	6. The Applicant is responsible to comply with the terms and conditions of all Federal, Provincial, and other Municipal Bylaw requirements that pertain to this use/development.		
	7. Posting and advertising of Notice of Decision.		
	CL DDIDD		

14

Municipal Planning Commission Minutes January 9, 2025

Land Use Bylaw Amendment 1577-4 Health Services:

Planner Schaffner presented an application to amend Land Use Bylaw 1577. The proposed change is to delete the definition of "Professional, Financial, Office, Health and Business Support Service" and replace it with definitions for "Professional Office Services" and "Health Services." The new proposed definitions are as follows:

"PROFESSIONAL OFFICE SERVICES" means a development used for the provision of professional, management, administrative, consulting and financial services. Typical uses include offices for lawyers, accountants, engineers, planners, architects, real estate agents, insurance brokers, office support services, banks, loan offices, printing establishments, janitorial firms and business equipment repair shops. This use does not include Health Services or Government Service.

"HEALTH SERVICES" means a development used for the provision of physical and mental health care, and social or counseling services on an outpatient basis. Services may be of a preventative, diagnostic, treatment, therapeutic or counseling nature. Typical developments include diagnostic imaging center, medical, paramedical and dental offices.

The Land Use Districts for both definitions would continue where the current definition of "Professional, Financial, Office, Health and Business Support Service" is currently allowed. The new definition of "Health Services" is also proposed to be Discretionary in the C-7, Hilltop Commercial, and U-S, Urban Services, Land Use Districts.

A joint collaboration between the applicant and Administration has led to the proposed amendment. The applicant wishes to see more Health Services in the C-7, Hilltop Commercial, Land Use District, while Administration would like to allow Health Services in U-S, Urban Services, Land Use Districts. Separating Professional Office Services and Health Services will allow more location flexibility for each use.

#### 25-004 Moved by Member Wharton

That the Municipal Planning Commission forward their support of proposed Bylaw Amendment 1577-4 to Council for the January 27, 2025 Public Hearing with the following comments:

- 1. The proposed amendment does not infringe on the industrial Land Use Districts; and
- 2. The proposed amendment gives the Municipal Planning Commission the authority to evaluate "Health Services" as a discretionary use in the C-7, Hilltop Commercial, Land Use District.

CARRIED.

The next Regular Meeting is scheduled for January 23, 2025 at 4:00 p.m.

Adjournment:

Next Meeting Date:

#### 25-005 Moved by Member Kingdon

That the Regular Meeting of the Municipal Planning Commission be adjourned. Time: 4:32 p.m.

CARRIED.

hanceel

Chantelle Hoisington Chair

## MINUTES OF THE REGULAR MEETING OF THE Municipal Planning Commission Thursday, February 13, 2025 at 4:00 p.m. at the Town of Whitecourt Large Boardroom

	at the Town of Whitecourt Large Boardroom
Present:	Chair Chantelle Hoisington; Councillor Derek Schlosser; Director of Planning and Development Jennine Loberg; Development Officers Kerina Sorochan, Samantha Kemp; Planner Stephanie Schaffner; Recording Secretary Sydney Barry.
Present via Zoom Videoconference:	Vice-Chair Shannon Wharton.
Call to Order:	The Meeting was called to order with Chair Hoisington presiding. Time: 4:00 p.m.
Adoption of Agenda:	25-006       Moved by Member Schlosser         That the Agenda be adopted as presented.       -       CARRIED.
Minutes from the January 9, 2025, Regular Meeting:	<u>25-007 Moved by Member Wharton</u> That the Minutes from the January 9, 2025 Regular Meeting be adopted as presented.
	- CARRIED.
Application No. 24- 115 – Discretionary Use Application for a 24.97 MW AC Solar Power Facility Within the NE 32-59-11-W5:	Development Officer Sorochan presented a Discretionary Use application for a 24.97 MW AC Solar Power Facility within the NE 32-59-11-W5. This property is located in a UD-F, Future Urban Development, Land Use District where "Solar Collector Farm" is a discretionary use. Additionally, it is within the Environmental Constraints overlay area due to it's location within the 1:100 year flood hazard area. Portions of the site are within both the floodway and the flood fringe.
	The project consists of 38,404 solar modules mounted on fixed tilt aluminum racking, 150 inverters and one transformer station on 48.77 acres of land. The probable lifespan of the facility is 30 years, with decommissioning anticipated to occur in 2056.
	Located at the edge of the urban boundary, services such as water lines and sanitary sewage are not in proximity. The property contains two abandoned gas wells and four oil pipelines which require setbacks from development and may require crossing agreements.
	Currently, this land is not used for agricultural or other purposes. The "Solar Collector Farm" will not hinder future development options as it requires no permanent foundations or structures.
	The proposed Solar Power Facility still needs to go through the Alberta Utilities Commission (AUC) approval process, and will be required to meet all provincial and federal acts and regulations.
	<u>25-008 Moved by Member Schlosser</u> That the Municipal Planning Commission approve Application No. 24-115 for a 24.97 MW solar power facility project, "Solar Collector Farm" as a temporary use within NE 32-59-11-W5 subject to the following conditions:
	<ol> <li>This permit expires December 31, 2056. New permits will be required to "repower" the project prior to this date if desired.</li> <li>In the event that Alberta Utilities Commission approval is not received by December 31, 2027 this permit becomes null and void.</li> </ol>
	3. A revised site plan is required to be submitted to the Development Authority showing a minimum 15.0m tree buffer bounding all sides of the project to the satisfaction of the Development Authority prior to project commencement.

- 4. Prior to project commencement, the Applicant shall enter into a Development Agreement with the Town of Whitecourt to deal with securities and other matters as may be necessary, and abide by the terms therein.
- 5. The Applicant shall submit a signed report prepared by a qualified engineer registered in Alberta indicating acceptable mitigating measures for all development within the flood hazard area. Projects within the floodway approved by the municipality and Alberta Utilities Commission must be engineered in a way that minimizes damages, obstruction of the flood flow, or harm to the environment.
- 6. Should a flood event occur, it is the Applicants and/or property owner's responsibility to ensure that there is no discharge of effluents, debris, waste and pollutants from the site entering the flood waters to protect the health and long term sustainability of the water quality and riparian and aquatic environments.
- 7. The solar panels and all electrical equipment (unless buried underground) must be a minimum of 0.5m above the 1:100 flood elevation. A plan showing the elevations of the panels must be submitted to the satisfaction of the Development Authority.
- 8. The proposed transformer, including concrete pedestal, shall be located outside of the flood way extents. It may be permitted within the flood fringe provided that it is raised a minimum 0.5m above the 1:100 year flood elevation.
- 9. The applicant shall ensure no significant offsite impacts or nuisance, as determined by the Development Authority, during construction, operation and decommissioning, including but not limited to the management of:
  - i) odorous and/or toxic matter;
  - ii) dust, fly ash or other particulate matter;
  - iii) noise;
  - iv) vibrations;
  - v) water and groundwater quality;
  - vi) radiation emission;
  - vii) light pollution.
- 10. The Applicant must submit a Grading and Storm Water Management Plan prepared by a qualified engineer registered in Alberta to the satisfaction of the Development Authority prior to project commencement.
- 11. Should any works on this site effect the drainage within or adjacent to this property, the applicant and/or property owner will be responsible for any costs incurred by the parties affected.
- 12. Where, in the process of development, areas require leveling, filling, or grading, the topsoil shall be removed before work commences, stockpiled, and replaced following the completion of the work.
- 13. The site must be revegetated to the satisfaction of the Development Authority within one year of construction completion.
- 14. The site shall be maintained in a neat and orderly manner including the containment of all construction materials and refuse, to the satisfaction of the Development Authority.
- 15. No signs may be posted without obtaining a development permit.
- 16. Prior to the project commencement, the Applicant shall provide an Emergency Response Plan to the Development Authority, which, among other things, ensures fire fighting and emergency access is maintained at the site at all times, to the satisfaction of the Town of Whitecourt Fire Chief.
- 17. No further development, expansion or change in use is authorized unless approved by the Town of Whitecourt.
- 18. The applicant must submit a detailed tree removal plan showing the extent of tree clearing and outlining the proposed tree clearing methodology to the satisfaction of the Development Authority prior to project commencement.

		red tree buffers must be maintained to the satisfaction of the nent Authority and follow FireSmart best practices.
	20. There sh	all be no stockpiling of wood or mulch onsite or burning of unless otherwise approved.
	21. The app	licant is responsible to obtain all road use and/or crossing nts that may be required for the duration of the project.
	22. Any tran result of	sfer of debris, mud, gravel, etc. onto municipal roadways as a accessing the project site shall be the responsibility of the to remove and/or sweep.
	23. It is the services a of constr applicant of constr	responsibility of the applicant to inspect all existing municipal and improvements abutting the property prior to commencement ruction. If any municipal improvements are damaged, the c must report such damage to the Town prior to commencement uction. The applicant will be responsible to pay the full cost of c any damages not documented prior to construction.
	all Feder pertain t Alberta V Alberta V Act, Albe	icant is responsible to comply with the terms and conditions of cal, Provincial, and other Municipal Bylaw requirements that to this development, including, but not limited to, the Water Act, Vetland Policy, Environmental Protection and Enhancement Act, Vildlife Act, Migratory Birds Convention Act and Species at Risk orta Utility Commission, Historical Resources Act, and Alberta Management Act and Regulations.
	25. The App property	licant shall decommission the development and reclaim the to the satisfaction of the Development Authority on or before r 31, 2056.
		- CARRIED
Next Meeting Date:	The next Regular Mee	ting was scheduled for February 27, 2025 at 4:00 p.m.
Adjournment:	25-009 Moved by Me That the Regular Me Time: 4:25 p.m.	ember <u>Schlosser</u> eeting of the Municipal Planning Commission be adjourned.
	11me. 4.25 p.m.	- CARRIED.
		Chantelle Hoisington
		Chair

#### MINUTES OF THE REGULAR MEETING OF THE Municipal Planning Commission Thursday, March 13, 2025 at 4:00 p.m. at the Town of Whitecourt Large Boardroom

Chair Chantelle Hoisington; Vice-Chair Shannon Wharton; Councillors Derek Schlosser, Braden Lanctot; Member Glen Kingdon; Director of Planning and Development Jennine Loberg; Development Officer Kerina Sorochan; Recording Secretary Sydney Barry.

The Meeting was called to order with Chair Hoisington presiding. Time: 4:00 p.m.

Call to Order:

**Present:** 

25-010 Moved by Member Lanctot That the Agenda be adopted as presented.

CARRIED.

Minutes from the February 13, 2025, Regular Meeting:

Adoption of Agenda:

<u>25-011</u> Moved by Member Wharton That the Minutes from the February 13, 2025 Regular Meeting be adopted as presented.

CARRIED.

Application No. 25-005 – Discretionary Use – Home Occupation, Family Day Home, at 14 Feero Drive: Development Officer Sorochan presented a Discretionary Use application to allow for a Home Occupation, Family Day Home to operate at 14 Feero Drive. This property is located in an R-3, Medium Density Residential, Land Use District where "Home Occupation" is a discretionary use.

The applicant currently offers short term child care services for six (6) children, Monday to Friday, between the hours of 7:00 a.m. and 6:00 p.m. Clients park their vehicles within the driveway and walk the children to and from the home's entrance. The number of children may vary over time, however the applicant does not anticipate to exceed the maximum number of vehicle movements of four (4) per hour, sixteen (16) per day, and eighty (80) per week.

25-012 Moved by Member Lanctot

That the Municipal Planning Commission approve Application No. 25-005 to allow for a Home Occupation – Family Day Home to operate at 14 Feero Drive subject to the following conditions:

- 1. The applicant must comply with all provisions of Land Use Bylaw 1577, and amendments hereto. This Bylaw may be viewed at www.whitecourt.ca.
- 2. The applicant shall obtain a Building Permit from the Town and shall meet the requirements of the Plans Examination completed by an Accredited Safety Codes Agency.
- 3. The applicant shall obtain a Permit Services Report issued by an accredited Safety Codes Officer prior to June 30, 2025. If the applicant is not successful with obtaining a compliant Permit Services Report, the Home Occupation Family Day Home shall cease operation at this location.
- 4. The applicant is responsible to comply with the terms and conditions of all Federal, Provincial, and other Municipal Bylaw requirements that pertain to this use.
- 5. Posting and Advertising of Notice of Decision.

CARRIED

Next Meeting Date:

The next Regular Meeting was scheduled for March 27, 2025 at 4:00 p.m.

Adjournment:

25-013 Moved by Member Wharton That the Regular Meeting of the Municipal Planning Commission be adjourned. Time: 4:05 p.m.

CARRIED.

-

Chantelle Hoisington Chantelle Hoisington Chair

## MINUTES OF THE REGULAR MEETING OF THE Municipal Planning Commission Thursday, April 10, 2025 at 4:00 p.m. at the Town of Whitecourt Large Boardroom

	at the Town of Whitecourt Large Boardroom		
Present:	Chair Chantelle Hoisington; Vice-Chair Shannon Wharton; Councillor Derek Schlosser; Member Glen Kingdon; Director of Planning and Development Jennine Loberg; Planner Stephanie Schaffner; Development Officers Kerina Sorochan, Samantha Kemp; Recording Secretary Sydney Barry.		
Present via Zoom Videoconference:	Councillor Braden Lanctot.		
Call to Order:	The Meeting was called to order with Chair Hoisington presiding. Time: 4:00 p.m.		
Adoption of Agenda:	<u>25-014 Moved by Member Lanctot:</u> That the Agenda be adopted as presented.		
	- CARRIED.		
Minutes from the March 13, 2025, Regular Meeting:	<u>25-015 Moved by Member Schlosser:</u> That the Minutes from the March 13, 2025 Regular Meeting be adopted as presented.		
	- CARRIED.		
Application No. 25- 015 – Discretionary Use – Recreational Arts and Culture Facility, Indoor & Variance to On-	Development Officer Kemp presented a Discretionary Use application to operate an Indoor Recreational Arts and Culture Facility; and to vary the number of required on- site parking stalls at 3911 37 Avenue. This property is located in an M-1, Service Industrial, Land Use District where "Recreational Arts and Culture Facility, Indoor" is a discretionary use.		
Site Parking Regulations at 3911 37 Avenue:	The lot is double fronting and contains two industrial buildings. The north building is occupied by a mechanical shop, and the south building is vacant with the exception of a single wash bay. The applicant plans to operate a recreational and competitive cheerleading gym in the south building between the hours of 9:00 a.m. and 9:00 p.m. Primary classes will be held in the evenings between 5:00 p.m. and 9:00 p.m. with a maximum of 16 students per class.		
	Under Land Use Bylaw 1577, the proposed office and gym/recreational space in the south building requires a total of 43 parking stalls. The site currently contains approximately 21 parking stalls for the south building. Reducing the number of required parking stalls is not anticipated to negatively impact the user(s) of the north building or neighbouring properties.		
	<u>25-016 Moved by Member Wharton:</u> That the Municipal Planning Commission approve Development Permit Application No. 25-015 to allow for a Recreational Arts and Culture Facility – Indoor to operate at 3911 37 Avenue and to approve a variance on the required number of on-site parking stalls from 43 to 21, subject to the following conditions:		
	<ol> <li>The applicant must comply with all provisions of Land Use Bylaw 1577, and amendments hereto. This Bylaw may be viewed at <u>www.whitecourt.ca</u>.</li> <li>The Applicant shall obtain a Building Permit from the Town and shall meet the requirements of the Plans Examination completed by an Accredited Safety Codes Agency.</li> </ol>		
	<ol> <li>The applicant shall obtain a Permit Services Report issued by a Safety Codes Officer before the space can be occupied.</li> <li>Of the 10 on-site parking stalls, the applicant or property owner shall provide at least one barrier free parking stall for the southern building at 3911 37 Avenue.</li> </ol>		

pril 10, 2025	99
	5. There shall be no parking, loading, storage or any other like purpose within the 6.0m front setback.
	6. There shall be no parking in front of the wash bay and parking must be configured to allow sufficient space for vehicles to enter and exit the wash bay and maneuver safely.
	7. The required landscaping and hard surfacing shall be deferred, however, the applicant and/or property owner shall provide a detailed landscaping plan, pursuant to section 6.10 of Land Use Bylaw 1577 prior to July 15, 2025.
	<ol> <li>8. The Town of Whitecourt may give one-year written notice at any time to bring the property into compliance with Land Use Bylaw 1577 Section 6.10 should there be concerns or nuisance arising as a result of the use at this location.</li> </ol>
	<ol> <li>The entire site shall be maintained in a neat and tidy manner, including the trimming and upkeep of the landscaped areas and the municipal boulevard.</li> <li>Should any variations from the approved plans be made, the Town must be</li> </ol>
	notified immediately.
	<ol> <li>Separate permits will be required for leasehold improvements and signage.</li> <li>Posting and advertising of Notice of Decision.</li> </ol>
	- CARRIED
Next Meeting Date:	The next Regular Meeting was scheduled for April 24, 2025 at 4:00 p.m.
Adjournment:	25-017 Moved by Member Kingdon:
100 CO.	That the Regular Meeting of the Municipal Planning Commission be adjourned.
	Time: 4:14 p.m.
	- CARRIED.
	(
	(hanceleith )
	Chantelle Hoisington
	Chair
	and and a second se

# **MINUTES OF THE REGULAR MEETING OF THE** Municipal Planning Commission Thursday, April 24, 2025 at 4:00 p.m. at the Town of Whitecourt Large Boardroom

Present:	Chair Chantelle Hoisington; Councillor Derek Schlosser; Member Glen Kingdon; Director of Planning and Development Jennine Loberg; Planner Stephanie Schaffner; Development Officers Kerina Sorochan, Samantha Kemp.
Call to Order:	The Meeting was called to order with Chair Hoisington presiding. Time: 4:00 p.m.
Adoption of Agenda:	25-018       Moved by Member Kingdon:         That the Agenda be adopted as presented.       -       CARRIED.
Minutes from the April 10, 2025, Regular Meeting:	<u>25-019 Moved by Member Schlosser:</u> That the Minutes from the April 10, 2025 Regular Meeting be adopted as presented.
	- CARRIED.
Application No. 25- 016 – Discretionary Use – Home Occupation, Day Home at 23 Auttreaux Drive:	Development Officer Kemp presented a Discretionary Use application for a Day Care Facility to operate at 23 Auttreaux Drive. This property is located in an R-MHS, Manufactured Home/Site Built, Land Use District.
	The applicant plans to operate the day home Monday to Friday between 7:00 a.m. and 6:00 p.m. Clients will park their vehicles on Auttreaux Drive and walk the children to and from the home.
	While the number of children may vary over time, the applicant does not anticipate exceeding the maximum number of vehicle movements of four (4) per hour, sixteen (16 per day, and eighty (80) per week, as drop-offs and pick-ups are staggered throughout the day.
	<u>25-020</u> Moved by Member Scholsser: That the Municipal Planning Commission approve Development Permit Application No. 25-016 to allow for a Home Occupation – Day Home to operate at 23 Auttreaux Drive, subject to the following conditions:
	<ol> <li>The applicant must comply with all provisions of Land Use Bylaw 1577, and amendments hereto. This Bylaw may be viewed at www.whitecourt.ca.</li> <li>The applicant shall obtain a Building Permit from the Town and shall meet the requirements of the Plans Examination completed by an Accredited Safety Codes Agency.</li> <li>The applicant shall obtain a Permit Services Report issued by an accredited Safety Codes Officer prior to occupancy of the space. If the applicant is not successful with obtaining a compliant Permit Services Report prior to September 1, 2025, the Home Occupation – Day Home shall cease operation at this location.</li> <li>The applicant is responsible to comply with the terms and conditions of all Federal, Provincial, and other Municipal Bylaw requirements that pertain to this use.</li> </ol>
	<ol> <li>The required hard surfacing shall be deferred, however, the Town of Whitecourt may give one-year written notice at any time to bring the property into compliance with Land Use Bylaw Section 8.2 Off-Street parking and Development Regulations, should there be concerns or nuisance arising as a result of the use(s).</li> </ol>
	6. Should any variation from the submitted plans be made, the Town must be notified immediately.

7. Posting and Advertising of Notice of Decision.

Application No. 25- 018 – Discretionary Use Application for Equipment Sales, Rental and Repair, Heavy at 3420 33 Street, Bay 1:	<ul> <li>Development Officer Kemp presented a Discretionary Use application for Pete's Welding and Mechanical Service Ltd. to operate an Equipment Sales, Rental and Repair, Heavy business at 3420 33 Street, Bay 1. This property is located in an M-1, Service Industrial, Land Use District.</li> <li>The applicant provides both on-site and off-site (mobile) heavy equipment and vehicle repairs, as well as a Commercial Vehicle Inspection Program (CVIP). The applicant plans to operate the business Monday to Friday between 8:00 a.m. and 5:00 p.m. Off-street parking appears to be sufficient for the needs of the proposed and current uses.</li> <li><u>25-021 Moved by Member Kingdon:</u> That the Municipal Planning Commission approve Application No. 25-018 for the operation of Equipment Sales, Rental and Repair, Heavy at 3420 33 Street (Bay 1) subject to the following conditions:</li> </ul>
	<ol> <li>The applicant must comply with all provisions of Land Use Bylaw 1577, as amended. This Bylaw may be viewed at <u>www.whitecourt.ca</u>.</li> <li>Separate permits will be required for leasehold improvements and signage.</li> <li>There shall be no parking, loading or storage or any other like purpose within the 6.0m front setback.</li> <li>The applicant or the property owner shall re-establish grass or landscape within the 6.0m front setback.</li> <li>The entire site shall be maintained in a neat and tidy manner, including the trimming and upkeep of landscaped areas and the removal of debris and unsightly objects.</li> <li>The applicant is responsible to comply with the terms and conditions of all Federal, Provincial, and other Municipal Bylaw requirements that pertain to this development.</li> <li>Posting and advertising of the Notice of Decision.</li> </ol>
Next Meeting Date:	The next Regular Meeting was scheduled for April 24, 2025 at 4:00 p.m.
Adjournment:	25-022 Moved by Member Hoisington: That the Regular Meeting of the Municipal Planning Commission be adjourned. Time: 4:07 p.m. - CARRIED. Chartelle Hoisington Chair

## MINUTES OF THE REGULAR MEETING OF THE Municipal Planning Commission Thursday, May 22, 2025 at 4:00 p.m. at the Town of Whitecourt Large Boardroom

and a second	
Present:	Chair Chantelle Hoisington; Councillors Braden Lanctot and Derek Schlosser; Member Glen Kingdon; Director of Planning and Development Jennine Loberg; Planner Stephanie Schaffner
Absent:	Vice-Chair: Shannon Wharton
Call to Order:	The Meeting was called to order with Chair Hoisington presiding. Time: 4:02 p.m.
Adoption of Agenda:	25-023       Moved by Member Schlosser:         That the Agenda be adopted as presented.       -       CARRIED.
Minutes from the April 24, 2025, Regular Meeting:	<u>25-024 Moved by Member Hoisington:</u> That the Minutes from the April 24, 2025 Regular Meeting be adopted as presented. - CARRIED.
Subdivision Application W25- 355 – Lot A, Plan 1322740 55 Edgewater Crescent:	Planner Schaffner presented an application from the Meadows Property Corporation to subdivide the property located at 55 Edgewater Crescent into 34 individual condominium lots. The property is located in the eastern portion of the valley, in a DC- 1, District Control 1 – The Meadows, land use district.
	The first phase of the condominium was approved in 2013, with 29 lots created at that time. This proposed subdivision would be part of the same condominium, and the unit numbers would continue to increase sequentially from the first phase to this second phase.
	Infrastructure for the proposed subdivision was completed several years ago, when the previous Land Use Bylaw was in force. Although a few sites are narrower than the current Land Use Bylaw regulations, the developer has worked extensively with his engineer to ensure that the proposed dwellings can be developed on these sites. The application was circulated to relevant stakeholders, and no concerns were raised. As is standard, the condominium will own and maintain all internal roadways, and water and sewer lines within the development.
	<u>25-025</u> Moved by Member Scholsser: That the Municipal Planning Commission approve subdivision application W25-355 Lot A, Plan 132 2740 at 55 Edgewater Crescent, as per the tentative plan provided, subject to the following conditions:
	<ol> <li>The applicant shall contact the various utility providers and register any required easements or rights-of-way.</li> <li>All property taxes for this lot shall be paid prior to endorsement.</li> <li>All infrastructure within the condominium shall be to the satisfaction of the Town in accordance with the approved engineering drawings and Town of Whitecourt Design Standards prior to endorsement.</li> <li>Each home shall have a utility account and water meter in accordance with Utility Bylaw 1511.</li> <li>All internal services (roads, waterlines, sanitary sewer lines, storm sewers, and accompany reality account and water meter of the set of the set</li></ol>
	ditches, gas services, sidewalks, walkways, curbs and easements, snow clearing, garbage collection, street lighting, etc.) shall be the responsibility of the condominium.

#### Municipal Planning Commission Minutes May 22, 2025

103

- 6. Separate permits will be required for the placement or removal of each new home and/or any structure with a floor area larger than 10m<sup>2</sup>.
- 7. Prior to placement of homes on these units, uniform fencing shall be provided around the pond with no gate access to the satisfaction of the Development Officer. The fencing shall be continuous adjacent to the pond, including the south side of Lakeview Place between Units 43 and 63.
- 8. All units in both phases of this condominium shall be registered with Alberta Land Titles with the same Condominium Plan Number.
- 9. The boundaries of each site shall be marked by permanent survey markers.
- 10. The Applicant shall ensure that the designated fire lane is kept clear of obstructions at all times, and is signed and maintained to the satisfaction of the Fire Chief.

CARRIED.

Planner Schaffner presented a Discretionary Use application for the development of a two storey commercial building located at 3537 & 3547 Caxton Street within the C-7, Hilltop Commercial, land use district.

The proposed development includes six leasable units on the first floor, which will include two eating and drinking establishments and four commercial retail units. The second floor is proposed to house nine leasable units, specifically designed for Health Services. The total floor area encompasses  $2,240m^2$ , with a building footprint of  $1,120m^2$ .

The Town of Whitecourt Municipal Development Plan (MDP) emphasizes that developments adjacent to Highway 43 should primarily cater to highway traffic and adhere to higher aesthetic standards as outlined in the Vitalization Plan. The MDP strives to maintain the downtown area as the principal retail and service centre for Whitecourt and intends for it to flourish as an attractive, vibrant area that serves as the "shopping district" for the community.

Due to the proposed "mall-like complex" not fully aligning with the MDP, comments and input were being sought from the Municipal Planning Commission (MPC) as the advisory body on land use planning matters.

MPC discussed the referral and overall expressed support for the application. The following comments were provided:

- 1. MPC noted minimal congestion on this section of Caxton Street, particularly compared to the Starbucks corner at Caxton Street and Pine Road. It was felt that the proposed location of 3537 & 3547 Caxton Street could accommodate the increase in vehicle traffic without disrupting existing businesses and residents.
- 2. MPC shared concerns over the empty buildings downtown; nonetheless, they felt it important not to lose out on development in the community by being too prescriptive.
- 3. MPC believed that the proposed development was a good fit for the property, especially because it would fulfill the needs of the travelling public and adjacent residents.
- 4. MPC was pleased to see development on the property, noting that it would help to clean up the area and support highway beautification efforts.

#### 25-026 Moved by Member Lanctot:

That the Municipal Planning Commission accept the Development Permit D25-022 referral for a two storey commercial building at 3537 & 3547 Caxton Street as information.

Application No. 25-022 Referral Two Storey Commercial Building at 3537 & 3547 Caxton Street: Next Meeting Date:

The next Regular Meeting is scheduled for June 12, 2025 at 4:00 p.m.

Adjournment:

25-027 Moved by Member Kingdon:

That the Regular Meeting of the Municipal Planning Commission be adjourned. Time: 4:42 p.m.

CARRIED.

Chanceen of Chantelle Hoisington Chair

	MINUTES OF THE REGULAR MEETING OF
	<b>Protective Services Committee</b> Monday, March 17, 2025 at 12:00 p.m.
	Town Administration Office – Large Boardroom
Present:	Chair: Greg Branton; Members: Bret Elchyson, Braden Lanctot, Tom Pickard, Bruce Prestidge; Director of Community Safety: Lee Hardman; Recording Secretary: Tina Prodaniuk.
Absent:	Member: Bill McAree.
Call to Order:	The Meeting was called to order with Chair G. Branton presiding. Time: 12:05 p.m.
Adoption of the Agenda:	<u>25-006 Moved by: T. Pickard</u> That the Agenda for the Protective Services Committee be adopted as presented.
	- CARRIED.
Minutes from	25-007 Moved by: T. Pickard
December 16, 2024 Protective	That the Minutes from the December 16, 2024 Protective Services Committee Regular Meeting be adopted as presented.
Services Committee Regular Meeting:	- CARRIED.
Minutes from the	25-008 Moved by: B. Lanctot
February 12, 2025 Protective Services	That the Minutes from the February 12, 2025 Protective Services Committee Special Meeting be adopted as presented.
Committee Special Meeting:	- CARRIED.
Policing Committee Update:	Director Hardman noted that Council authorized the Protective Services Committee to continue current operations. To reflect this authorization, a ministerial order was submitted, and the Council Committee Bylaw for Protective Services Committee was updated. Director Hardman will act as the Regional Policing Committee representative, providing updates to the Protective Services Committee as required.
	<u>25-009 Moved by: T. Pickard</u> That the Policing Committee Update be accepted as information.
	- CARRIED.
RCMP Quarterly Report and Annual Performance	<u>25-010 Moved by: B. Elchyson</u> That the RCMP Quarterly Report and the Annual Performance Plan be accepted as information.
Plan:	- CARRIED.
	25-011 Moved by: T. Pickard

Protective Service Committee Minutes March 17, 2025

Adjournment: 25-012 Moved by: T. Pickard That the Regular Meeting of the Protective Services Committee be adjourned. Time: 1:40 p.m. **Greg Branton** Chair

Page 2

	MINUTES OF THE REGULAR MEETING OF Whitecourt Regional Solid Waste Management Authority Thursday, April 3, 2025 at 2:00 p.m. <u>Town of Whitecourt Administration Office – Large Boardroom</u>
Present:	Chair: Paul Chauvet; Members: Dave Kusch; Braden Lanctot; Tom Pickard; Bruce Prestidge; Resource Members: Drew Hadfield, Robert Kerr; Acting Solid Waste Manager: Juan Grande; Recording Secretary: Tara Gallant.
	Resource Member Jeff Zhang participated via Zoom.
Call to Order:	The Meeting was called to order with Chair P. Chauvet presiding. Time: 2:00 p.m.
Adoption of the Agenda:	<u>25-016 Moved by: B. Lanctot</u> That the Whitecourt Regional Solid Waste Management Authority adopt the Agenda as presented.
	- CARRIED
Minutes of the March 13, 2025 Regular Meeting:	<u>25-017 Moved by: B. Lanctot</u> That the Minutes from the March 13, 2025 Regular Meeting be adopted as presented.
	- CARRIED.
Contract 2 – Supply of Prefabricated Scale House Contract Award:	Acting Solid Waste Manager J. Grande reviewed the tender submission received for Contract 2 – Supply of a Prefabricated Scale House. He noted that per discussions, the contractor would have the prefabricated scale house placed, commissioned and fully operational by July 31, 2025.
	The Authority discussed the budget for Contract #2 and #3, and timelines to advertise Contract #4.
	<u>25-018 Moved by: D, Kusch</u> That the Whitecourt Regional Solid Waste Management Authority award the contract to supply a Prefabricated Scale House to Northgate Industries in the amount of \$107,654, plus tax. - CARRIED
Contract 3 – Supply of Weigh Scale Contract Award:	Acting Solid Waste Manager J. Grande reviewed the submissions received for Contract #3 – Supply of Weigh Scale. He noted that if the Authority accepted the recommendation from Administration, the contractor has confirmed that the weigh scale would be placed, commissioned and fully operational by July 31, 2025.
	The Authority discussed the technology proposed for the weigh scale in the recommended proposal, and the location of the weigh scale at the landfill site.
	<u>25-019 Moved by: T. Pickard</u> That the Whitecourt Regional Solid Waste Management Authority award the contract to supply a Weigh Scale to Accurate Scale in the amount of \$145,570, plus tax. - CARRIED
Operational Update – Verbal Report:	Acting Solid Waste Manager J. Grande introduced the Solid Waste Coordinator who provided an update to the Authority on operations and initiatives undertaken at both the Landfill and Whitecourt Transfer Station sites.

Whitecourt Regional Solid Waste Management Authority Minutes April 3, 2025

> 25-020 Moved by: T. Pickard That the Whitecourt Regional Solid Waste Management Authority accept the Operational Update as information.

> > CARRIED.

The Authority Members agreed that the next Regular Meeting for the Whitecourt Regional Solid Waste Management Authority would be scheduled at the call of the Chair in mid to late May 2025.

Adjournment:

**Next Meeting** 

Date:

25-021 Moved by: D. Kusch

That the Regular Meeting of the Whitecourt Regional Solid Waster Management Authority be adjourned. Time: 2:22 p.m.

Au **Paul Chauvet** 

Chair

Page 2

	MINUTES OF THE REGULAR MEETING OF Community Services Advisory Board Tuesday, April 8, 2025 <u>Allan &amp; Jean Millar Centre – Crown &amp; Anchor Pub Boardroom</u>
Present:	Chair: Dave Arcand; Members: Jennifer Keay, Brigette Moore, Derek Schlosse Crystal Szybunka. Jeremy Wilhelm; Director of Community Services: Chelsea Grand Recording Secretary: Tara Gallant.
Call to Order:	The Meeting was called to order with Chair D. Arcand presiding. Time: 7:00 p.m.
Adoption of Agenda:	<u>25-025 Moved by: J.Keay</u> That the Agenda be adopted as presented. - CARRIEI
Adoption of Minutes from the March 11, 2025	<u>25-026 Moved by: D. Schlosser</u> That the Minutes from the March 11, 2025 Regular Meeting be adopted as presented
Regular Meeting:	- CARRIEI
Recreation Facilities and Services Fee Review:	Director of Community Services C. Grande noted a review of recreation facility an service fees was completed every two years. She provided highlights of the review an subsequent fee changes recommended by Administration. It was noted that there was an error in the information provided to the Board, and that Administration did no recommend changing daily admission rates at the Allan & Jean Millar Centre for the Senior or Super Senior fee categories.
	The Board discussed the comparable facilities used in the review; fee change notic provided to facility users; and, the proposed rate changes.
	<u>25-027 Moved by: C. Szybunka</u> That the Community Services Advisory Board recommend to Town Council to adop the Recreation Facilities Fee Changes as amended, with implementation on August 2025.
	- CARRIEI
Wolverine Display Request:	Director of Community Services C. Grande noted a conservation officer proposed that a display be created in the lobby of JDA Place with a mounted, taxidermy wolvering The display would build pride in the Wolverine brand, which all Whitecourt hocket teams are named, and provide education to players and visitors on the animal.
	It was noted that there would be no cost to the Town for the proposed display.
	<u>25-028 Moved by: B. Moore</u> That the Community Services Advisory Board recommend that Administration find suitable location for the display at JDA Place.
	- CARRIEI
JDA Place Restaurant Lease:	25-029 Moved by: J. Wilhelm That the Community Services Advisory Board go into Closed Meeting to discuss the JDA Place Restaurant Lease per Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time: 7:15 p.m. - CARRIEI

Community Services Advisory Board Minutes April 8, 2025

	25-030 Moved by: D. Schlosser
	That the Community Services Advisory Board revert to the Regular Meeting. Time: 7:25 p.m.
	- CARRIED.
	<u>25-031</u> <u>Moved by: J. Wilhelm</u> That the Community Services Advisory Board recommend to Council that the Town of Whitecourt enter into a lease agreement with Catering By Mama Gray's for the operation of JDA Place restaurant. - CARRIED.
Information Items:	In response to questions from the Board, Director of Community Services C. Grande provided highlights from the March 2025 Food Bank report.
	<ul> <li>Member J. Wilhelm provided an update on the Woodlands County Community Services Committee's upcoming projects and highlights: <ul> <li>A youth member of the Woodlands County Community Services Committee was investigating the possibility of establishing a Woodlands County Youth Advisory Committee.</li> <li>The Woodlands County Volunteer Appreciation Awards ceremony was scheduled in April to recognize those nominated (25 submissions were received).</li> <li>FCSS Grant funding was allocated.</li> <li>2025 Arts, Culture and Recreation Grant funding would be approved in April.</li> <li>Questions for the 2025 Census were confirmed.</li> <li>Whitecourt Community Services Department presented the 2024 annual report to Woodlands County in March 2025.</li> <li>Woodlands County Council was contemplating mitigation work required along Old Ferry Road.</li> <li>Woodlands County Council provided support to the Horse Club for its application to re-designate lands in the Whitecourt Sandhills Public Land Use Zone.</li> </ul> </li> <li>Youth Advisory Committee Liaison L. Glidden provided an update on plans for 2025 Youth Week.</li> <li>At the Board's request, the Policy Review item would be moved from the May 2025 meeting agenda to June 2025.</li> <li>25-032 Moved by: D. Schlosser</li> <li>That the Community Services Advisory Board accept the Information Items as information.</li> </ul>
Adjournment:	25-033 Moved by: C. Szybunka That the Regular Meeting of the Community Services Advisory Board be adjourned. Time: 7:48 p.m.
	CARRIED. Dave Arcand Chair

Page 2

	MINUTES OF THE REGULAR MEETING OF
	Community Services Advisory Board
	Tuesday, May 13, 2025, 7:00 p.m.
	<u>Allan &amp; Jean Millar Centre – Crown &amp; Anchor Pub Boardroom</u>
Present:	Vice-Chair: Brigette Moore; Members: Grace Johnson, Derek Schlosser, Crysta Szybunka; Manager of Recreation, Arts & Culture: Kelly Sadoway; Recordin Secretary: Rhiannon Bisson.
	The Board welcomed Drew Rowbotham (via Zoom) from the Autism Housing Networ of Alberta to provide information on nero-inclusivity in housing, policy, and publi spaces. The Board also welcomed Jaimee Sutton, Recreation Coordinator for the Tow of Whitecourt to present the Enhancement Grant.
Absent:	Chair: Dave Arcand; Members: Jennifer Keay, Jeremy Wilhelm.
Call to Order:	The Meeting was called to order with Vice-Chair B. Moore presiding. Time: 6:58 p.m.
Adoption of	25-034 Moved by: D. Schlosser
Agenda:	That the Agenda be adopted as presented.
	- CARRIED
Adoption of Minutes from the	<u>25-035 Moved by: D. Schlosser</u> That the Minutes from the April 8, 2025 Regular Meeting be adopted as presented.
April 8, 2025 Regular Meeting:	- CARRIED
Visitors & Delegations – Autism Housing	Manager K. Sadoway introduced Drew Rowbotham from the Autism Housing Networ of Alberta to provide information to the Board on nero-inclusivity in housing, policy and public spaces.
Network of Alberta:	<u>25-036 Moved by: C. Szybunka</u> That the Community Services Advisory Board recognize Drew Rowbotham from th Autism Network of Alberta.
	- CARRIED
<b>Business Arising</b>	25-037 Moved by: D. Schlosser
from Visitors & Delegations:	That the Community Services Advisory Board accept the Autism Network of Alberta' presentation on nero-inclusivity in housing, policy, and public spaces as information.
	- CARRIED
2025	25-038 Moved by: C. Szybunka
Enhancement Grant Allocations:	That the Community Services Advisory Board go in to Closed Meeting to discuss th 2025 Enhancement Grant Allocations. Time: 7:20 p.m.
	- CARRIED
	25-039 Moved by: D. Schlosser
	That the Community Services Advisory Board revert to the Regular Meeting. Time 7:32 p.m.
	- CARRIED

**Community Services Advisory Board Minutes** May 13, 2025

<u>25-040 Moved by: D. Schlosser</u> That the Community Services Advisory Board recommend to Town Council that \$30,000.00 from the Enhancement Grant be allocated to:

	Group	Project	Funding Recommendation		
	Brighter Futures (École St. Anne School's Parent Society)	Soccer Goal Posts	\$ 7,501.17		
	The Woodchuckers – Whitecourt Cornhole League	Transport Carts	\$ 271.48		
	Whitecourt Minor Ball Association	Pitching Machine	\$ 3,874.23		
	Whitecourt Minor Soccer Association	Equip for Excellence	\$ 13,056.91		
	Whitecourt Whiskey Jacks – Junior Forest Wardens	Stand-Up Paddleboards	\$ 5,296.21		
		Total:	\$ 30,000.00		
			- CARRIED		
2025 Senior's Week:	Manager K. Sadoway introd	luced the 2025 Senior's Weel	titem to the Board.		
			Members would like to attend ecretary R. Bisson by May 26		
amended by	2020.	accept			
Motion <b># 25-046</b>	<u>25-041 Moved by: C. Szybunka</u> That the Community Services Advisory Board the 2025 Senior's Week item as information.				
			- CARRIED		
Community	Manager K. Sadoway presented the Community Services Advisory Board 2026 Priorities to the Board.				
Services Advisory	Thomas to the Doard.				
Board 2026	25-042 Moved by: G. John	es Advisory Board adopt the			
Services Advisory Board 2026 Priorities:	<u>25-042 Moved by: G. John</u> That the Community Service	es Advisory Board adopt the	2026 Priorities; and accept the kage as information. - CARRIED		
Board 2026	25-042 Moved by: G. John That the Community Service Community Services Adviso	es Advisory Board adopt the ry Board 2026 Priorities pac	kage as information.		
Board 2026 Priorities: nformation	25-042 Moved by: G. John That the Community Service Community Services Adviso Manager K. Sadoway presen Board.	es Advisory Board adopt the ry Board 2026 Priorities pac nted highlights of the April 20 nted information on upcomi	kage as information. - CARRIED		
board 2026 priorities: nformation	25-042 Moved by: G. John That the Community Service Community Services Adviso Manager K. Sadoway preser Board. Manager K. Sadoway preser background on future Board 25-043 Moved by: D. Schlo	es Advisory Board adopt the ry Board 2026 Priorities pac nted highlights of the April 20 nted information on upcomi l Meeting items.	kage as information. - CARRIED 025 Coordinator Reports to the		

	Page 3
25-044 <u>Moved by: C. Szybunka</u> That the Regular Meeting of the Community Se Time: 7:57 p.m.	rvices Advisory Board be adjourned
	- CARRIED
	Another
,	Brigette Moord Vice-Chair
	That the Regular Meeting of the Community Se

	MINUTES OF THE REGULAR MEETING OF Whitecourt Economic Development Committee Held on Tuesday, May 27, 2025 at the Town of Whitecourt Large Board Room at 1:30 p.m.
Present:	Chair: Strebchuk; Vice-Chair: St. Pierre; Members: Hameer, Lanctot, Moncur; Pickard; CAO: Smyl; Director of Planning & Development: Jennine Loberg; Economic Development Officer: Woods; Recording Secretary: Jesso.
Call to Order:	The Meeting was called to order with Chair Strebchuk presiding. Time: 1:29 p.m.
Adoption of Agenda:	<u>25-034</u> Moved by Member Pickard That the Agenda be adopted as presented. - CARRIED.
an assessment	
Minutes from the April 15, 2025 Regular Meeting:	25-035 Moved by Member Lanctot That the Minutes from the April 15, 2025 Regular Meeting be adopted as presented.
	- CARRIED.
Visitors & Delegations: i. Fowler Bauld Mitchell (FBM) and Goodeve & Associates	Consultants, Kim Molyneaux from Fowler Bauld Mitchell (FBM) and Schaun Goodeve from Goodeve & Associates, attended via teleconference to provide an update on the Business Market Analysis Attraction & Retention project.
Business Arising from Visitors & Delegations:	Committee members discussed the Business Market Analysis Attraction & Retention project and had their questions answered by the consultants.
i. Business Market Analysis Attraction &	<u>25-036</u> <u>Moved by Member Pickard</u> That the Economic Development Committee recognize FBM Planning Ltd. and Goodeve & Associates, and accept the report as information.
Retention Project Update	- CARRIED.
Tourism Enhancement	Administration received two applications for funding under the 2025 Tourism Enhancement Grant Program:
Grant Program Applications:	<ol> <li>Canadian Motorcycle Tourism Association (CMTA) to support a Ride for Vision &amp; Valour 2025: Liberation of Netherlands Commemorative Journey including a one-night stay in Whitecourt; and,</li> </ol>
- 1	<ol> <li>Whitecourt &amp; District Chamber of Commerce to support a Rib Fest Event scheduled for August 15-17, 2025 in Whitecourt at Festival Park.</li> </ol>
	Member Moncur declared a conflict of interest and left the meeting. Time: 2:14 p.m.
	Chair Strebchuk and Vice Chair St. Pierre met with administration to review the applications as per the Tourism Enhancement Grant Policy and has recommended supporting the applicants as the events fit the policy guidelines and demonstrates an economic impact to the community.
	<u>25-037</u> Moved by Member Lanctot That the Economic Development Committee forward a recommendation for consideration to Council to allocate the following under the Tourism Enhancement Grant Program:
-1	<ol> <li>\$1,000 be allocated to the Canadian Motorcycle Tourism Association (CMTA) - Ride for Vision &amp; Valour 2025; and</li> </ol>

indy 21, 2020	1 450 5
	2. \$5,000 in financial assistance be allocated to the Whitecourt & District Chamber of Commerce for the 3-day Rib Fest Event and in kind support from the Town of Whitecourt for tents (including set up and take down), garbage cans, tables and chairs, and use of Festival Way.
	- CARRIED.
	Member Moncur returned to the meeting. Time: 2:19 p.m.
Economic Development Officer	Administration provided an update on economic development initiatives and projects underway.
(EDO) Update – Verbal Report:	<u>25-038 Moved by Member Lanctot</u> That the Economic Development Committee accept Economic Development Officer (EDO) Update – Verbal Report as information.
1	- CARRIED.
Information Items:	The Committee reviewed the information items included in the agenda package.
	<u>25-039 Moved by Member St. Pierre</u> That the Economic Development Committee accept the Information Items as information.
	- CARRIED.
2025 Whitecourt Launch Program (Closed Meeting): (Section 16 and 25	<u>25-040 Moved by Member Pickard</u> That the Economic Development Committee go into Closed Meeting per Section 16 and Section 25 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time: 2:30 p.m.
of the Freedom of Information and	- CARRIED.
Protection of Privacy (FOIP) Act);	25-041 Moved by Member Lanctot That the Economic Development Committee revert to Regular Meeting. Time: 2:44
I-Team – Verbal	p.m CARRIED
Report (Closed Meeting): (Section	25-042 Moved by Member Pickard That the Economic Development Committee accept the Whitecourt Launch Program
16 and 25 of the Freedom of	Applications as information CARRIED
Information and Protection of Privacy (FOIP) Act):	<u>25-043 Moved by Member Pickard</u> That the Economic Development Committee accept the I-Team – Verbal Report as
	information CARRIED
Blue Sky Discussion:	Member Pickard shared positive feedback received from the Swan Hills wildfire evacuees, including fire, police, social services, and media personnel.
	Member St. Pierre offered her compliments to the FireSmart program, and noted feedback from residents interested in the program.
	Member Moncur noted that the Whitecourt Chamber of Commerce will be hosting the Alberta Chamber of Commerce Annual General Meeting May 28-30, 2026, which will bring 150 delegates to Whitecourt for three and a half days.
	Member Strebchuk has been in contact with a representative from Travel Alberta to research the "Rubber Tire Traffic" statistics discussed in previous meetings, and will provide further information as it becomes available.

provide further information as it becomes available.

Page 2

Economic Development Committee Minutes May 27, 2025

25-044 Moved by Member Hameer That the Economic Development Committee accept the Blue Sky Discussion items as information. CARRIED. Date of Next The next Regular Meeting of the Economic Development Committee is scheduled for Meeting: June 17, 2025 at 1:30 p.m. CARRIED. 25-045 Moved by Member St. Pierre Adjournment: That the Regular Meeting of the Economic Development Committee be adjourned. Time: 2:56 p.m. CARRIED. Chair

Page 3



### **REQUEST FOR DECISION**

Date: Meeting: Originated by: Title: June 19, 2025 June 23, 2025 Regular Meeting of Council Wendy Grimstad-Davidson, Executive Assistant ITEMS OF INFORMATION

#### **PROPOSAL AND BACKGROUND:**

The following items are included in the June 23, 2025 Council package as information items:

- a. Town Accounts Cheques 92977 93194 (Council Members to contact the Director of Corporate Services prior to Regular Meeting with any questions regarding Town accounts);
- b. May 28, 2025 Response Email from Chair of Lac Ste. Anne Foundation;
- c. 2025 Strategic Plan Project Status Update June 2025;
- d. Town of Whitecourt 2025 Press Releases:
  - i. June 10 Town Council Update June 9;
  - ii. June 13 Whitecourt Fire Ban Lifted June 13;
- e. Mayor's Calendar; and
- f. Council Calendar.

#### **RECOMMENDATION:**

That Council accept the Items of Information as information.

#### APPROVAL:

Department Director:

CAO:

Cm

stem: 6/18/2! er Date: 6/18/2!		Town of Whi VENDOR CHEQUE RE Payables Mana	GISTER REPO	DRT	Page: User ID:	1 STACY
anges:	From:	То:			From: To:	
Cheque Number		Last				
Vendor ID Vendor Name	First First	Last Last		Cheque Date Chequebook ID	6/05/25 6/18/25 First Last	
* Voided Cheq				chied according to		
heque Number	Vendor ID	Vendor Cheque Name	Cheque Date	e Chequebook ID	Audit Trail Code	Amo
2977	ARCA003	ARCAND, FAY	6/10/25	SCOTIA	PMCHQ00003223	\$120
2978 2979	AUMAUT001	ALBERTA MUNICIPAL SERVICES COR BRIGHTER FUTURES FUNDRAISING S		SCOTIA	PMCHQ00003223	\$168,781
2980	BRIGHT003 BROWN001	BROWNLEE LLP BARRISTERS & SOLI		SCOTIA SCOTIA	PMCHQ00003223	\$7,501 \$367
2981	BRYL001	BRYLDT, MELISSA	6/10/25	SCOTIA	PMCHQ00003223 PMCHQ00003223	\$2,415
2982	CAMP009	CAMPBELL, BRIDGET	6/10/25	SCOTIA	PMCHQ00003223	\$2,415
2983	CARI001	CARIGNAN, KATIE	6/10/25	SCOTIA	PMCHQ00003223	\$38
2984	CERT002	CERTIFIED TRACKING SOLUTIONS I		SCOTIA	PMCHQ00003223	\$26
2985	CIXM001	CIXM - JIM PATTISON BROADCAST	6/10/25	SCOTIA	PMCHQ00003223	\$529
2986	CONE002	CONE, NICOLE	6/10/25	SCOTIA	PMCHQ00003223	\$400
2987	CORK002	CORKE, TERRY	6/10/25	SCOTIA	PMCHQ00003223	\$120
2988	DANM001	DANMAR CONSULTING	6/10/25	SCOTIA	PMCHQ00003223	\$2,42
2989	EUNA001	EUNA SOLUTIONS INC	6/10/25	SCOTIA	PMCHQ00003223	\$190
2990	FENN006	FENNELL, BRADEN	6/10/25	SCOTIA	PMCHQ00003223	\$260
2991	FRIEND001	FRIENDS OF WHITECOURT SOCIETY	6/10/25	SCOTIA	PMCHQ00003223	\$170
2992	GFL001	GFL ENVIRONMENTAL SOLID WASTE	6/10/25	SCOTIA	PMCHQ00003223	\$51,65
2993	GOVER001	GOVEREAU, THEO	6/10/25	SCOTIA	PMCHQ00003223	\$19
2994	GREEN0012	GREEN, ANN-MARIE	6/10/25	SCOTIA	PMCHQ00003223	\$91
2995	GRY001	GRYWACHESKI, KARA	6/10/25	SCOTIA	PMCHQ00003223	\$1
2996	HARP003	HARPER, AMANDA (EMMA)	6/10/25	SCOTIA	PMCHQ00003223	\$5
2997	HAYES001	HAYES SAFETY TRAINING INC	6/10/25	SCOTIA	PMCHQ00003223	\$8,59
2998	INSP001	THE INSPECTIONS GROUP INC.	6/10/25	SCOTIA	PMCHQ00003223	\$1,06
2999	JEND001	JENDRICK, MARTIE	6/10/25	SCOTIA	PMCHQ00003223	\$2
3000	K&C001	K & C GRAPHICS (2008) INC.	6/10/25	SCOTIA	PMCHQ00003223	\$33
3001	LAJEU001	LAJEUNESSE, MARTIN	6/10/25	SCOTIA	PMCHQ00003223	\$16
3002	LANC003	LANCTOT, BRADEN	6/10/25	SCOTIA	PMCHQ00003223	\$12
3003	LOUR001	LOURENCO, N. MICHAEL	6/10/25	SCOTIA	PMCHQ00003223	\$21
3004	MALMOO1	MALMQUIST, ANDREW	6/10/25	SCOTIA	PMCHQ00003223	\$20
3005	MCELHA001	MCELHANNEY LTD	6/10/25	SCOTIA	PMCHQ00003223	\$4,37
3006	MERL001	MERLIN SHREDDING INC	6/10/25	SCOTIA	PMCHQ00003223	\$36
3007	MILLI001	MILLINGTON, CORINNE	6/10/25	SCOTIA	PMCHQ00003223	\$48
3008	MOORE009	MOORE, ALEXANDER	6/10/25	SCOTIA	PMCHQ00003223	\$2
3009	MVD001	MVD WHITECOURT	6/10/25	SCOTIA	PMCHQ00003223	\$2
3010	NOBLE002	NOBLE, PATRICK JAMES	6/10/25	SCOTIA	PMCHQ00003223	\$1,22
3011	PEMB006	PEMBINA WEST CO-OP	6/10/25	SCOTIA	PMCHQ00003223	\$31,36
3012	PUROLA001	PUROLATOR INC.	6/10/25	SCOTIA	PMCHQ00003223	\$69
3013 3014	REYN001	REYNOLDS MIRTH RICHARDS & FARM	6/10/25 6/10/25	SCOTIA	PMCHQ00003223 PMCHQ00003223	\$2,47
3014	RITZ0001 RIVER004	THE RITZ CAFE & MOTOR INN RIVER VALLEY PONY CLUB	6/10/25	SCOTIA SCOTIA		\$5 \$30
3016	STAPLES001	STAPLES #453 WHITECOURT	6/10/25	SCOTIA	PMCHQ00003223 PMCHQ00003223	\$30
3018	STITCH001	STITCH N TIME CUSTOM EMBROIDER		SCOTIA	PMCHQ00003223	\$3 \$1,99
3018	STROE003	STROEDER, DONAVAN	6/10/25	SCOTIA	PMCH000003223	ş1, 55 \$7
3019	SUTT001	SUTTON, JAIMEE	6/10/25	SCOTIA	PMCH000003223	\$33
3020	TELE003	TELECONNECT INTERNATIONAL	6/10/25	SCOTIA	PMCHQ00003223	\$55
3021	TELUS001	TELUS COMMUNICATIONS	6/10/25	SCOTIA	PMCHQ00003223	\$6,25
3022	TELUS005	TELUS SERVICES INC.	6/10/25	SCOTIA	PMCHQ00003223	\$28
3023	TOMK001	TOMKOW, CATHY	6/10/25	SCOTIA	PMCH000003223	\$12
3024	TRIGG003	TRIGG, BLAINE	6/10/25	SCOTIA	PMCHQ00003223	\$9
3025	WCTMIN003	WHITECOURT MINOR SOCCER	6/10/25	SCOTIA	PMCHQ00003223	\$13,05
3026	WCTMOU001	WHITECOURT MOUNTAIN BIKE ASSOC		SCOTIA	PMCHQ00003223	\$1,00
3027	WCTTAE001	WHITECOURT TAEKWONDO	6/10/25	SCOTIA	PMCHQ00003223	\$3,50
3028	WCTWHIS001	WHITECOURT WHISKEY JACKS	6/10/25	SCOTIA	PMCHQ00003223	\$5,29
3029	WHIMIN002	WHITECOURT MINOR BALL ASSOC.	6/10/25	SCOTIA	PMCHQ00003223	\$3,87
3030	WHITE&WOOD001	WHITECOURT & WOODLANDS	6/10/25	SCOTIA	PMCHQ00003223	\$24,00
3031	WHITEBD001	WHITECOURT BLUE DOLPHINS SWIM	6/10/25	SCOTIA	PMCHQ00003223	\$3,20
3032	WHITECHMB001	CHAMBER OF COMMERCE	6/10/25	SCOTIA	PMCHQ00003223	\$73
3033	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	6/10/25	SCOTIA	PMCHQ00003223	\$83
3034	WOOD009	WOODCHUCKERS - WCT CORNHOLE LE		SCOTIA	PMCHQ00003223	\$27
3035	XEROX001	XEROX CANADA LTD.	6/10/25	SCOTIA	PMCHQ00003223	\$2,68
3036	AVAN001	AVANTI SOFTWARE INC.	6/10/25	SCOTIA	PMCHQ00003223	\$1,85
3037	VAN DER001	VAN DER MEER, CHERIE	6/10/25	SCOTIA	PMCHQ00003223	\$77
3038	1539092	1539092 ALBERTA LTD O/A SAGITA		SCOTIA	PMCHQ00003224	\$1,30
3040	ABAS001	CANOE PROCUREMENT GROUP OF CAN		SCOTIA	PMCHQ00003224	\$21,76
3041	ABMUN005	ALBERTA MUNICIPAL SERVICES COR		SCOTIA	PMCHQ00003224	\$1,30
3042	APEX003	APEX SUPPLEMENTARY PENSION TRU		SCOTIA	PMCHQ00003224	\$1,56
3043	APEX005	APEX SUPPLEMENTARY PENSION TRU		SCOTIA	PMCHQ00003224	\$21
3044	ARCA007	ARCAND, DAVE	6/17/25	SCOTIA	PMCHQ00003224	\$150
3045	BELL004	BELL MOBILITY INC.	6/17/25	SCOTIA	PMCHQ00003224	\$8
3046	BELLC001	BELL CANADA	6/17/25	SCOTIA	PMCHQ00003224	\$2,72

System: 6/18/25 Jser Date: 6/18/25 * Voided Cheques	3:51:43 PM	VENDOR CHEQUE REC Pavables Mana	SISTER REPOR	of Whitecourt RT	User ID:S	Page:2 TACY
Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
93047	BJOR005	BJORNSTED, JENNIFER	6/17/25	SCOTIA	PMCHQ00003224	\$650.00
93048	BNB001	BNB CUISINE N LOUNGE	6/17/25	SCOTIA	PMCHQ00003224	\$383.85
93049	BOST001	BOSTON PIZZA	6/17/25	SCOTIA	PMCHQ00003224	\$12,709.44
93050	CANM002	CANADIAN MOTORCYCLE TOURISM AS	6/17/25	SCOTIA	PMCHQ00003224	\$1,000.00
93051	CANN002	CANNIFF AND ASSOCIATES	6/17/25	SCOTIA	PMCHQ00003224	\$200.00
93052	CERT002	CERTIFIED TRACKING SOLUTIONS I	6/17/25	SCOTIA	PMCHQ00003224	\$5.25
93053	CESAR001	2572835 ALBERTA LTD	6/17/25	SCOTIA	PMCHQ00003224	\$138.60
93054	CHAUV001	CHAUVET, PAUL	6/17/25	SCOTIA	PMCHQ00003224	\$301.34
93055	DELV002	DEL VECCHIO, MARIE	6/17/25	SCOTIA	PMCHQ00003224	\$10.76
93056	DH001	D H HOLDINGS & INVESTMENTS LTD	6/17/25	SCOTIA	PMCHQ00003224	\$758.97
93057	DIRECT002	DIRECT ENERGY	6/17/25	SCOTIA	PMCHQ00003224	\$199.73
93058	DRBAS001	DR. RONEL BASSON	6/17/25	SCOTIA	PMCHQ00003224	\$200.00
93059	GFL001	GFL ENVIRONMENTAL SOLID WASTE	6/17/25	SCOTIA	PMCHQ00003224	\$5,007.09
93060	HEARN005	HEARN, ROBERT J.	6/17/25	SCOTIA	PMCHQ00003224	\$86.04
93061	HOLIDAY002	HOLIDAY INN EXPRESS & SUITES	6/17/25	SCOTIA	PMCHQ00003224	\$4,267.35
93062	ISL001	ISL ENGINEERING	6/17/25	SCOTIA	PMCHQ00003224	\$5,450.76
93063	JOHNS.GR001	JOHNSON, GRACE	6/17/25	SCOTIA	PMCHQ00003224	\$106.05
93064	K&C001	K & C GRAPHICS (2008) INC.	6/17/25	SCOTIA	PMCHQ00003224	\$2,835.00
93065	KANA002	THE KANATA BY BCMINNS	6/17/25	SCOTIA	PMCHQ00003224	\$653.35
93066	KEAY001	KEAY, JENNIFER	6/17/25	SCOTIA	PMCHQ00003224	\$106.05
93067	LACST001	LAC STE ANNE FOUNDATION	6/17/25	SCOTIA	PMCHQ00003224	\$115,734.96
93068	LANC003	LANCTOT, BRADEN	6/17/25	SCOTIA	PMCHQ00003224	\$466.64
93069	LEIGH001	LEIGHTON, MICHELLE	6/17/25	SCOTIA	PMCHQ00003224	\$139.18
93070	LEON001	LEONARD, SHANNON	6/17/25	SCOTIA	PMCHQ00003224	\$783.87
93071	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	6/17/25	SCOTIA	PMCHQ00003224	\$66,524.64
93072	LOCAL002	LOCAL AUTHORITIES PENSION PLAN	6/17/25	SCOTIA	PMCHQ00003224	\$1,462.20
93073	MAGE002	MAGEE, KELLY	6/17/25	SCOTIA	PMCHQ00003224	\$135.55
93074	MCAREE001	MCAREE, BILL	6/17/25	SCOTIA	PMCHQ00003224	\$366.85
93075	MCELHA001	MCELHANNEY LTD	6/17/25	SCOTIA	PMCHQ00003224	\$5,385.11
93076	METIS002	METIS COUNTRY	6/17/25	SCOTIA	PMCHQ00003224	\$1,000.00
93077	MIKE001	13457770 CANADA LTD	6/17/25	SCOTIA	PMCHQ00003224	\$16.00
93078	MILLS003	MILLS, MICHELLE	6/17/25	SCOTIA	PMCHQ00003224	\$83.47
93079	MOORE005	MOORE, BRIGETTE	6/17/25	SCOTIA	PMCHQ00003224	\$106.05
93080	MOORE009	MOORE, ALEXANDER	6/17/25	SCOTIA	PMCHQ00003224	\$70.00
93081	MVD001	MVD WHITECOURT	6/17/25	SCOTIA	PMCHQ00003224	\$20.00
93082	ORKIN001	ORKIN CANADA CORPORATION	6/17/25	SCOTIA	PMCHQ00003224	\$204.12
93083	PICK003	PICKARD, TOM	6/17/25	SCOTIA	PMCHQ00003224	\$318.20
93084	PUROLA001	PUROLATOR INC.	6/17/25	SCOTIA	PMCHQ00003224	\$445.60
93085	QUAL001	QUALITY INN & SUITES	6/17/25	SCOTIA	PMCHQ00003224	\$16,228.55
93086	RECEIV001	RECEIVER GENERAL FOR CANADA	6/17/25	SCOTIA	PMCHQ00003224	\$188,859.68
93087	RESU001	RESULTS CANADA	6/17/25	SCOTIA	PMCHQ00003224	\$1,636.92
93088	RITZ0001	THE RITZ CAFE & MOTOR INN	6/17/25	SCOTIA	PMCHQ00003224	\$15,501.05
93089	ROGERS001	ROGERS	6/17/25	SCOTIA	PMCHQ00003224	\$38.65
93090	SCHL001	DEREK SCHLOSSER/D SCHLOSSER PH	· · · ·	SCOTIA	PMCHQ00003224	\$404.53
93091	SHOP002	THE SHOP LOCAL COMPANY INC	6/17/25	SCOTIA	PMCHQ00003224	\$787.50
93092	SLADE001	SLADE, BARRY	6/17/25	SCOTIA	PMCHQ00003224	\$299.59
93093	STAN001	STANTEC CONSULTING LTD. STAPLES #453 WHITECOURT	6/17/25	SCOTIA	PMCHQ00003224	\$26,773.39 \$102.86
93094	STAPLES001		6/17/25	SCOTIA	PMCHQ00003224	\$414.63
93095	SZYB001	SZYBUNKA, CRYSTAL	6/17/25	SCOTIA	PMCHQ00003224	\$414.03
93096		NEW IMPERIAL SUITES WHITECOURT	6/17/25	SCOTIA	PMCHQ00003224 PMCHQ00003224	\$25.99
93097		MACDOUGALL, DOUG	6/17/25 6/17/25	SCOTIA SCOTIA	PMCHQ00003224 PMCHQ00003224	\$25.99
93098		MACDOUGALL, DOUG KAPELUCK, DONALD	6/17/25	SCOTIA	PMCHQ00003224 PMCHQ00003224	\$28.93
93099	TEMP00000005976		6/17/25	SCOTIA	PMCHQ00003224	\$70.95
93100 93101	THEB001	THEBEAU, KYLE	6/17/25	SCOTIA	PMCHQ00003224	\$1,291.51
93102	TRIGG001	TRIGG, LES	6/17/25	SCOTIA	PMCHQ00003224	\$4,200.00
93102	TRIGG003	TRIGG, BLAINE	6/17/25	SCOTIA	PMCHQ00003224	\$1,846.10
93104	TRL001	TRL GAS CO-OP LTD.	6/17/25	SCOTIA	PMCHQ00003224	\$140.04
93104	VALIU001	VALIUSHKA, VLADZIMIR	6/17/25	SCOTIA	PMCHQ00003224	\$70.00
93106	WCTCOMGAR001	WHITECOURT COMMUNITY GARDEN	6/17/25	SCOTIA	PMCHQ00063224	\$140.00
93107	WCTMOU001	WHITECOURT MOUNTAIN BIKE ASSOC		SCOTIA	PMCHQ00003224	\$1,000.00
93108	WESTE005	WESTERN BUDGET WHITECOURT 3	6/17/25	SCOTIA	PMCHQ00003224	\$25,038.39
93109	WHITECHMB001	CHAMBER OF COMMERCE	6/17/25	SCOTIA	PMCHQ00003224	\$5,000.00
93110	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR		SCOTIA	PMCHQ00003224	\$505.65
93111	XEROX001	XEROX CANADA LTD.	6/17/25	SCOTIA	PMCHQ00003224	\$1,241.39
93112	JOHNS.G001	JOHNSON, GLORIA	6/17/25	SCOTIA	PMCHQ00003224	\$60.00
93113	1696472	1696472 ALBERTA LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$6,156.15
93113	1STCALL001	157 CALL HEALTH & SAFETY CONSU	6/18/25	SCOTIA	PMCHQ00003225	\$2,331.01
93115	2618673	2618673 ALBERTA LTD	6/18/25	SCOTIA	PMCHQ00003225	\$2,403.92
93116	ABSAW001	ALBERTA SAW & KNIFE LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$141.75
93117	ACKLAN001	ACKLANDS-GRAINGER INC.	6/18/25	SCOTIA	PMCHQ00003225	\$141.20
93118	ALEX004	ALEXANDER SAFETY	6/18/25	SCOTIA	PMCHQ00003225	\$160.13
93119	ALL006	ALL IN BLOOM	6/18/25	SCOTIA	PMCHQ00003225	\$1,029.00
93120	AQUA007	AQUATECH CANADIAN WATER SERVIC		SCOTIA	PMCHQ00003225	\$7,710.44
93121	ATL001	ATLAS COPCO COMPRESSORS CANADA		SCOTIA	PMCHQ00003225	\$3,489.99
93122	BARON001	BARON OILFIELD SUPPLY	6/18/25	SCOTIA	PMCHQ00003225	\$24.95
			.,,			

		Payables Mana	gement			
Cheque Number	Vendor ID	Vendor Cheque Name C	heque Date	Chequebook ID	Audit Trail Code	Amount
93123	BROG002	BROGAN FIRE & SAFETY	6/18/25	SCOTIA	PMCHQ00003225	\$457.84
93124	CARL003	CARLAN SERVICES LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$6,077.40
93125	CARO001	CARO ANALYTICAL SERVICES	6/18/25	SCOTIA	PMCHQ00003225	\$1,173.38
93126	CASE004	CASE + POINT: MEDIA	6/18/25	SCOTIA	PMCHQ00003225	\$3,621.62
93127	CBM002	CBM N.A. INC	6/18/25	SCOTIA	PMCHQ00003225	\$3,041.33
93128	CLEAR001	CLEAR TECH INDUSTRIES INC.	6/18/25	SCOTIA	PMCHQ00003225	\$15,673.75
93129	COMMTRK01	COMMERCIAL TRUCK EQUIPMENT COR	6/18/25	SCOTIA	PMCHQ00003225	\$2,960.91
93130	CRAWF001	CRAWFORD MACHINERY LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$808.50
93131	DBS001	DBS ENVIRONMENTAL	6/18/25	SCOTIA	PMCHQ00003225	\$2,532.15
93132	E&E001	E & E RADIATOR SERVICE (1992)	6/18/25	SCOTIA	PMCHQ00003225	\$2,110.97
93133	EAGLE001	EAGLE RIVER CHRYSLER LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$122.85
93134	EDMTR002	EDMONTON TRAILER SALES & LEASI	6/18/25	SCOTIA	PMCHQ00003225	\$328.95
93135	EMERG001	EMERGENCY SERVICES MARKETING C	6/18/25	SCOTIA	PMCHQ00003225	\$854.05
93136	ENGL004	ENGLOBE CORP	6/18/25	SCOTIA	PMCHQ00003225	\$8,820.00
93137	ENVIRO003	ENVIRONMENTAL 360 SOLUTIONS (A	6/18/25	SCOTIA	PMCHQ00003225	\$283.50
93138	FABCO001	FABCO PLASTICS	6/18/25	SCOTIA	PMCHQ00003225	\$139.01
93139	FARR003	FARRELL MECHANICAL SALES INC.	6/18/25	SCOTIA	PMCHQ00003225	\$519.75
93140	FAST001	FASTENAL CANADA	6/18/25	SCOTIA	PMCHQ00003225	\$142.82
93141	FIRST014	FIRST TRUCK CENTRE	6/18/25	SCOTIA	PMCHQ00003225	\$1,701.15
93142	GARDA001	GARDAWORLD SECURITY SYSTEMS	6/18/25	SCOTIA	PMCHQ00003225	\$708.59
93143	GFI001	GFI SOLUTIONS LTD	6/18/25	SCOTIA	PMCHQ00003225	\$7,621.95
93144	GRANDW001	GRANDWEST ENTERPRISES INC	6/18/25	SCOTIA	PMCHQ00003225	\$907.78
93145	GREGG001	GREGG DISTRIBUTORS LP	6/18/25	SCOTIA	PMCHQ00003225	\$4,118.86
	GREGOUT GREY003	GREYSTONE ELECTRIC LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$708.75
93146		HACH SALES & SERVICE CANADA LP			-	\$3,906.00
93147	HACH001		6/18/25	SCOTIA	PMCHQ00003225	
93148	HIGH007	HIGH Q GREEN HOUSES	6/18/25	SCOTIA	PMCHQ00003225	\$19,726.11
93149	IDEAL001	IDEAL AUTOMOTIVE & IND. SUPPLY	6/18/25	SCOTIA	PMCHQ00003225	\$4,636.81
93150	INDUST001	INDUSTRIAL MACHINE INC.	6/18/25	SCOTIA	PMCHQ00003225	\$2,688.20
93151	INVI001	INVISTEC CONSULTING LTD	6/18/25	SCOTIA	PMCHQ00003225	\$16,558.50
93152	JASON001	JASON THOMAS ENTERPRISES LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$428.37
93153	JOBS001	JOBSITE WORKWEAR WHITECOURT	6/18/25	SCOTIA	PMCHQ00003225	\$335.97
93154	KEHOE001	KEHOE EQUIPMENT LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$4,231.50
93155	KNM001	KNM SALES & SERVICE	6/18/25	SCOTIA	PMCHQ00003225	\$880.86
93156	KWMECH001	K.W. MECHANICAL	6/18/25	SCOTIA	PMCHQ00003225	\$3,251.31
93157	LIFE0001	LIFESAVING SOCIETY	6/18/25	SCOTIA	PMCHQ00003225	\$221.83
93158	LINDE001	LINDE CANADA INC.	6/18/25	SCOTIA	PMCHQ00003225	\$104.42
93159	MAX001	MAX FUEL DISTRIBUTORS LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$142.80
93160	MEGA002	MEGA-TECH	6/18/25	SCOTIA	PMCHQ00003225	\$252.41
93161	MIDF001	MIDFIELD VALVE & SUPPLY	6/18/25	SCOTIA	PMCHQ00003225	\$24.95
93162	MPE002	MPE ENGINEERING LTD	6/18/25	SCOTIA	PMCHQ00003225	\$826.88
93163	NORTOO4	NORTHERN METALIC SALES	6/18/25	SCOTIA	PMCHQ00003225	\$13,891.75
93164	OAKCR001	OAK CREEK GOLF & TURF INC	6/18/25	SCOTIA	PMCHQ00003225	\$274.30
93165	OMNI002	OMNISPORT INC.	6/18/25	SCOTIA	PMCHQ00003225	\$11,191.88
93166	PLC001	PLC SUDS & SERVICES LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$226.81
93167	RALCOM001	RALCOMM LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$13,407.44
93168	RED-L001	RED-L DISTRIBUTORS LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$299.00
93169	REFRI001	REFRIGERATIVE SUPPLY LIMITED	6/18/25	SCOTIA	PMCHQ00003225	\$377.87
93170	ROB001	ROB WRIGHT BUILDING MATERIALS	6/18/25	SCOTIA	PMCHQ00003225	\$13,431.99
93171	ROYAL004	ROYAL CARETAKING SUPPLIES INC	6/18/25	SCOTIA	PMCHQ00003225	\$8,026.32
93172	SCRE001	SCREAM'IN EAGLE SALES LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$748.27
93173	SILV004	SILVERTIP ELECTRIC	6/18/25	SCOTIA	PMCHQ00003225	\$263.37
93174	SMALL002	SMALL POWER BARRHEAD LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$2,372.90
93175	SMYL001	SMYL CHEVROLET BUICK GMC LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$266.96
93176	STRYD001	STRYDHORST ENTERPRISES LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$816.38
93177	SURE005	SURE ELECTRIC & CONTROLS LTD	6/18/25	SCOTIA	PMCHQ00003225	\$2,349.06
93178	TERRY001	1754529 ALBERTA LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$13,174.14
		TRACER LOCATING SERVICES LTD	6/18/25	SCOTIA	PMCHQ00003225	\$1,286.26
93179	TRAC004					
93180	TRIM002	TRIMLINE DESIGN LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$138.60
93181	TRIM003	TRIMAY WEAR PLATE LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$237.95
93182	UNITED006	UNITED RENTALS OF CANADA INC.	6/18/25	SCOTIA	PMCHQ00003225	\$4,853.37
93183	UNIV002	UNIVAR SOLUTIONS CANADA LTD.	6/18/25	SCOTIA	PMCHQ00003225	\$8,687.78
93184	VIKING001	VIKING FIRE PROTECTION INC.	6/18/25	SCOTIA	PMCHQ00003225	\$3,899.70
93185	VWR001	VWR INTERNATIONAL CO.	6/18/25	SCOTIA	PMCHQ00003225	\$209.94
93186	WALL2001	WALL 2 WALL ELECTRICAL & MAINT	6/18/25	SCOTIA	PMCHQ00003225	\$853.09
93187	WCTAUTO002	THE WHITECOURT AUTOMALL LTD	6/18/25	SCOTIA	PMCHQ00003225	\$78.68
93188	WCTSTA002	WHITECOURT STATIONERY LTD	6/18/25	SCOTIA	PMCHQ00003225	\$2,882.43
93189	WFR001	WFR WHOLESALE FIRE & RESCUE	6/18/25	SCOTIA	PMCHQ00003225	\$282.39
	WHITEIGA001	WHITECOURT IGA	6/18/25	SCOTIA	PMCHQ00003225	\$3,839.03
93190			6/18/25	SCOTIA	PMCHQ00003225	\$4,969.85
93190 93191	WHITEMACH001	WHITECOURT MACHINE & WELDING	0/10/20	DCOLTH	110100000220	4-/
	WHITEMACH001 WHITETRAN001	WHITECOURT MACHINE & WELDING WHITECOURT TRANSPORT INC.	6/18/25	SCOTIA	PMCHQ00003225	
93191						\$2,571.87 \$7,797.44

Total Cheques: 217

System: 6/18/25 User Date: 6/18/25

3:51:43 PM

Total Amount of Cheques: \$1,213,166.80

\_\_\_\_\_ \_\_\_\_\_

120 Page:3

User ID:STACY

Town of Whitecourt

VENDOR CHEQUE REGISTER REPORT Payables Management

### Wendy Davidson

From:	Wendy Davidson
Sent:	June 10, 2025 8:50 AM
То:	Wendy Davidson
Subject:	FW: Request for presentation from the Lac Ste. Anne Foundation

From: Ross Bohnet [mailto:rbohnet@lsac.ca]
Sent: Wednesday, May 28, 2025 1:18 PM
To: Tara Gallant <<u>taragallant@whitecourt.ca</u>>
Cc: Tom Pickard <<u>TomPickard@whitecourt.ca</u>>; Peter Smyl <<u>petersmyl@whitecourt.ca</u>>; Dena Krysik <<u>dkrysik@lsaf.ca</u>>
Subject: Re: Request for presentation from the Lac Ste. Anne Foundation

Good afternoon,

The Lac Ste. Anne Foundation is in receipt of your May 27, 2025 letter and I wish to thank you for the invitation to present at an upcoming Town of Whitecourt Council meeting regarding housing demand and capital planning. This request will be brought to the LSAF Board of Directors for review and direction at our next board meeting on June 24<sup>th</sup>. Please be advised, the Board also reviews our Strategic Plan at our June 24<sup>th</sup> meeting and subsequent to that, the Plan will be available for all to see and review. Since I cannot speak for the Board, this will be discussed by the Board and direction provided as to your request. Thank You

Ross

On May 27, 2025, at 2:03 PM, Tara Gallant <<u>taragallant@whitecourt.ca</u>> wrote:

Good afternoon,

On behalf of Whitecourt Mayor Tom Pickard, please accept the attached letter requesting a presentation from the Lac Ste. Anne Foundation on the Housing Demand and Capital Planning Sessions and Report.

(No hard copy to follow.)

#### Tara Gallant

Legislative Manager (Tel) 780-778-2273 (Fax) 780-778-2062 taragallant@whitecourt.ca

5004 – 52 Ave., Box 509 Whitecourt, AB T7S 1N6 www.whitecourt.ca

The information transmitted is intended only for the addressee and may contain confidential and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you receive this in error, please contact the sender and delete or destroy this message and any copies.



## 2025 STRATEGIC PLAN Project Status Update - June 2025



© ⊓∏∏







### Strategic Priority: ECONOMIC HEALTH

Areas of Focus:	Image: A constraint of the const	
PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS
INVEST WHITECOURT STRATEGY DEVELOPMENT	Enhance investment attraction through online presence/new webpage platform telling the "Whitecourt story" focusing on user experience, investment data, and updated content to attract and support business growth.	$\checkmark$
RESIDENTIAL DEVELOPMENT PROSPECTUS	Enhanced marketing aimed at showcasing opportunities for residential development highlighting residential development opportunities and promoting the community for investment.	$\checkmark$
BUSINESS DIRECTORY	Created an online business directory tool for new and established businesses to connect, increase business awareness and presence.	$\checkmark$
EXPLORE WHITECOURT MARKETING CAMPAIGN	Profiling Whitecourt and marketing as a tourism hotspot, including a shop local campaign to encourage both residents and tourists alike to discover the local offerings and unique shops.	$\checkmark$





Completed



### Strategic Priority: ECONOMIC HEALTH

Areas of Focus:	Image: A constraint of the const					
PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS				
PROFESSIONAL DEVELOPMENT & BUSINESS RESOURCE SUMMIT	Hosted business support summit providing resources, information, and strategic guidance for businesses and new entrepreneurs to help grow their businesses.					
BUSINESS MARKET ANALYSIS, ATTRACTION AND RETENTION STRATEGY	GAP Analysis underway. Business and resident survey data to be tabulated May 2025.					
MOUNTAIN BIKE PARK ACCESS ROAD	Construct access road and parking for visitors to the Park. Lease agreement finalized; construction plan underway.					
CHAMBER TOURISM COMMITTEE PARTNERSHIPS	Meet with the Chamber Tourism Committee to identify partnerships/support opportunities.	C				



Completed



### Strategic Priority: ECONOMIC HEALTH

Areas of Focus:	Economic Diversification and Health Development Tourism				
PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS			
SOCIAL MEDIA MICRO-INFLUENCERS MARKETING INITIATIVE	Invite social media influencers to the community to market tourism opportunities/amenities.				
GUIDING DOCUMENTS					
<ul> <li>20 Year Capital and Major Maintenance</li> <li>Economic Development Strategic Plan</li> <li>Land Use Planning Documents</li> </ul>	Plan				

✓ Completed

Project On Track

On Hold/Delayed







Areas of Focus:		mmunity h/Wellness
PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS
JUMBO JUMPER CONSTRUCTION	Feature installed, and landscape complete.	$\checkmark$
FESTIVAL PARK – POLICIES/CROWD CONTROL	Policy for use reviewed, and implemented extended "no cooking" zones for 2024 season.	$\checkmark$
HOUSING NEEDS ASSESSMENT	Assessment report completed in Provincial template.	$\checkmark$
HEALTH PROFESSIONALS ATTRACTION AND RETENTION	Developed the Health Professionals Attraction and Retention Committee (HPARC) to assist with recruitment efforts in partnership with local clinics and healthcare facility.	$\checkmark$
HOSPICE	Integrated hospice units into The Manor.	$\checkmark$





Areas of Focus:		ommunity th/Wellness
PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS
CULTURE & EVENTS CENTRE	Under construction; scheduled to be complete fall 2026.	
CULTURE & EVENTS CENTRE OPERATIONS/MARKETING	Update Culture & Events Centre operations/programming plan to Council. Sponsorship/Partnership campaign launched.	
FOOD BANK ACCREDITATION	Create a handbook to meet legislated standards.	
DOWNTOWN VITALIZATION	Update Phase 1 & 2 cost estimates.	
TRANSIT PLANNING AND ENHANCEMENTS	Consultant to provide report and recommendations to make Public Transit more accessible. (Route enhancements, intersection enhancements, bus replacements, bus stop access improvements, etc.)	







Areas of Focus:		community alth/Wellness
PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS
CENTENNIAL PARK PATHWAY AND SIGNAGE IMPROVEMENTS	Pathway surface and drainage upgrades, and installation of signage along the length of the trail system. Phase 1 and 2 of pathway upgrades complete.	
FLOOD MITIGATION PROJECTS	Engineering and design for storm/flood mitigation work (raw water intake, west Whitecourt lift station, Wastewater Treatment Plant roadway).	C
FESTIVAL PARK ENHANCEMENTS	Construction on multi-use courts scheduled to start summer 2025.	C
COMMUNITY FIREGUARD	Construction of the Community Fireguard is underway in east Whitecourt. Scheduled for completion summer of 2025.	

✓ Completed





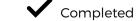
(



Areas of Focus:	Cultural and Recreational Vibrancy	Diversity of Housing	Safety, Emergency Mitigation and Management	Downtown Vitality	Community Health/Wellness
PROJECTS AND INITIATIVES		NEXT STEP	DESCRIPTION		STATUS
DISASTER RECOVERY PROGRAM PROJECTS	Recovery efforts for 2023 floods. Includes Blue Ridge Road culvert repair.				
GUIDING DOCUMENTS					

- 20 Year Capital & Major Maintenance Plan
- Facility Lifecycle Plans
- Sportsfield Master Plan
- Municipal Emergency Management Plan
- Library Needs Assessment
- Culture & Events Centre Feasibility Study
- Municipal Centre Concept Report
- 2020 Flood Mitigation Plan
- Vitalization Plan
- Community Fireguard Plan















000000	



Long Term Sustainability and Fiscal Accountability

Service Proactively Plan for Excellence the Future

Technology and Internal Processes

PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION			
DEVELOP WHITECOURT VOLUNTEER HUB In 2024, Whitecourt launched www.volunteerwhitecourt.ca, an online volunteer recruitment site that helps connect volunteers with local organizations.		~		
MUNICIPAL DEVELOPMENT PLAN AND LAND USE BYLAW REVIEW	Completed review and adopted new bylaws to guide development in the community.	~		
FIRE SERVICES BYLAW	Updated legislation regarding fire services and fire permitting processes.	<ul> <li></li> </ul>		
RESPONSIBLE PET OWNERSHIP BYLAW	Updated to include guidelines for ownership/regulation of cats and dogs.	$\checkmark$		















Long Term Sustainability and Fiscal Accountability

Service Excellence Proactively Plan for the Technology Future Proc

e Technology and Internal Processes

PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS
ADMINISTRATION OF BUILDING PERMITS	Changed process for administering building permits to create a "one stop shop" for Town permits, and to streamline the application process.	$\checkmark$
WATER SYSTEM UPGRADE	Dedicated feedline to hilltop reservoir and separated pressure zone for downtown complete.	$\checkmark$
OFF SITE LEVY BYLAW REVIEW	Update of the bylaw to ensure the municipality is collecting for infrastructure required for future growth.	C
ENERGY MANAGEMENT PLAN	The Energy Manager will analyze and reduce energy consumption and greenhouse gas emissions in municipal facilities and operations through: the development of an energy management plan that integrates technology and innovative solutions; and, the creation and implementation of energy efficient policies and procedures.	C











Service

§	
<u> </u>	
ŏ—	
[°—]	



Long Term Sustainability and Fiscal Accountability

Proactively Plan for Excellence the Future

Technology and Internal Processes

PROJECTS AND INITIATIVES	NEXT STEP/DESCRIPTION	STATUS
TRANSPORTATION MASTER PLAN	Complete Plan to provide a strategy for the orderly, timely and economical development of roadway systems.	
IT MODERNIZATION PHASE 1 & 2	Create improved communications between departments through improvements to email and telephone systems, as well as storage and networking.	
INTERMUNICIPAL COLLABORATION FRAMEWORK - COST SHARE	Complete exchange of information for 2020-2025; Administrations working to determine exchange of information requirements and schedule.	
ASSET MANAGEMENT	Finalize asset inventory and condition of assets.	





AREAS OF FOCUS	Long Term Sustainability	Service ccellence	Proactively Plan for the Future	Technology and Internal Processes	
PROJECTS AND INITIATIVES		NEXT STEP/D	DESCRIPTION		STATUS
SURVEILLANCE PROJECT	Conduct a review of the muni systems; and complete a nee now and in the future; and, de	ds analysis	to determine the requ	uired infrastructure	
UTILITIES MASTER PLAN	Complete a Utilities Master Plan to assess exisitng and future capacities fo the Town's water, sanitary, and storm systems; and provide recommendations for the future servicing and development of lands in Whitecourt.				
GUIDING DOCUMENTS					
<ul> <li>20 Year Capital &amp; Major Maintenance Plan</li> <li>Facility Lifecycle Plans</li> <li>Intermunicipal Collaboration Framework Agreement</li> <li>Infrastructure Master Plans</li> <li>Library Needs Assessment</li> <li>Vitalization Plan</li> <li>Design Standards</li> </ul>					





Project On Track





AREAS OF FOCUS	Regional Partnerships	Community	Indigenous/ First Nations	Other Government and Partnerships	Volunteers/ Not For Profit		
PROJECTS AND INITIATIVES		NEXT STEP	/DESCRIPTION		STATUS		
JOINT USE PLANNING AGREEMENT	Finalized agreement integrated and long		ns and Woodlands Co tes in the region.	ounty to enable the	~		
WEBSITE AND TRAIL APP ENHANCEMENTS	•	Completed enhancements to the website, and updated the app Trail Module to include a live tracking function and include parking lot information.					
ALBERTA FOREST PRODUCTS ASSOCIATION (AFPA) ADVOCACY SUPPORT			for the industry due t mitted to the Premier	o tariffs implemented	~		
RAIL SERVICE ADVOCACY		g rail capacity and i	liance (CRAA) to help mproving rail logistic d of June 2025.				









AREAS OF FOCUS	e Regional Partnerships	Community	Indigenous/ First Nations	Other Government and Partnerships	Volunteers/ Not For Profit
PROJECTS AND INITIATIVES		NEXT STEP/I	DESCRIPTION		STATUS
INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF)	Adopted ICF Agreeme	nt with Woodlands	County in October 20	24.	$\checkmark$
FIRESMART ADVOCACY	Letter submitted to Mir FireSmart initiatives th	$\checkmark$			
RURAL RENEWAL PROGRAM DESIGNATION	Rural Renewal Progran complete on July 23, 2		<b>o</b> ,		$\checkmark$
ESTABLISH NEW FAMILY SUPPORT AND FAMILY VIOLENCE INITIATIVE CONTRACTS	Current contracts are contracts to provide re Alberta.				







AREAS OF FOCUS	Regional Partnerships	Community	Indigenous/ First Nations	Other Government and Partnerships	Volunteers/ Not For Profit
PROJECTS AND INITIATIVES		NEXT STEP/D	DESCRIPTION		STATUS
AFFORDABLE/SENIORS HOUSING	Request Lac Ste. Anne Foundation present its Affordable/Seniors Housing Strategy to Council. Advocate for organizations and private entities proposing projects that align with the Whitecourt Housing Needs Assessment.				
BROADBAND SERVICE	Approved an agreem expanding infrastruct	•		connectivity by	C
INTERPRETIVE SIGNAGE	Developed content wi that will be added alo				





AREAS OF FOCUS	Regional Partnerships	Community	Indigenous/ First Nations	Other Government and Partnerships	Volunteers/ Not For Profit
PROJECTS AND INITIATIVES		NEXT STEP/E	DESCRIPTION		STATUS
AUTOMATED TRAFFIC ENFORCEMENT BUSINESS CASE	Submit business case enforcement along Hi		-	itomated traffic	
HEALTH FACILITY ENHANCEMENTS/CT SCANNER	Expand healthcare ac advocate to secure C				
REGIONAL BUSINESS PARK AND ANNEXATION	Work with Woodlands business park study; c	<i>i</i> .		-	





### AREAS OF FOCUS:



Regional Partnerships



Community



Indigenous/

**First Nations** 



Other Government

and Partnerships



Volunteers/ Not For Profit

#### **GUIDING DOCUMENTS**

- 20 Year Capital & Major Maintenance Plan
- Design Standards
- Shallow Utility Policy
- Flood Mitigation Plan
- Intermunicipal Collaboration Framework Agreement
- FireSmart Mitigation Plan
- 50 Year Growth Study
- Regional Business Park Feasibility Study
- Land Inventory





### PRESS RELEASE

#### JUNE 10, 2025

### WHITECOURT TOWN COUNCIL UPDATE

The Whitecourt Fire Department presented its 2024 Annual Fire Report, and provided the following highlights:

- The Whitecourt Fire Department responded to 382 calls in our region.
- Members logged 9,315 hours responding to incidents, and attending public events, meetings and training.

Whitecourt has awarded the following groups funding as part of the Tourism Enhancement Grant:

- Canadian Motorcycle Tourism Association for the Ride for Vision & Valour 2025: \$1,000
- Whitecourt & District Chamber of Commerce for Rib Fest: \$5,000

The 2024 Collision Report has been prepared and will be forwarded to the Whitecourt Protective Services Committee and Alberta Transportation and Economic Corridors as information. Overall, traffic incidents are comparable to 2023 statistics, despite an increase in traffic volumes. The number of collisions continue to remain lower than the 5-year average at 176 collisions in 2024.

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



5004 52 Avenue, Box 509, Whitecourt AB T75 1N6 **Phone** (780.778.2273 **Fax** (780.778.2062 www.whitecourt.ca

#### PRESS RELEASE

#### JUNE 13, 2025

### WHITECOURT FIRE BAN LIFTED

Due to recent precipitation, the Town of Whitecourt lifted the Fire Ban as of Friday, June 13. A Fire Ban was in place within Town limits since May 29, 2025 due to dry conditions.

Although the Fire Ban has been lifted, residents should remain diligent and aware of potential fire risks. Residents are reminded that the Town of Whitecourt requires permits for all residential fire pits and temporary burning. For information on fire pit and burning permits visit www.whitecourt.ca.

The operation of Off Highway Vehicles (OHV) within the Town of Whitecourt is governed under the Traffic Bylaw, and OHV use within Town boundaries is prohibited between April 1 and November 30 annually. Penalties for contravening Bylaw 1573 range from monetary fines to OHV seizure.

For details on restrictions in effect in areas immediately surrounding Whitecourt, and bans in place throughout Alberta, 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 Mayor's Calendar

June 2	025		Mayor's Calendar	June 2025 Su Mo Tu We Th 1 2 3 4 5 8 9 10 11 12 15 16 17 18 15 22 23 24 25 26 29 30	6 7	141           July 2025           Tu         We         Th         Fr         Sa           1         2         3         4         5           8         9         10         11         12           15         16         17         18         19           22         23         24         25         26           29         30         31         1         10
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	22 23 24 25 26 29 30 THURSDAY	FRIDAY	22 23 24 25 26 29 30 31 SATURDAY
Jun 1	2 11:30am Seniors Lunch (Seniors Circle) - Wendy Davidson	3	4 5:00pm PITP Sponsorship Dinner (Eagle River Casino) - Wendy Davidson	5 1:00pm Rotary Club Multi-Purpose Court Sod Turning (Festival Park) - Wendy Davidson	6 4:00pm Pride Celebrations & BBQ (Festival Park) - Wendy Davidson	7 10:00am Run 4 Fun - Greeting (Allan & Jean Millar Centre) - Wendy Davidson
8	9 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft 4:00pm Town Council (FIC) - Wendy	10	11 9:00am Community Rail Advocacy Alliance (Microsoft Teams Meeting) - Mathew Preston	12 2:00pm Sponsorship (?) Meeting (Large Board Room) - Wendy Davidson	13 5:00pm PITP (Festival Park) - Wendy Davidson	14 2:00pm PITP (Festival Park) - Wendy Davidson
15	16 12:00pm Protective Services Regular Meeting (Town 4:00pm Policies & Priorities Committee	17 1:00pm Sports Hosting Grant Cheque 1:15pm Enhancement Grant Cheque 1:30pm Economic	18 1:15pm Whitecourt Regional Landfill 2:00pm Whitecourt Regional Solid Waste 2:30pm FW: Meeting -	19 2:00pm Globe & Mail Interview (Telephone) - Tara Gallant	20	21
22	23 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft 4:00pm Town Council (FIC) - Wendy	24 2:00pm Community Rail Advocacy Alliance Meeting (Microsoft Teams Meeting) - Kayla Doody	25	26 9:00am AB Munis Summer Leaders Caucus (Devon Community Hall) - Wendy Davidson	27 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - Mike Putzke 8:00am Ponoka Rodeo	28
29	30	Jul 1	2	3	4	5

Mayor's	Calendar
---------	----------

			Mayor's Calendar			142
July 2025	5			July 2025 <u>Su Mo Tu We Th</u> 1 2 3 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31	Fr         Sa         Su         Mo           4         5         11         12         3         4           18         19         10         11         12         24         25           24         25         31         25         31         31	August 2025           Tu         We         Th         Fr         Sa           5         6         7         8         9           12         13         14         15         16           19         20         21         22         23           26         27         28         29         30
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 29	30	Jul 1 8:30am Canada Day Pancake Breakfast (Seniors Centre) - 2:00pm Canada Day Events (Festival Park)	2	3 8:30am Ad Hoc Culture & Events Centre Partnership/Sponsors 10:30am Sports Hosting Grant, Cheque	4 Travel Day	5
6 6:00pm Dreeshen BBQ	7 Travel day 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft Teams Meeting) -	8	9	10	11	12
13	14	15	16	17	18	19
20	21 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft 4:00pm Council (FIC) - Wendy Davidson	22	23	24	25 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - 1:30pm SVL Birthdays (SV Lodge) - Wendy	26
27	28	29	30 1:15pm Whitecourt Regional Landfill Q&A (Town 2:00pm Whitecourt Regional Solid Waste	31	Aug 1	2

Council Calendar

			Council Calendar			143
June 202	25			June 2025 Su Mo Tu We Th 1 2 3 4 9 8 9 10 11 1 15 16 17 18 19 22 23 24 25 20 29 30	Fr         Sa         Su         Mo           5         6         7         6         7           2         13         14         6         7           9         20         21         13         14           5         27         28         20         21           27         28         27         28	July 2025           Tu         We         Th         Fr         Sa           1         2         3         4         5           8         9         10         11         12           15         16         17         18         19           22         23         24         25         26           29         30         31
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 1	2 11:30am Seniors Lunch (TP, SL) (Seniors Circle)	3	4	5 1:00pm Multi Purpose Court Sod Turning (Festival Park)	6 4:00pm Pride Celebration & BBQ (TP, DS, BM, TB, BL) (Festival Park)	7 6:00pm Seniors Dinner (TB, PC, BM, DS) (Seniors Circle)
8	9 4:00pm Council Meeting (FIC)	10 7:00pm Community Services Advisory Board (DS) (AJMC Board Room)	11	12 4:00pm MPC (BL, DS)	13 5:00pm PITP (Festival Park)	14 9:30am Lemonade Day (SL, BM) 12:00pm Ecole St. Joseph Grad (SL) 2:00pm PITP (Festival
15 10:30am Emergency Advisory Committee Meeting (TB, BM) (Town Office)	16 10:30am Emergency Advisory Committee 12:00pm PSC (TP, BL, BM) 4:00pm Policies &	17 1:30pm EDC (TP, BL) (Town Office)	18 2:00pm Landfill Authority (TP, BL, PC)	19 1:00pm CFYE (SL)	20 9:00am Chamber Golf Tournie (TB, BL, SL, DS) (Golf Course)	21
22	23 4:00pm Council Meeting (FIC)	24 12:00pm FireSmart Working Group (TB)	25 1:00pm Lac Ste. Anne Foundation (PC) (Mayerthorpe)	26 1:00pm Hilltop Grad (SL) (JDA Place) 4:00pm MPC (BL, DS)	27 1:30pm SVL Birthdays (SL) (SVL)	28
29	30	Jul 1	2	3	4	5

July 20	)25			July 2025           Su         Mo         Tu         We         T           6         7         8         9         1           13         14         15         16         1           20         21         22         23         2           27         28         29         30         3	h Fr Sa 3 4 5 0 11 12 7 18 19 24 25 26 11	August 2025           Su         Mo         Tu         We         Th         Fr         Sa           3         4         5         6         7         8         9           10         11         12         13         14         15         16           17         18         19         20         21         22         23           24         25         26         27         28         29         30
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 29	30	Jul 1 Canada Day Events	2	3 8:30am Ad Hoc CEC Committee (TP, SL, DS)	4	5
6	7	8	9	10 4:00pm MPC (BL, DS)	11	12
13	14	15	16	17 1:00pm CFYE (SL)	18	19
20	21 4:00pm Council (FIC)	22	23	24 4:00pm MPC (BL, DS)	25	26
27	28	29	30	31	Aug 1	2