

Town of Whitecourt
POLICIES AND PRIORITIES COMMITTEE
 Monday, September 15, 2025 at 4:00 PM
 TOWN OFFICE – LARGE BOARDROOM
 5004 – 52 Avenue

Present:	Deputy Mayor Schlosser; Mayor Pickard; Councillors Baker, Chauvet, Lanctot, Lapointe, and McAree; CAO Smyl; Recording Secretary Grimstad-Davidson.	Recommended Start Time for Item
1.	Call to Order:	4:00pm
2.	Adoption of Agenda:	4:01pm
3.	Minutes from the Regular Meeting of the Policies and Priorities Committee held June 16, 2025:	4:02pm
4.	Public Input Session:	4:03pm
5.	Residential Request – Parking:	4:05pm
6.	Whitecourt Family Violence Initiatives:	4:10pm
7.	Blueberry Drive Traffic Speeds and Volumes:	4:15pm
8.	Land Use Bylaw Amendment 1577-5:	4:20pm
9.	Personnel Policy Manual Amendments:	4:25pm
10.	Letter from Whitecourt Indigenous Friends Society:	4:40pm
11.	Council Committees Evaluation:	4:45pm
12.	Procedure Bylaw 1585:	5:00pm
13.	Town of Whitecourt Policy Manual Review:	5:10pm
14.	Adjournment:	5:30pm

**MINUTES OF THE REGULAR
POLICIES AND PRIORITIES COMMITTEE MEETING**
held on Monday, June 16, 2025

Present:	Deputy Mayor Lapointe; Mayor Pickard; Members Chauvet, Lanctot, McAree, and Schlosser; Acting Chief Administrative Officer Grande; and Recording Secretary Grimstad-Davidson.
Absent:	Councillor Baker.
Call to Order:	The meeting was called to order at 4:00pm; Deputy Mayor Lapointe presiding.
Adoption of Agenda:	<u>25-030 Moved by Member Lanctot</u> That the agenda be adopted as presented. - CARRIED UNANIMOUSLY.
Minutes - Regular Meeting of the Policies & Priorities Committee April 22, 2025:	<u>25-031 Moved by Member Chauvet</u> That the Minutes of the April 22, 2025 Regular Policies and Priorities Committee Meeting be adopted as presented. - CARRIED UNANIMOUSLY.
Public Input Session:	No members of the public wished to address the Committee.
Off-Site Levy Annual Review – 2025 Report:	The Acting Chief Administrative Officer noted that the Off-Site Levy Report was presented annually to ensure that all costs are accurately represented and introduced the Director of Planning and Development and Planner. The Planner advised that after reviewing all projects under the Off-Site Levies, a slight decrease over 2025 rates was being proposed. <u>25-032 Moved by Member Chauvet</u> That the Policies and Priorities Committee recommend that Council adopt the Off-Site Levy Annual Review: 2025 Report and new proposed Off-Site Levy Rates for 2026. - CARRIED UNANIMOUSLY.
2024 Audit Management Letter:	The Acting Chief Administrative Officer introduced the Director of Corporate Services who reviewed the 2024 Audit Management Letter from the Town Auditor, Metrix Group. <u>25-033 Moved by Member McAree</u> That the Policies and Priorities Committee accept the 2024 Audit Management Letter as information. - CARRIED UNANIMOUSLY.
Policy 13-012 – Auditor Services:	The Acting Chief Administrative Officer introduced the Director of Corporate Services who noted that the proposed amendment for Auditor Services would bring the Town more in line with industry standards. <u>25-034 Moved by Mayor Pickard</u> That the Policies and Priorities Committee recommend that Council adopt Policy 13-012 – Auditor Services, as presented. - CARRIED UNANIMOUSLY.

Franchise Fee
Five-Year Plan:

The Acting Chief Administrative Officer stated that further to a request from Council, Administration was bringing forward options for a new five year plan for 2026 – 2030 for franchise fee revenues for power and gas utilities and introduced the Director of Corporate Services. The Director noted that the intent was to align the revenues for power and gas.

25-035 Moved by Member Schlosser

That the Policies and Priorities Committee recommend that Council adopt the Franchise Fee Five-Year Plan with a 3.5% annual increase to power franchise fees.

- CARRIED UNANIMOUSLY.

2025 20 Year
Capital & Major
Maintenance Plan:

The Acting Chief Administrative Officer advised that the 20 Year Capital & Major Maintenance Plan was updated since the Council Planning Session and introduced the Director of Corporate Services to review highlights of the Plan.

25-036 Moved by Mayor Pickard

That the Policies and Priorities Committee recommend that Council adopt the 2025 20-Year Capital & Major Maintenance Plan as presented.

- CARRIED UNANIMOUSLY.

Bylaw 1551-16 –
Fees, Rates and
Charges:

The Acting Chief Administrative Officer noted that further to proposed changes to Off-Site Levy rates for 2026, and some additional amendments, Administration was bringing forward the amendment to the Fees, Rates and Charges Bylaw.

25-037 Moved by Member Lanctot

That the Policies and Priorities Committee recommend that Council adopt Bylaw 1551-16 - Fees, Rates and Charges.

- CARRIED UNANIMOUSLY.

Policy 12-028
Electronic
Signatures:

The Acting Chief Administrative Officer noted that the proposed Electronic Signatures Policy would allow Whitecourt to proceed with the online permitting process for permit applications.

25-038 Moved by Member Chauvet

That the Policies and Priorities Committee recommend that Council adopt Policy 12-028 – Electronic Signatures as presented.

- CARRIED UNANIMOUSLY.

Bylaw 1492-5 –
Records Retention
and Destruction:

The Acting Chief Administrative Officer noted that amendments to Bylaw 1492-5 – Records Retention and Destruction were needed to reflect updates to legislation and provide clarification on existing records.

25-039 Moved by Member Schlosser

That the Policies and Priorities Committee recommend that Council adopt Bylaw 1492-5 – Records Retention and Destruction.

- CARRIED UNANIMOUSLY.

Adjournment:

25-040 Moved by Member Chauvet

That the Regular Meeting of the Policies and Priorities Committee be adjourned. Time: 4:31pm.

- CARRIED UNANIMOUSLY.

Chair

Chief Administrative Officer



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 sign-up 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 Chair.
4. Each public member shall have 2 minutes to speak at a maximum; however, the Mayor may reduce or increase 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 Sections 19-34 of the Access to Information 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 Chair.
 - (a) The 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: September 9, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Lee Hardman, Director of Community Safety
Title: RESIDENTIAL REQUEST – PARKING

PROPOSAL AND BACKGROUND:

At the July 21 Regular Meeting of Council, a resident spoke at the Public Input Session. They requested that parking within their cul-de-sac be restricted to allow only two vehicles from each household to park on the street, instead of four, for a period of three days. The resident also requested that no motor homes be allowed to park on the front street. Council requested that Administration bring back information to a future Policies and Priorities Committee Meeting.

Traffic Bylaw 1573 was recently adopted by Council, incorporating relevant provincial acts and regulations, while also aligning with practices in other municipalities to ensure consistency in applying the legislation. Under this bylaw, parking is generally permitted on any roadway within the Town unless otherwise restricted by signage. There are no limits on the number of vehicles a homeowner can park on the street.

Vehicles may remain parked for up to 72 hours before being considered abandoned, a rule that applies equally to private passenger vehicles and recreational vehicles (RVs). RVs, however, are subject to an additional requirement: after being parked on a roadway for 72 hours, they must be moved to an off-highway location for a minimum of 48 consecutive hours before returning to park on a roadway.

Administration does not recommend any changes to Traffic Bylaw 1573 to ensure that provincial and municipal legislation is applied consistently.

REFERENCES:

- Letter to Council – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

Applying legislation consistently throughout the Town ensures consistency and greater understanding of parking requirements.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Administration will advise the resident of the result of the Committee's review.

RECOMMENDATION:

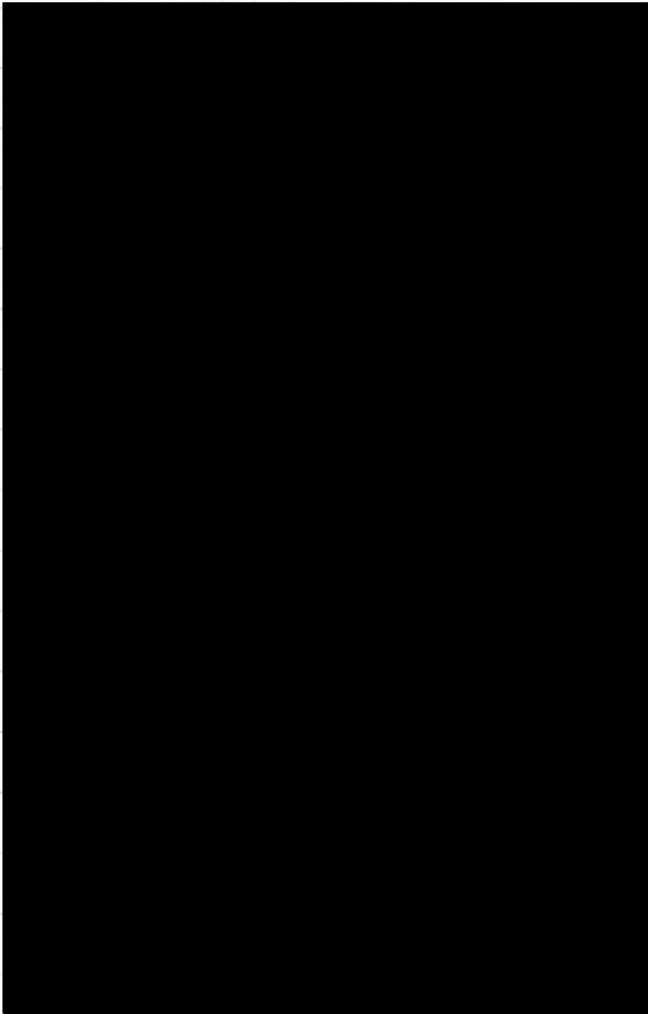
That the Policies and Priorities Committee accept the Residential Request on Parking as information.

APPROVAL:

Department Director:

CAO:

We agree you should change our Cuddeback
parking By-law by only having 2 vehicles from
each house hold able to park on the street
instead of 4 vehicles for only 3 days. That
would lessen the congestion quite a bit.
Also no motor homes parking on the front street



18 Virginia Ave
14 Virginia Ave
13 Virginia Ave
11 Virginia Ave
11 Virginia Ave
17 Virginia Ave
17 Virginia Ave
16 Virginia Ave
16 Virginia Ave
15 Virginia Ave
15 Virginia Ave
12 Virginia Ave
12 Virginia Ave
9 Virginia Ave
9 Virginia Ave
13 Atholasca Dr



REQUEST FOR DECISION

Date: September 11, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Chelsea Grande, Director of Community Services
Title: WHITECOURT FAMILY VIOLENCE INITIATIVES

PROPOSAL AND BACKGROUND:

The Town of Whitecourt has received funding for the Whitecourt Family Violence Stakeholders group to provide Family Violence Initiatives since 2005 through the Government of Alberta, Children and Family Services. These initiatives include primary prevention activities, supports, and intervention. The programs and services have included supports to both the victim and accused. The initiatives serve the Whitecourt RCMP Detachment area as well as providing more regional services.

During the grant renewal process in June, the Town received notice that municipalities were no longer eligible to apply for the funding. As a result, the Town partnered with McMan Youth, Family & Community Services Association, who is a Stakeholder, to submit an application for the grant funding. On September 10, 2025 the Town was notified that the grant request was unsuccessful.

The current funding expires on September 30, 2025. Without the funding there will be a large service gap, greatly affecting families who are receiving service and having a large impact on the community and the region. There is currently funding in reserves that could be allocated to the program through to the end of the year.

REFERENCES

Notification from Children and Family Services

BENEFITS/DISADVANTAGES AND OPTIONS:

Current funding includes:

- Family Violence Liaison** – Family Violence Liaison position provides immediate, appropriate response and access to victims/accused after a domestic call and provides referrals to necessary community supports, court preparations, and court updates. This position works in tandem with the RCMP and Crown Prosecutor to ensure charges are spoken to through the court process and that available information is communicated for appropriate sentencing and probationary measures in the best interest and safety of the victim and his/her children, and for the rehabilitation of the accused. This program serves the Whitecourt RCMP detachment area. In 2024, there were 264 RCMP domestic related calls, with 106 files generated from the calls and 198 points of contact made with the victims and accused and 184 referrals made to other programs.
- New Hope and Roots** – The Family Violence Liaison, along with a therapist, provides Adult New Hope for Men and Women and Roots for Children and Youth, which are psychoeducational groups, that cover topics such as healthy relationships, emotional regulation, types of abuse, mindfulness, assertiveness, communication, stress management, self-confidence, and safety planning. These programs serve the region. 58 individuals completed these programs in 2024.
- Prevention Activities** – The Family Violence Liaison is also the lead organizer for prevention activities with support from the Stakeholder group. Activities change from year to year depending on the challenges/success that the Stakeholders identify. Activities have

included conferences, agency training, candlelight vigil, gala, light up, speakers in the schools, pub foods with the dudes etc. Over 100 people attended the gala and 60 youth attended the educational speakers in 2024.

COST AND SOURCE OF FUNDING:

For 2024/2025 the Town received Family Violence Prevention Supports and Intervention Grant Funding of \$130,853. The program requires \$32,713 to sustain the program until December 31, 2025.

COMMENTS:

The Family Violence Initiative received the Minister's Award for Municipal and Public Library Excellence, in the Enhancing Community Safety Category in 2024.

RECOMMENDATION:

That the Policies and Priorities Committee recommend that Council advocate for funding for the Family Violence Initiatives and send a letter to the Minister of Children and Family Services and the Minister of Justice and that the Family Violence Initiatives be supported until December 31, 2025 from the FCSS General Reserve to lessen the impact to the community.

APPROVAL:

Department Director:

CAO:





Whitecourt

REQUEST FOR DECISION

Date: September 10, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Drew Hadfield, Director of Infrastructure
Title: **BLUEBERRY DRIVE TRAFFIC SPEEDS AND VOLUMES**

PROPOSAL AND BACKGROUND:

Concerns were brought forward from two residents of Blueberry Drive at the October 15, 2024 public input session. The issue raised was vehicle speeds along Blueberry Drive, in particular the area between Pine Road and Park Drive. One of the residents requested that Council consider reducing the speed limit to 30 or 40 km/h along Blueberry Drive from the Pine Road intersection to the four-way stop at Park Drive. This matter was referred to Administration for further information on speeds and volumes of traffic in this location.

Administration undertook traffic counts and speed monitoring for a period of six days in July 2025. The data was collected by an automated traffic counter located along Blueberry Drive, midway between Beaver Drive and Blueberry Crescent. The results of the traffic monitoring are as follows:

- Average daily traffic (ADT) 464 vehicles
 - AM Peak traffic – 10:00am
 - PM Peak traffic – 5:00pm
 - Posted Speed limit – 50 km/h
 - 50% Percentile (average) Speed – 46 km/h
 - 85% Percentile (average of the fastest traffic) – 52 km/h
 - Average over limit speeder – 54 km/h
-

REFERENCES

- Traffic Calming Policy 31-004
-

BENEFITS/DISADVANTAGES AND OPTIONS:

The Town's Neighbourhood Traffic Calming Policy 31-004 provides a system for neighbourhood traffic concerns to be evaluated and addressed. It notes that a plan to improve safety will be prepared if a review indicates that:

- a. the design traffic volume is exceeded; or,
- b. the 85th percentile speed is more than 5 km/h above the posted speed limit; or,
- c. three or more speed related collisions have occurred in a twelve-month period.

Administration's review of the resident traffic safety concern along Blueberry drive found that the thresholds within Policy 31-004 were not triggered to warrant changes in this area:

- a. Whitecourt's Municipal Design Standards outlines the ADT volume for the design of roadways within our municipal boundaries. ADT thresholds for local residential roadways is established at up to 1,000 vehicles per day. At 464 vehicles recorded along Blueberry Drive, traffic volumes are within the design parameters for the road.
 - b. Posted speed along Blueberry Drive is 50 km/h. The 85th Percentile Speed (the speed at which 85% of vehicles are not exceeding) was found to be 52 km/h.
 - c. Data from the annual collision report indicates that there was one collision along Blueberry Drive in 2024, no reported collisions in 2023, and one collision reported in 2022. As of the end of August 2025 there have been no reported collisions in this area.
-

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Administration recommends that no changes be made to the posted speed limit in the area and that no additional enforcement activities be added to this area.

Administration will be looking at future opportunities to undertake regular monitoring of volume and speeds throughout the community to gauge any areas of concern and look at options for future traffic calming or enforcement campaigns.

With the installation of light signals at 33 Street and Highway 43, through traffic on Blueberry Drive might also be further alleviated.

Administration will advise the residents of the result of the Committee's review.

RECOMMENDATION:

That Policies and Priorities Committee accept the information on the Blueberry Drive Traffic Speeds and Volumes as information.

APPROVAL:

Department Director:

CAO:





REQUEST FOR DECISION

Date: September 10, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Stephanie Schaffner, Planner
Title: LAND USE BYLAW AMENDMENT 1577-5

PROPOSAL AND BACKGROUND:

On May 15, 2025, Bill 54, the Election Statutes Amendment Act, received Royal Assent from the Province of Alberta. This Bill prohibits municipalities from passing bylaws related to election signs or advertising for provincial elections. The intent of the Act is to simplify the regulations for provincial election campaigns by having one single piece of legislation.

Section 9 of Whitecourt's Land Use Bylaw (LUB) 1577 addresses signs, including election signs. To ensure that the LUB complies with provincial legislation, Administration is proposing to remove two references to 'provincial,' and add a new clause to clarify that permits are not required for provincial campaign signs as follows:

9.3.2 A permit is not required for the following signs:

- a. Signs posted or exhibited by or on behalf of the federal, provincial or municipal government;
- b. **Campaign signs for provincial elections, unless otherwise required by the Election Act;**
- c. Campaign signs for federal, **provincial**, municipal, or school board elections on private properties for no more than thirty (30) days, or such other time as regulated under **provincial or** federal legislation, provided that:
 - a. The consent of the property owner or occupant is obtained;
 - b. Such signs do not obstruct traffic sight lines;
 - c. Such signs are not attached to utility poles;
 - d. Such signs indicate the name and address of the sponsor and the person responsible for removal; and
 - e. Such signs are removed within seventy-two (72) hours of the election date;

As the Election Act specifically prohibits bylaws addressing provincial elections, no new references to provincial elections are proposed.

Section 692.6 of the Municipal Government Act allows for the correction of clerical, technical, grammatical or typographical errors that do not materially affect the bylaw without holding a Public Hearing. None of the corrections affect the intention or spirit of the LUB.

REFERENCES:

- Election Act
 - Draft Land Use Bylaw 1577-5 – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

Amendments to Section 9 of the Land Use Bylaw are required to be compliant with Bill 54, the Election Statutes Amendment Act. Administration is also taking the opportunity, with this required change to the LUB, to also address other housekeeping items within the LUB. These housekeeping items include updates to correct section references, putting tables and definitions in proper alphabetical order, deletion of duplicated words and clauses, spelling corrections, and other grammatical and typographical errors.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

The Election Act, Part 1, S. 1(1)(h) states that "*election*" means an election of a person as a member of the Legislative Assembly conducted under this Act. As such, the changes proposed in the Election Act apply only to provincial election signs and advertisements. Municipal and federal election signs are not affected.


RECOMMENDATION:

That the Policies and Priorities Committee forward a recommendation to Council to adopt Bylaw 1577-5.

APPROVAL:

Department Director:

CAO:



BYLAW NO. 1577-5

OF THE TOWN OF WHITECOURT

IN THE PROVINCE OF ALBERTA

TO AMEND LAND USE BYLAW NO. 1577

WHEREAS, Council deems it expedient and proper to make certain amendments to Bylaw No. 1577;

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, the Municipal Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. That Section 9.3.2 Signs Exempt From Requiring a Development Permit, be amended as follows:

9.3.2 A permit is not required for the following signs:

- a. Signs posted or exhibited by or on behalf of the federal, provincial or municipal government;
- b. Campaign signs for provincial elections, unless otherwise required by the Election Act;**
- ~~b.~~ **c.** Campaign signs for federal, provincial, municipal, or school board elections on private properties for no more than thirty (30) days, or such other time as regulated under provincial or federal legislation, provided that:
 - a. The consent of the property owner or occupant is obtained;
 - b. Such signs do not obstruct traffic sight lines;
 - c. Such signs are not attached to utility poles;
 - d. Such signs indicate the name and address of the sponsor and the person responsible for removal; and
 - e. Such signs are removed within seventy-two (72) hours of the election date;

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

CAO

Signed by the Mayor and Chief Administration Officer on this ____ day of _____, 20__.



REQUEST FOR DECISION

Date: September 10, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Carizza Perrin, Human Resources Advisor
Title: **PERSONNEL POLICY MANUAL AMENDMENTS**

PROPOSAL AND BACKGROUND:

Administration is bringing forth amendments to the Personnel Policy Manual to reflect updates to the Alberta Employment Standards Code and proposed changes that will help clarify the definitions and processes for various sections. Other general changes have been made throughout to update the current manual to reflect gender neutrality, and grammatical/housekeeping changes.

A major review of the manual has been undertaken over the last several months, to ensure it reflects current legislation. Changes have been incorporated into the attached policy for legislation and are summarized below:

- Section 1.10: Technology Resources – Updates and additions to information in this section, where required, to align with current Town Policy 12-017 – Technology Resource Use.
- Section 2.2 (A): Job Descriptions – Adds information regarding job demands to show the physical requirements which are integral to carrying out the work described per Alberta Human Rights guidelines.
- Section 3.1 (A-J): Time Off Without Pay – Updates and additions to clauses as well the addition of Personal and Family Responsibility Leave and Reservist Leave as per Alberta Employment Standards. As Employment Standards are subject to change, we have added that staff contact HR for further information regarding job-protected leaves.
- Section 3.2 (A): Time Off With Pay – Update required per Employment Standards for Bereavement Leave to reflect the list of family members where bereavement leave is required.
- Section 5 (B): Milestone Years – Adds the ability to choose a gift card for long service award in accordance with Canada Revenue Agency's guidelines.
- Schedule A: Employment Offer Letter – Update the termination guidelines to align with Employment Standards.

Administration is also proposing amendments to the policy manual for various sections to reflect current practice and provide greater clarification for staff that are summarized below:

- Section 1.3(B)(iii) : Recruitment – Removal of Recruitment Section 1.3 B(iii); replaced with Section 1.3(C) below.
- Section 1.3(C): Hiring of Relatives – Update to the Nepotism clause previously contained in Section 1.3 (B)(iii) to provide greater clarity regarding the hiring of personnel who may be related to current staff members.
- Section 1.7(C): Relocation Assistance – To change the requirement for Council to approve other relocation expenses to CAO approval.
- Section 1.8(A)(i): New Employee Orientation – Procedures – Added the requirement for forms to acknowledge mandatory pension enrolment requirements for permanent employees and to acknowledge receipt and understanding of the Personnel Policy Manual.
- Section 2.8(A) (iv) (f): Overtime – Update the requirement to use banked lieu time before vacation to include Special Leave and Fire Leave.
- Section 2.9(A)(vi): Special Leave (Staff Not Eligible for Overtime) – Change the requirement to use Emergency Leave for staff not eligible for overtime from 30 days to 60 days to give additional time to use the leave. Leave must be used before vacation time, and emergency hours must be recorded and approved within 14 days of the incident/event.

- Section 2.11(B): Reimbursement Practices Tool Allowance: Add clause to require a waiting period of 6 months, similar to other allowances, for new mechanics before receiving a tool allowance. Tool allowance to be retroactive to their start date.
- Section 3.2(B)(viii): Sick Leave – Add clause to advise staff, on leave, that failure to pay agreed upon health benefit premiums after 60 days may result in discontinuation of coverage.
- Section 3.4(E): Benefit Programs – Change Fitness Membership Purchase Program to Recreational Facility Membership Purchase Program for an indoor or outdoor recreational facilities with a \$500 minimum, similar to the Computer Purchase Program.
- Section 9.2: Discipline – Add the requirement for supervisors and department directors to consult with Human Resources on matters requiring written discipline, as per current practice.
- Section 9.3 (A): Termination: Employee Initiated – Upon an employee's notification of their intent to terminate employment, they are no longer permitted to use unused vacation time during the notice period. Any remaining vacation time will be paid out on the final pay.
- Schedule H: Health and Wellness Program Policy – Expand the health and wellness program to include reimbursement for dental and extended health costs for dependents not covered under the Sun Life benefit plan. This change is a direct result of feedback gathered during staff consultations.

Proposed changes to the manual also include:

- Updates to reflect gender-neutral language;
- Clarity to avoid misinterpretation of guidelines and requirements; and
- Grammatical/housekeeping changes.

These changes do not change the intent of the sections, and a copy of those changes has not been attached.

REFERENCES:

- Proposed Personnel Policy Manual – attached (deletions shown with a strikethrough and additions shown in bold and italic text). All amendments are highlighted in red.

BENEFITS/DISADVANTAGES AND OPTIONS:

The Personnel Policy Manual sets expectations for employees and the employer and provides for fair and consistent dealing with employees.

The Policy Manual update reflects current legislation.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Administration will be advising staff of the changes once the Manual is adopted.

RECOMMENDATION:

That the Policies and Priorities Committee forward a recommendation to Council to approve the proposed Personnel Policy Manual as presented.

APPROVAL:

Department Director:

CAO:





PERSONNEL POLICY MANUAL

1.10 Technology Resources

A. General Access

- i) The Town provides Technology Resources in order to provide timely and efficient services. This is the primary function of the Technology Resources and any activity or action that interferes with this purpose is prohibited. Failure to adhere to this policy places the Town and the individual at risk for legal and financial liabilities, potential embarrassment, or other consequences.
- ii) Users of Technology Resources attached to the Town's network shall uphold the reputation of the Town, conduct themselves in a professional manner, and have a common responsibility to uphold security procedures to protect the network. This includes adhering to virus scan procedures, refraining from visiting risky websites, and following other security based instructions issued by Information Technology (IT) Support.
- iii) The level of access users have to Technology Resources is based upon specific job requirements or functions for the Town. Users must have approval of their Department Director and/or the appointed system administrator in order to gain access to the Town's Technology Resources.
- iv) When using Town provided Technology Resources users must recognize that the source of the communication is the Town.
- v) Individuals who have been assigned an email and/or computer account have a responsibility to maintain the integrity of all systems; and therefore, will not share their access with anyone else, even for the sake of convenience.
- vi) Technology Resources are to be used for business purposes, and should be business-like in format and tone. Any use of the Town's Technology Resources for private financial gain, commercial advertising or solicitation purposes is prohibited. Occasional limited, appropriate personal use of the electronic system is permitted when the use does not:
 - Interfere with the user's work performance;
 - Interfere with any other user's work performance;
 - Have undue impact on the operation of the Technology Resources;
 - Violate any other provision of this policy or any other policy or procedure of the Town.

B. Data Access

Town data stored on electronic and computing devices whether owned or leased by the Town, the employee, or a third party, remains the sole property of the Town. You may access, use, or share this information only to the extent it is authorized and necessary to fulfill your assigned job duties.

The Town reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

B.C. No Expectation of Privacy

- i) The Town and specifically authorized individuals reserve the right to access, use and disclose contents of the Technology Resources at any time and review, use, and disclose communications within the Technology Resources, without notice to users of the Technology Resources, whether the Technology Resources contain business or personal information as per ~~legislation (FOIP)~~ **the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA)**. No one may access or attempt to access another's

electronic communications without appropriate authorization from management. The reasons the Town may access the Technology Resources include but are not limited to: system maintenance; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; ensuring that the Town's operations continue appropriately during an user's absence; investigating alleged user misconduct; and any other purpose deemed appropriate by the Town. Users should not expect the use of the Technology Resources to be private.

E. Cybersecurity Awareness

Cyber criminals exploit human and technical weaknesses. To manage these risks, the Town requires each user to successfully complete cybersecurity training. Certain staff may be required to complete additional training modules depending on their specific job requirements. Employees will be given a reasonable amount of time to complete each course so as to not disrupt business operations.

Updated training will be sent out periodically that employees are required to complete. This may include educational information to all employees and/or compliance testing.

Failure to stay up-to-date on training, any compliance testing issues, or a cyber infraction would require the user to repeat the training.

H. Managing Personal Digital Assistants (PDAs)

- vi) Records retained in a PDA may be governed by the rules of ~~FOIP~~ the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA). No information that may be responsive to a ~~FOIP~~ Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) request may be deleted after the request has been received until the request has been completed and all applicable review periods have expired or upon direction of the ~~FOIP~~ Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) Coordinator. Users need to understand that use of the PDA is governed by the Town's Records Management Bylaw and policies.

J. Email/Account Management

- ix) Users are cautioned that email is considered a public record and is governed by the ~~FOIP~~ Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) Act. Users should assume that any email may be deemed "public information" and treated the same as any other written communication.

REFERENCE:

Schedule "I" Password Procedure; attached
Bylaw 1492 Retention and Destruction Bylaw
Bylaw 1492-1 Retention and Destruction Bylaw
Policy 12-025 - Records Management

~~Freedom of Information and Protection of Privacy (FOIP) Act~~ Protection of Privacy Act (POPA) and the Access to Information Act (ATIA)

2 COMPENSATION POLICIES

2.2 Job Descriptions

- A. Job descriptions will be developed and maintained for each position specifying:
- i) Purpose of the job;
 - ii) Personal qualifications required to achieve that purpose;
 - iii) Responsibilities and performance expectations;
 - iv) *Physical requirements and working conditions, where applicable***
 - v) Authorities over money, people and other assets;
 - vi) Key relationships with others, both internal and external, required for getting the job accomplished.

3 BENEFIT POLICIES

3.1 Time Off Without Pay

All requests for time off without pay, including those as outlined in Section 'A' below, will be made in written form to the supervisor. The request shall be forwarded to the CAO (permanent employees) or the Director (non-permanent employees) through the appropriate channels. Employees are only eligible for time off without pay after they have been employed for at least 90 days. All leaves (A-I) shall be in accordance with the *Alberta Employment Standards Code* and, in the case of any conflict between this policy and the *Employment Standards Code*, the *Employment Standards Code* will govern. For more information, please contact your HR department.

A. Maternity/Parental Leave

Maternity leave and parental leave will be granted for a 78-week period; specific details governing this leave will be outlined in relevant legislation. For permanent or part time permanent employees who qualify for group benefits; during the leave period, the health related portion of maternity leave may be eligible for short-term disability. This leave will align with the Employment Insurance Program (EI).

An employee is expected to provide the Town with at least six weeks with one months' notice prior to the start of the leave and , an anticipated date four weeks notice prior to the employee's return to work or if the of when they will be back to work. ~~An employee will not be returning give one month notice if they choose not to return~~ after the maternity/parental leave has completed. Birth mothers must take at least 6 weeks after birth for health reasons, unless the Town agrees to an early return to duties, and the employee provides a medical certificate stating the return will not endanger her health.

B. Parents of Critically Ill Children *Critical Illness Leave (Family Members)*

~~Parents of Critically Ill Children (PCIC) leave will be granted for up to 36 weeks if you have to be absent from work to provide care or support to your critically ill or injured child.~~

Eligible employees are eligible for this leave if they are a family member of a critically ill child (under age 18) or adult. If more than one family member of the same critically ill child or adult is employed by the same employer, the employer is not required to grant this leave for more than one of the employees at the same time.

An eligible employee can take up to 16 weeks for the critical illness of an adult family member and up to 36 weeks for the critical illness of a child. For more details speak with your HR Department.

C. Compassionate Care Leave

Compassionate Care Leave will be granted for up to 27 weeks. for Eligible employees who provide a medical certificate can have to be away from work temporarily to provide care or support to a family member who is gravely ill and who has a significant risk of death within 26 weeks (six months), as established by a medical certificate. For more details speak with your HR Department.

D. Long-Term Illness and Injury Leave

Long-term illness and injury leave will provide up to 16 weeks of job protection for long-term personal ~~sickness~~ illness, injury, or quarantine ~~or injury~~.

E. Domestic Violence Leave

Domestic Violence leave is unpaid and will provide up to 10 days of job protection per year for employees ~~in a situation of domestic violence~~ due to the effects of violence in the home.

F. Citizenship Ceremony Leave

Citizenship ceremony leave will provide a half-day unpaid job protection for employees attending their own citizenship ceremony.

G. Death or Disappearance of a Child

Death or disappearance of a child leave will provide up to 52 weeks of job protection for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. For more details speak with your HR department.

H. Personal and Family Responsibility

Personal and family responsibility leave up to 5 days of personal and family responsibility leave in each calendar year. Leave must be considered necessary for the health of the employee or for the employee to meet their family responsibilities in relation to a family member. Any leave days not used by an employee cannot be carried over into a new calendar year.

All of the following are considered family members under this leave: partner (spouse, adult interdependent or common-law), parents, foster parents, guardians, children, foster children, wards, partner's children, siblings, grandchildren, grandparents, any other person living with the employee as a member of their family.

I.H. Compassionate Leave ~~Bereavement Leave~~

~~Compassionate Bereavement leave will be granted following the death of an immediate or extended family member. An employee can take up to 3 days bereavement leave of unpaid leave in each calendar year and any leave days not used by an employee cannot be carried over into new calendar year. For definitions of family members under this leave are according to the Employment Standards Act, please consult with the HR Department.~~

Pregnancy loss:

~~Bereavement leave can be taken after a pregnancy loss. A pregnancy loss is any situation where a pregnancy ends other than in a live birth. Bereaved employees include:~~

- ~~• the person who was pregnant~~
- ~~• the spouse or common law partner of the person who was pregnant~~
- ~~• any other person who would have been a parent as the result of a pregnancy (for example, adoptive or surrogate parents)~~

~~If pregnancy loss occurs within 16 weeks of the estimated due date, the person who was pregnant may also be eligible for maternity leave.~~

~~in the event of the death of a father, mother, legal guardian, wife, husband, common law spouse, foster mother/father, step mother/father, mother-in-law, father-in-law, child/ward and their partner/spouse, current or former foster children and their partner/spouse, brother, sister, sister-in-law, brother-in-law, grandparents or grandchildren, aunts, uncles, step-aunts, step-uncles, nieces, nephews of an employee or of an employee's husband or wife, or common law spouse, and in other cases as approved by the CAO.~~

J. Reservist Leave

~~Employees are eligible for reservist leave if they are a reservist and have been employed at least 12 consecutive weeks with the same employer. An eligible employee can take reservist leave for the length of time that is necessary for annual training or Canadian Forces operations. Periods of leave do not have to be consecutive days.~~

~~An employee may take reservist leave for the following operations or activities:~~

- ~~• deployment to a Canadian forces operation outside Canada~~
- ~~• annual training, included related travel time~~

~~An employer may request proof that an employee is entitled to reservist leave. Employees must give employers written notice of their intention to take reservist leave 4 weeks prior to the date the leave begins.~~

~~Employees on leave for 4 weeks or less must give written notice as soon as possible, which provides the day on which they intend to return to work. A reservist who doesn't wish to resume employment after their reservist leave ends must give the employer at least 4 weeks' written notice of their intention to terminate their employment.~~

3.2 Time Off With Pay

All requests for time off with pay will be made in written form to the supervisor. All leaves shall be in accordance with the guidelines set forth below.

A. Compassionate Bereavement Leave

Permanent staff will be granted Compassionate Leave in the event of the death of an immediate family member as follows: a father, mother, parent of an employee or their in-laws, legal guardian, ~~wife, husband~~ spouse, adult interdependent partner, or, common law ~~spouse~~ partner, foster mother/father, stepmother/father, ~~mother-in-law, father-in-law~~, child/ward and their partner/spouse, current or former foster children and their partner/spouse, brother, sister, sister-in-law, brother-in-law, grandparents or grandchildren, aunts, uncles, step-aunts, step-uncles, nieces, nephews of an employee or of an employee's husband or wife, or common law spouse, and in other cases as approved by the CAO. The leave will be as follows:

- i) In the event of the death of a ~~wife, husband~~ spouse, adult interdependent partner, or common law spouse partner, child/~~ward, child's partner/spouse, parent of an employee or their in-laws, mother, or father~~ an employee will be granted up to five working days when the funeral is within the Province of Alberta. For all other family members covered under the Compassionate Bereavement Leave Policy, the employee will be granted up to three working days when the funeral is within the Province of Alberta;
- ii) In the event of the death of a ~~wife, husband~~ spouse, adult interdependent partner, or common law spouse partner, child/~~ward, child's partner/spouse, parent of an employee or their in-laws~~ mother, or father an employee will be granted up to seven working days when the funeral is outside the Province of Alberta. For all other family members covered under the Compassionate Bereavement Leave Policy, the employee will be granted up to five working days when the funeral is outside the Province of Alberta.
- iii) Any leave days not used by an employee cannot be carried over into new calendar year.
- iv) For definitions of family members under this leave, according to the Employment Standards Act, please consult with the HR Department.

5 EMPLOYEE RECOGNITION POLICIES

B. Milestone Years

In recognition of an employee's five year anniversary, and each successive five-year anniversary, of employment with the Town of Whitecourt;

- i) Permanent employees will be allotted \$300.00 to go towards a suitable gift or gift card of one's choice.
- ii) Employees, who have become permanent after a continuous period of casual employment immediately preceding their permanent employment, will have that continuous period recognized as service for milestone purposes. This time will be calculated based on their actual hours worked in each year.
- iii) The date that will be used to calculate the anniversary date will be the milestone date.
- iv) Milestones are reviewed each quarter by the HR/Payroll Clerk.
- v) Staff members who have reached their milestone year of service (5, 10, 15, 20, etc.) within that quarter will be contacted.
- vi) Item chosen must be approved prior to purchase, by the Town, and the item must be a tangible memento of permanent value (transitory items such as ~~gift cards~~, plane tickets spa treatments, etc. will not be considered). Alternatively, a recipient may choose a gift card from a retailer of their choice. The gift card must be for a single retailer or a group of retailers identified on the card and the amount must be preloaded on the card. The card can only be used for merchandise credit and cannot be redeemable for cash.

(Note: any employee-selected gift could be considered taxable income.)

- vii) The Town may suitably engrave gifts.
- viii) Staff will have a maximum of three (3) months, from the date of notification, to choose an item, have it approved and processed.

The presentation of the above items shall be made at the Town's annual Christmas party, or at any other occasion deemed appropriate by the CAO.

Schedule A

Employment Offer Letter

Dear: _____

We are pleased to offer to you the position of, _____ as a part of our _____ Department effective _____. As we discussed, you will report to _____ and your responsibilities will be as per the attached position description. This is a permanent fulltime/part time position requiring _____ hours per week. Your regular hours of work will be between _____ and _____ with a _____ hour lunch break between _____ and _____.

You will be paid a salary/wage of \$_____ per year/hour. This salary represents Level ____ on the Town of Whitecourt salary grid for this position. A _____ month probationary period will commence on _____ Day and Date. At the end of your probationary period, we will meet to discuss your performance.

You will be provided with three weeks annual vacation. You will receive an equal portion of 10 days holidays on each pay period for the first year. After the completion of your first year of employment you will receive your third week of vacation. A three-month waiting period is required prior to beginning on our benefit plan and Local Authorities Pension Plan.

This conditional offer of employment is subject to the Town receiving a satisfactory criminal/vulnerable records check, driver's abstract and medical examination. These must be received by the Town before starting on _____. A copy of the Fit for Duty is attached for your physician's use. The criminal record check can be done at the RCMP station. Please show them a copy of this letter and you will not be charged for the criminal record check. The Town will cover any costs incurred for obtaining these items. You will also be required to sign an Oath of Confidentiality and an Image Permission Release Form.

The Employer may terminate your employment at any time, whether during or after the Probationary Period, for cause without notice or compensation in lieu thereof in accordance with Part 2, Division 8 of the Employment Standards Code of Alberta.

At any time during the first three (3) months of the Probationary Period, the Town has the right to terminate employment for any reason without prior notice to you or pay in lieu of notice. This also applies if the probationary period is not completed. During the last three (3) months of the Probationary Period or after the Probationary Period ends, termination will be governed by the termination clause in the conditional offer of employment and/or employment contract as well as current legislation under the Employment Standards Code; as amended

~~At any time during the Probationary Period, the Employer may terminate your employment for any reason, in its absolute discretion, without notice or salary in lieu thereof during the first three months of the probationary period. During the last three months of the probationary period or after the probationary period ends, notice and or pay in lieu of notice will apply in accordance with Employment Standards.~~

It is required that you meet with our Human Resources Department, to receive your personnel policy manual and, if applicable, group benefit booklet. Please contact Human Resources to make an appointment at 780-778-2273. You will also receive an organizational chart, showing an overview of our Town staff.

(Optional) In order to assist you in your relocation to our community, we are prepared to.

1. _____
2. _____
3. _____

We look forward to your participation as a Town staff member in the _____ Department and request that you sign the enclosed copy of this letter, signifying your acceptance of the offered position and terms.

Sincerely,
Department Director Signature

AGREED AND ACCEPTED
Candidate's Signature
Date: _____

1 EMPLOYMENT POLICIES

1.3 Recruitment

B. All Other Positions

- i) Directors, Managers and/or Coordinators will recruit all other positions provided:
 - Priority is given to qualified internal candidates when Management has the discretion to post position requirements.
 - CAO to authorize internal hiring.
 - All internal job opportunities will be posted on all departmental bulletin boards, sent to all staff with Town email addresses, and posted on Staff Net.
 - External advertisements should include one or more of the following options:
 - Local newspapers
 - Urban Municipalities Association job postings
 - Web pages and other hiring resources offered by professional associations and post-secondary institutions.
 - Internal posting
 - Town website at www.whitecourt.ca
- ii) Any variation to hiring procedures for casual employees must be approved by CAO.
- iii) ~~Qualified candidates for permanent positions, who are immediately related to an employee, for example, a father, mother, legal guardian, wife, husband, common law spouse, foster mother/father, step mother/father, child/ward, brother, sister, grandparents or grandchildren, or to an employee's husband/wife, or common law spouse, may not work within the same department. Candidates who are not immediately related, but who are related, must have their recruitment and hiring approved by the CAO.~~

C. Hiring of Relatives

The Town of Whitecourt (the "Town") is firmly committed to ensuring a work environment where there is a clear separation between personal and business interactions. To avoid a real or perceived conflict of interest and perceptions of undue advantage or disadvantage, the Town has established guidelines as they relate to familial relationships. In all instances the Town will interpret this policy in accordance with the applicable human rights legislation.

An immediate family member of current employees may be hired only if they will not be the current employee's direct report and at the discretion of the CAO.

An immediate family member is defined as father, mother, legal guardian, wife, husband, common law spouse, foster mother/father, stepmother/stepfather, child/ward, brother, sister, grandparents or grandchildren, or to an employee's husband/wife, or common law spouse.

The hiring of individual into a position described above who is related to a current employee but who is not an immediate family member may be approved at the discretion of the CAO.

Employees are required to disclose to their Director if such a relationship is established or learned after employment. The Town may determine how to best resolve the potential or perceived conflict of interest.

1.7 Relocation Assistance

- C. Assistance to cover other expenses, for example, those incurred prior to obtaining a local residence and those incurred to cover a spousal trip, will be at the discretion of ~~Council~~ CAO.

1.8 Orientation

A. New Employee Orientation

The new employee will be properly introduced to those with whom they will be working, and the working conditions will be explained by their supervisor.

Procedures:

- i) The new employee will complete or receive:
 - All insurance forms, if applicable;
 - Pension application, if applicable;
 - Acknowledgement of Mandatory Pension Requirement;
 - Payroll information;
 - Overtime agreement, if applicable;
 - Personnel Policy Manual;
 - Personnel Policy Manual Acknowledgement Form;
 - Organizational Chart;
 - Health and Safety Orientation;
 - Record retention training as applicable;
 - Technology Resources.

2.8 Overtime

A. Authorization

- i) The responsible supervisor must authorize all overtime work, for employees entitled to overtime.
- ii) Overtime hours will be paid at a rate of 1.5 times the employee's regular wage rate for all overtime hours worked.
- iii) Occasionally town staff may be asked to work at civic events such as Canada Day, Family Day, Snowmobile Rally, Party in the Park, Election etc. Participation by Town staff must

always be voluntary and cannot be made mandatory when it is not directly required by their position. Compensation for time worked will follow Employment Standards. The use of volunteers and temporary staff to assist with these events is encouraged. A staff member cannot commit their time to a civic event until they obtain permission from their supervisor.

- iv) Time off in-lieu of overtime, if approved by the supervisor, shall be as follows:
 - a) Managerial/Supervisory employees who do not qualify for Special Leave: one hour of overtime worked for one hour of in-lieu time banked.
 - b) Non-managerial/supervisory employees: one hour of overtime worked for one hour of in-lieu time banked.
 - c) The maximum amount of accumulated in-lieu time that can be banked is 40 hours straight time. If an employee needs to bank over 40 hours this must be approved by the Department Director.
 - d) If an employee is approved to bank lieu time instead of being paid overtime, an Overtime Agreement and/or Averaging Arrangement must be signed by the employee. As per Employment Standards any in-lieu time banked must be used within six (6) months of working the overtime hours. Any variations must be approved by the *Employment Standards Director*.
 - e) The determination of overtime will be outlined in the Overtime Agreement and/or Averaging Arrangement between the Town and its employee(s), if applicable. All agreements/arrangements must meet or exceed the minimum standards outlined in current legislation.
 - f) When employees are taking time off from work any banked in-lieu time, including Special Leave, and Fire Leave must be used prior to using any accrued vacation time.

2.9 Special Leave (Staff Ineligible for Overtime)

- A. Certain salaried employees of the Town are not eligible for overtime compensation for extra hours worked over and above normal hours of work. Both the Town and its employees understand that supervisory positions do require some overtime by the very nature of the position, and this is reflected, to some degree, in the salaries established for these positions. These positions include the CAO, Department Directors, Department Managers, Development Officers, Fire Chief, Deputy Fire Chief, and other positions as approved by the CAO.

However, the Town's operations may require overtime above what would be deemed being normal in a business operation.

In recognition of exceptional overtime requirements for municipal salaried supervisory personnel, the Council for the Town of Whitecourt hereby establishes a special leave policy as follows:

- i) There shall be five days of special leave set per annum for employees not entitled to overtime pay.
- ii) No other form of informal leave in recognition of overtime shall be allowed.
- iii) Normal leave application processes will be followed for use of this leave.
- iv) Partial years and permanent part-time hours will accumulate time on a pro-rata basis.
- v) This leave does not carry over from year to year. Those days not used in the calendar year in which they are received will be lost.
- vi) Where any employee, who is not eligible for overtime pay, has to work an excessive amount of overtime due to an emergency or special circumstances, such as:
 - Water line break;
 - Floods and other disasters;

- Fires;
- Special Projects;

The employee will be allowed to take time off equivalent to the overtime hours worked on the emergency, or under special circumstances overtime pay can be approved by the CAO. The time off must be taken within ~~30~~60 days from the date(s) the emergency overtime hours were worked.

Emergency hours must be recorded and approved within 14 days of the incident/event. In-Lieu earned during an emergency must be used before Special Days and Vacation.

This type of time off will not affect the existing five days that the employee is entitled to under this policy. The determination of whether overtime worked falls into the classification of emergency overtime shall be made by the CAO, or in their absence, the Director of Corporate Services.

2.11 Reimbursement Practices

B. Tool Allowance

Mechanics who are required to supply their own tools to fulfill their job duties shall be reimbursed as per Schedule D on a monthly basis. This amount will be adjusted by the annual cost of living increase each year. **New mechanics are eligible to receive payment after 6 months of continuous employment. Payment after the 6-month waiting period, would be retroactive to the employees start date.**

3.2 Time Off With Pay

B. Sick Leave

Permanent staff, after three months of continuous service, will qualify to accumulate one and one half days of sick leave per month of employment. Permanent part-time staff will accumulate sick leave at the same rate as full time employees on a pro-rated basis. Sick leave will be subject to the following:

- Only sick leave will be taken when an employee is sick.
- Employees who are unable to come to work due to illness must notify their immediate supervisor as soon as reasonably possible. Your supervisor may require that you provide a medical certificate from your physician or a nurse practitioner for any absence.
- The employee is responsible to keep their immediate supervisor advised of any changes to their situation.
- After three consecutive working days of illness or following an injury, an employee will require a medical certificate to ensure that the employee is fit to return to work. It is the policy of the Town to ensure that its employees are fit to work.
- Sick pay will continue, on the basis of accumulated sick leave, up to the seventh consecutive day of sickness, after which short-term disability (STD) benefits, if applicable, will be supplemented by any remaining sick leave.
- In the event of an accident off the job, an illness, or hospitalization, the employee shall apply their accumulated sick leave benefits toward short-term disability benefits to maintain full time net earnings, until such time as either benefit is exhausted.
- In the event of an accident on the job, the Town will subsidize the Workers' Compensation (WCB) benefits for the initial two-week injury period (for clarity this is the first two calendar weeks following the date of injury), without any penalty to accumulated sick leave to maintain full time net earnings. After the two-week period, accumulated sick leave benefits, if applicable, will be applied to the WCB benefits to maintain full time net earnings until such time as either benefit is exhausted.

- viii) Employees on short-term disability, long term disability (LTD), and WCB claims, shall continue on the Town's health benefit plan, at the 35%/65% cost-sharing basis, for the duration of the claim. The employee is required to submit their portion of the premium to the Town on a monthly basis. Failure to pay the agreed upon health benefit premiums, in excess of 60 days, may result in discontinuation of coverage.
- ix) Employees on short-term disability, long term disability, and WCB shall not accumulate vacation or sick leave entitlements for the duration of the claim.
- x) On December 15 of each year, the Town will buy back all unused sick pay in excess of sixty days, as accumulated by November 30 of that year, at the rate of 50% of the amount outstanding on that date, at the current rate of pay.
- xi) After three years of continuous employment with the Town, upon termination of the employee by the Town or on termination by the employee after sufficient notice, the Town will buy back all accumulated sick leave, at the rate of 50% of the amount outstanding on that date, at the current rate of pay. "Sufficient notice" shall be as defined in the Alberta *Employment Standards Act*
- xii) Permanent employees are not required to use Sick Leave entitlements for one medical appointment per month up to a maximum of two (2) hours in duration. Supervisors must approve the time off for medical appointments occurring more than once per month or in excess of the 2-hour maximum and leave sheets will be required.
- xiii) Employees are to advise their supervisor in advance of any time off required for medical appointments and the requested time off must not interfere with the efficient transaction of business of the Town.

3.4 Benefit Programs

A. ~~Fitness~~ Recreational Facility Membership Purchase Program

The ~~fitness-recreational membership~~ program for permanent employees is an interest free loan where ~~the Town will~~ for the purchase of a recreational membership. The loan will be a minimum of \$500 to be paid by payroll deduction over 12 months. Only one recreational membership loan per person can be accessed at one time and can be renewed annually. If an employee ceases employment before the loan is paid in full, the municipality retains the ability to recover any costs owing to it.

9 RETIREMENT, DISCIPLINE, AND TERMINATION POLICIES

9.2 Discipline

The Town of Whitecourt is committed to providing a positive work environment for all employees. We are all entitled to a healthy, safe and harassment-free work environment. The Town of Whitecourt believes in a workplace in which interaction between employees reflects consideration, tolerance, and acceptance of differences. We are committed to preventing disrespectful or abusive behavior of any type, and to deal quickly and effectively with any incident that might occur. As an employer, the Town of Whitecourt is committed to ensure a safe workplace for everyone.

Discipline in the Town should be seen as corrective measures applied to an employee in order to improve unsatisfactory conduct. Disciplinary action should be taken in instances where the employee should be aware of the performance and conduct expected of them, where the

employee has the capacity to meet the performance or conduct expected, but the employee fails to provide satisfactory performance or conduct.

Supervisors and Department Directors will undertake all matters of written discipline after **consultation with Human Resources and only after** review and concurrence by the CAO.

First Offence:

If an offense is not serious enough to warrant suspension or discharge, an employee will be given a written reprimand and advised that another offence will result in suspension without pay or discharge.

Second Offence:

The second offence, if not in itself serious enough to warrant discharge, an employee will be given up to five days' suspension without pay, a written reprimand and warned that another offence will result in discharge.

Third Offence:

An employee may be discharged. It will be pointed out to the employee that they brought the action on themselves and left the Department Director and/or other Managers without an alternative.

Dismissal may result from:

- A lack of response by an employee to corrective forms of discipline;
- An initial offence if such offence is of a serious nature;
- A "culminating incident," which in itself would not normally result in dismissal, but in consideration of other documented problems with the employee, justifies dismissal. The documentation of the incident prior to such a culminating incident shall specify all previous documented incidents of discipline and must contain notice of warning to the employee that the next incident will be considered a "culminating incident" and dismissal will result.

9.3 Termination

A. Employee Initiated

- i) Department Directors and Managers are expected to provide the Town with a minimum of one month's notice before leaving employment. Other staff are expected to provide a minimum of two weeks' notice of termination.
- ii) ~~A permanent employee who chooses to leave their employment with the Town may use up to 60 days of vacation, if approved, at the end of their employment. Any remaining vacation will be paid out on the final pay cheque.~~
- iii) ~~ii) A permanent employee who chooses to use banked vacation time immediately prior to their last day, if approved, and where an employee will not be returning to work once their vacation time has been used, additional vacation time will only accumulate for the first two weeks of the used vacation time. As per policy, any sick entitlements will be paid out at a rate of 50% of the amount outstanding at the current rate of pay and any unused vacation entitlement will be paid out as per policy, in the final pay period prior to the use of the banked vacation time~~

Schedule H

~~Employee~~ Health and Wellness Program POLICY

Effective Date: September ~~10, 2025~~, 2024

POLICY TITLE:

~~Employee~~ Health and Wellness Program

POLICY PURPOSE:

To provide supplementary funding for permanent employees which contributes to their health and well-being.

Definition: For the purposes of this policy: a "policy year" is the period of time starting on March 1st, and ending on February 28th of the following year (February 29th in a leap year).

POLICY:

1. The municipality will contribute up to \$260.00 per employee per policy year into a health and wellness account, conditional on the employee also contributing \$240.00 per policy year into this account. The account may accumulate up to a maximum of two years. Any entitlement to the employer's portion is lost after two-year maximum.
2. The employee may submit a reimbursement request no more than twice per calendar year. Eligible expenses are as follows:
 - Fitness centre memberships, golf memberships, team sports,
 - Personal trainer, fitness consultation
 - Swimming, skating, ski, running, fitness, golf – classes, lessons, or passes
 - Equipment/accessories for any physical activity or sport
 - Home exercise equipment
 - Yoga/Tai Chi
 - Meditation/relations, religious studies
 - Spa visits
 - Weight management program/fees
 - Nutrition counseling/nutritional supplements
 - Cooking classes
 - Smoking and vaping cessation
 - Relationship skills development
 - Parenting skills
 - Personal interest courses, self-help books
 - Craft lessons or supplies, photography, collectibles
 - Music lessons, equipment, instruments
 - Camping fees and equipment such as tents, sleeping bags, camp stoves
 - Family trips such as camping, plane tickets, accommodations, admission tickets for a venue, concert, etc.
3. **For the following expenses, which are also covered under the current Sun Life Benefit Plan; expenses for eligible dependents* can also be submitted under the Employee Health and Wellness program for the following.**

- Dental orthodontics not covered under the existing benefit plan
 - Chiropractor, massage therapist, orthotics not covered under the existing benefit plan.
 - Medical expenses not covered under the existing benefit plan
- * (Note: For the purpose of this benefit, dependents are defined as the spouse and any dependent children under the age of 21 and up to age 25 if enrolled in a full-time post secondary institution and are listed on the eligible employees group benefit coverage.

4. The municipality retains the right to add and subtract to the list in Clause 2 at its discretion.
5. Employees should note that any reimbursement of the employer portion is a taxable benefit and taxes will be applied at the time it is included on their paycheque.
6. Participation by employees is voluntary. If an employee wishes to participate in Employee Health and Wellness program, the employee is required to complete an Employee Health and Wellness New Agreement Form no less than two weeks prior to the requested date of enrollment.
7. If an employee wishes to opt out of the program at a later date, the employee should advise the payroll office two weeks prior to the requested date of cancellation. Completion of the Employee Health and Wellness Membership Cancellation form must be completed and included with the notice of cancellation to the payroll department.
8. In the event that an employee opts out of the EHW program or ceases employment, the municipality retains the ability to recover any costs owing to it under the health and wellness program through final payroll deductions.
9. If an employee ceases employment and has not submitted sufficient receipts that can be applied to unused contributions, any unused employee contributions will be returned to the employee and any unused Town contributions will be returned to the Town.
10. If there are insufficient funds under Clause 8 to pay the total amount owed, the employee agrees to repay the outstanding balance to the Town of Whitecourt in full within 30 days of their employment ceasing.

If there is any question or dispute regarding claims made under this policy, or any other issue pertaining to the eligibility of an expense, the final decision on the matter shall be made by the Chief Administrative Officer.



REQUEST FOR DECISION

Date: August 26, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Peter Smyl, Chief Administrative Officer
Title: LETTER FROM WHITECOURT INDIGENOUS FRIENDS SOCIETY

PROPOSAL AND BACKGROUND:

A letter was received on August 19, 2025 from the Whitecourt Indigenous Friends Society regarding Truth and Reconciliation initiatives within our community. The letter outlines four calls to action to further steps in advancing reconciliation with Indigenous Peoples.

REFERENCES:

- Letter from Whitecourt Indigenous Friends Society – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

As outlined in the 2025 Whitecourt Strategic Plan, fostering strong regional partnerships, and engaging with Indigenous neighbours on matters of joint interest are priorities for Whitecourt.

Land Acknowledgement and Education:

A land acknowledgement was drafted with the support of Indigenous partners and is read at specific community events.

Many municipalities have adopted Land Acknowledgement policies that outline how the organization recognizes and acknowledges Indigenous history and contributions to the community. There is also an opportunity to add this land acknowledgement to the Whitecourt website, similar to the example provided by the Society.

Indigenous Representation and Consultation

The Town of Whitecourt has been dealing directly with the Alexis Nakota Sioux Nation on statutory plan referrals, and has consulted with Alexis Nakota Sioux Nation on many grant projects.

Commemoration and Cultural Support:

As mentioned in the letter, Whitecourt has provided grant funding to support local events and cultural programming organized by the Whitecourt Indigenous Friends Society. With the assistance of Alexis Nakota Sioux Nation, Administration is finalizing interpretive signage that will be placed along Riverside Trail noting historical and cultural points of interest. Administration will continue to reach out to the Alexis Nakota Sioux Nation to discuss additional partnership opportunities that will arise in the future with the opening of the Culture & Events Centre.

Economic and Social Partnerships

Recently, grant funding was provided through the Whitecourt Tourism Enhancement Grant Program to Whitecourt Isga Tourism Association for the development of the Tipi Village project. Economic Development continues to work with the project manager on special projects and strategies for this venue to market the accommodations and cultural experiences offered at the venue.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

If the Committee wishes to further discuss Indigenous partnerships and initiatives, it is suggested that the item be discussed further at the 2026 Council Planning Session.

Administration will draft a response to the letter, noting current actions and initiatives underway with Indigenous partners and encouraging the Society to inform the Town when opportunities for partnership arise.


RECOMMENDATION:

That the Policies and Priorities Committee accept the letter from the Whitecourt Indigenous Friends Society as information.

APPROVAL:

Department Director:

CAO:





Whitecourt Indigenous Friends Society; 21 Beaver Drive; Whitecourt, AB T7S 1G3

August 19, 2025

Dear Mayor and Members of Town Council:

Re: Commitment to Truth and Reconciliation Initiatives

I am writing to express my ask for support for meaningful Truth and Reconciliation initiatives within our community and to encourage the Council to take further steps in advancing reconciliation with Indigenous Peoples. As we reflect on the ongoing impacts of colonialism and the legacy of residential schools, it is imperative that we work toward genuine and lasting change.

I commend the efforts that Council has made thus far, including grants to support Indigenous workshops and donations in kind to support “Orange Shirt Day”. However, there is always more work to be done. In alignment with the Truth and Reconciliation Commission’s (TRC) Calls to Action, I urge the Council to consider the following:

1. Land Acknowledgements and Education – Regularly incorporate meaningful land acknowledgments in public meetings and events and provide educational resources to residents about the history and rights of Indigenous Peoples.
2. Indigenous Representation and Consultation – Ensure that Indigenous voices are included in decision-making processes that may affect Indigenous peoples;
3. Commemoration and Cultural Support – Support local events, public art, and memorials that recognize the history, culture, and contributions of Indigenous Peoples.
4. Economic and Social Partnerships – Explore opportunities to collaborate with Indigenous businesses, organizations, and knowledge keepers to strengthen community relationships.

Taking action on these matters is not only a moral responsibility but also a step toward fostering a more inclusive and just community. I would welcome the opportunity to discuss this further and to support any upcoming initiatives.

Thank you for your time and consideration. I look forward to your response and to seeing continued progress in our Town's reconciliation efforts. I include the link to the Town of Edson's website page for reference: <https://www.edson.ca/government/truth-and-reconciliation>

Thank you again!

Yours in Friendship,

Faye Beauchamp, President

Whitecourt Indigenous Friends Society



REQUEST FOR DECISION

Date: August 6, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Tara Gallant, Legislative Manager
Title: COUNCIL COMMITTEES EVALUATION

PROPOSAL AND BACKGROUND:

Per Council Committees Bylaw 1570, the Policies and Priorities Committee is to perform an annual assessment of the efficiency and effectiveness of all Council Committees.

- Council Committees Bylaw 1570: Establishes the mandate, functions and procedures of permanent Council Committees.
- Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees: Outlines the process for establishing Ad Hoc Committees; process for recruiting and appointing public members to Council Committees and Ad Hoc Committees; and, process for appointing Council Representatives to External Committees.

Public member vacancies and expiring appointments are being advertised so that Council can appoint public representatives at the Regular Council Meeting scheduled for October 27, 2025.

REFERENCES:

- Draft Bylaw 1570-4
 - Council Committees Bylaw 1570 Office Consolidation – attached (the document consolidates all bylaw amendments for ease of reading)
 - Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

Reviewing the efficiency and effectiveness of all Council Committees will further enhance governance and leadership capabilities.

Proposed edits as outlined in Draft Bylaw 1570-4:

- S.17.i. has been amended to reflect wording in S.174(1) of the *Municipal Government Act* (MGA) regarding reasons for disqualification.
- The MGA was amended earlier this year, and the MGA now prohibits municipal councils from making bylaws or resolutions that address councillor conduct or behavior. S.17.j. will be removed per S.145(10) of the MGA as the Code of Conduct Bylaw is no longer enforceable.
- That Schedule “P” – Youth Advisory Committee be amended to clarify mandatory commitments required of Youth Appointed Members.

Proposed edits as noted with track changes to Policy 11-003:

- Section 11 has been removed as the Code of Conduct Bylaw is no longer enforceable. Other references to the Bylaw have been removed.
 - The Community Rail Advocacy Alliance and Mid-Size Towns Mayors Caucus have been added as an External Committee.
 - References to the Council Committee Bylaw have been updated.
-

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Currently, per provincial legislation, there are no regulations to address councillor conduct or behavior.

As outlined in Section 13 of Policy 11-003, Administration has collected proof of Directors' and Officers' insurance coverage from non-profit societies requesting a Council Member appointment in preparation for the annual Organizational Meeting.

RECOMMENDATION:

That the Policies and Priorities Committee forward a recommendation to Council adopt Council Committees Bylaw 1570-4; and Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees, as presented.

APPROVAL:

Department Director:

CAO:



BYLAW NO. 1570-4**OF THE TOWN OF WHITECOURT
IN THE PROVINCE OF ALBERTA****TO AMEND COUNCIL COMMITTEES BYLAW NO. 1570**

WHEREAS, Council deems it expedient and proper to make certain amendments to Bylaw No. 1570;
and

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. That Section 17.i. be deleted and replaced with:
“Any Member who is absent from all regular meetings held during any period of 60 consecutive days, starting with the date that the first meeting is missed, unless such absence is authorized by a resolution of the Council Committee before the end of the last regular meeting of the Council Committee in the 60-day period.”
2. That Section 17.j. be deleted.
3. That Schedule “P” of Bylaw 1570 be deleted and replaced with the attached Schedule “P”.
4. 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

Chief Administrative Officer

Signed by the Mayor and Chief Administration Officer on this ____ day of _____, 2025.

Bylaw 1570 Council Committees – Schedule “P” Youth Advisory Committee

Committee Objective:

To work collectively to ensure that the needs of Whitecourt’s youth are met.

Students who fulfill their commitment to the Committee will be awarded a bursary upon graduation (and proof of post-secondary studies) up to a maximum of \$500 per year. The bursary will be forwarded to eligible Committee Members once proof of paid enrollment in post-secondary studies (including apprenticeship and other accredited programs) has been provided to the Town of Whitecourt.

The bursary will be awarded as follows:

- \$100.00 will be awarded for the attendance at a minimum of 5 meetings. Non-attendance of three meetings without valid explanations (to be determined by the Mayor of Whitecourt or delegated staff member) will result in the Committee Member being asked to resign their position; no bursary will be awarded to that individual for that year.
- \$400.00 will be awarded for successful completion of the following at the discretion and approval of Committee administration:
 - Participation in the coordination and implementation of a Town Hall meeting with Town Council at both middle schools.
 - Mandatory attendance of a Council Meeting between November and May annually, followed by a verbal report on the meeting to the Committee.
 - In addition, participation in four of the following community events listed below including, but not limited to the following:
 - Youth Recognition Reception;
 - Seniors’ Activities;
 - Canada Day Festivities;
 - Trade Fair;
 - Run 4 Fun;
 - Party In The Park; and
 - Other events sanctioned by Town Council.

Committee Roles:

1. To involve youth to represent youth perspectives.
2. To act as a youth liaison with the municipal authorities.
3. Promote community awareness of youth services.

Meeting Frequency:

Meeting dates will be discussed and scheduled on a month-by-month basis. It is expected that Committee Members will make every reasonable effort to attend all meetings. In the event that a member must be absent from a meeting, it is the responsibility of the member to notify the FCSS staff of their absence. Meetings are held in the boardroom at the Allan & Jean Millar Centre.

Membership:

The Committee consists of up to twelve (12) members:

- 2 Town Council Representatives
- Up to 10 student representatives from Hilltop High School, St. Joseph School, Percy Baxter Middle School, and the community at large. Student representatives must be between the ages of 13 and 18 years old.

Student representatives will be appointed annually with a term appointment from October to September. (Those student representatives wishing to serve consecutive terms must re-apply annually.)

The Youth Development Coordinator acts as the Administrative Support to the Committee.

Term:
Ongoing

Budget:
As authorized by Town Council during the annual budget process.

BYLAW NO. 1570
CONSOLIDATED FOR CONVENIENCE February 2025

**OF THE TOWN OF WHITECOURT
 IN THE PROVINCE OF ALBERTA**

TO ESTABLISH COUNCIL COMMITTEES OF THE TOWN OF WHITECOURT

WHEREAS, a Council may pass a bylaw for the purpose of establishing Council Committees within the Town of Whitecourt.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26 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:

TITLE:

1. This Bylaw may be referred to as the "Council Committees Bylaw".

PURPOSE:

2. The purpose of this Bylaw is to establish the mandate, functions and procedures of Council Committees established under this Bylaw.

DEFINITIONS:

3. In this Bylaw:
 - a. "Ad Hoc Committee" is a Committee established by resolution with a specific task or objective, and is dissolved after the completion of the task or achievement of the objective.
 - b. "Administration" means the Chief Administrative Officer and/or designate;
 - c. "Administrative Liaison" means the Town employee assigned by the Town Chief Administrative Officer to provide administrative support to a Committee;
 - d. "Chair" means a person who has authority to preside over a Meeting;
 - e. "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer of the Town of Whitecourt within the meaning of the *Municipal Government Act*;
 - f. "Council" means the Council of the Town of Whitecourt;
 - g. "Council Committee" or "Committee" means a committee, board, or other body established by Council;
 - h. "Council Representative" means a member of Council appointed annually to act as Council's liaison to that Committee and not as an advocate for the Committee;
 - i. "Councillor" means a Councillor of the Town of Whitecourt, including the Mayor;
 - j. "Ex Officio" means membership by virtue of one's office. Ex Officio Members do not

form part of the quorum when present at Council Committee meetings and, when present, shall not vote unless there is a tie vote, in which case the Ex Officio member shall vote;

- k. "Mayor" means the Chief Elected Official of the Town of Whitecourt;
- l. "Member" means all members of a Committee excluding Council Representatives;
- m. "*Municipal Government Act*" (MGA) means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- n. "Organizational Meeting" means the organizational meeting of Council as required under the MGA;
- o. "Public Member" means a Member appointed to a Council Committee, who is not a Councillor;
- p. "Quorum" is a majority of those Members appointed and serving on a Committee, unless otherwise noted;
- q. "Terms of Reference" means the purpose and structure of the Council Committee;
- r. "Town" means the corporation of the Town of Whitecourt.

ESTABLISHMENT OF COMMITTEES:

- 4. The following Council Committees are established:
 - a. Communities in Bloom Committee – Schedule "A"
 - b. Community Services Advisory Board – Schedule "B"
 - c. Council Compensation Committee – Schedule "C"
 - d. Economic Development Committee – Schedule "D"
 - e. Emergency Advisory Committee – Schedule "E"
 - f. Health Professionals Attraction and Retention Committee – Schedule "F"
 - g. Intermunicipal Collaboration Framework (ICF) Committee – Schedule "G"
 - h. Joint Liaison Committee – Schedule "H"
 - i. Municipal Planning Commission – Schedule "I"
 - j. Policies and Priorities Committee – Schedule "J"
 - k. Protective Services Committee – Schedule "K"
 - l. Subdivision and Development Appeal Board – Schedule "L"
 - m. Town of Whitecourt Library Board – Schedule "M"
 - n. Whitecourt FireSmart Working Group – Schedule "N"
 - o. Whitecourt Regional Solid Waste Management Authority – Schedule "O"
 - p. Youth Advisory Committee – Schedule "P"

AD HOC COMMITTEES:

- 5. Council may establish, by resolution, Ad Hoc Committees for the purpose of reviewing a specific issue(s) or completing a specific objective.
- 6. Ad Hoc Committees conduct research, report on findings, and often make recommendations; Ad Hoc Committees do not have decision-making powers. Council has the sole authority to accept or reject the advice and/or recommendations from Ad Hoc Committees.

7. The composition of an Ad Hoc Committee is at the discretion of Council. If established, the CAO will develop a Terms of Reference and a schedule along with Council reporting requirements for the Ad Hoc Committee.

MEMBERSHIP:

8. Council will establish the membership composition of Council Committees.
9. Unless otherwise provided for in this Bylaw, Members are appointed by Council resolution.
10. Per the attached Council Committee Schedules, Woodlands County may be invited to appoint a representative to serve on a Council Committees for a one-year term, with the exception of the Protective Services Committee which will have a term appointment of up to three years. The County Council representative appointed to the Council Committees will preferably reside within the Whitecourt service area. Woodlands County Council appointments do not require a Town Council resolution, with the exception of the Town of Whitecourt Library Board.
11. Public Members must be residents of the Town, unless otherwise approved by Council or specified elsewhere in this Bylaw.
12. Where a Committee has a Council Representative, an alternate Councillor shall be appointed should the regular representative be unable to attend. It is the Council Representative's responsibility to advise the alternate if not able to attend the meeting.
13. The Mayor is an Ex Officio of all Committees but shall not form part of quorum when present and shall not vote unless there is a tie vote, in which case the Mayor shall vote.
14. Councillors who are Members of a Committee may be eligible to receive remuneration in accordance with the Honorariums and Council Per Diem Compensation, Benefits, and Allowances Policy.
15. Members of the Committee, who are not Councillors, may be eligible to receive remuneration in accordance with the Honorariums and Council Per Diem Compensation, Benefits, and Allowances policy.
16. The Town of Whitecourt will recruit annually to fill vacancies on Council Committees.

TERM OF APPOINTMENT:

17. Members are appointed at the annual Organizational Meeting of Council, or as vacancies occur, as follows:
 - a. Council Representatives are appointed for one-year terms, with the exception of the Protective Services Committee which will have a term appointment of up to three years.
 - b. Council Representatives are entitled to vote on appointed Committees unless otherwise noted.
 - c. Public Members are appointed in staggered terms of one, two, or three year terms, or as otherwise specified. This is to ensure there is a mix of experienced and new members so that no more than one-third of the Committee Members change in any one year.
 - d. No Member shall serve on a Committee for more than a total of nine consecutive years. Council may extend the term of the Member beyond nine years when deemed appropriate.
 - e. Where a Member vacates their position prior to the expiration of their appointment, Council may appoint a replacement.
 - f. A Member may resign from a Committee at any time by giving written notice to the

Administrative Liaison.

- g. By resolution, Council may remove any Member from a Committee at any time on the recommendation of the Mayor.
- h. By resolution, Council may alter the terms of an appointment of a Public Member.
- i. Any Member who is absent from three consecutive regular meetings of the Committee ceases to be a Member as of the date of the third meeting unless such absence is preauthorized by resolution of the Committee.
- j. All Members will be provided the Town of Whitecourt Code of Conduct Bylaw.

COMMITTEE MEETINGS:

- 18. Annually, at the first meeting of the calendar year, each Council Committee shall elect a Chair, and may elect a Vice Chair, from among its Members as required.
- 19. All agendas and minutes of the Council Committee meetings are to be recorded in accordance with the Town of Whitecourt Procedure Bylaw.
- 20. Committees shall meet in public unless the nature of the issues being discussed requires the Committee to go in Closed Session. All recommendations to Council shall be made by resolution during the public portion of the meeting.
- 21. Special Meetings may be called by the Chair or in the Chair's absence, the Vice Chair, in the same manner as calling a Special Council Meeting as outlined in the Town of Whitecourt Procedure Bylaw.
- 22. Quorum for Council Committee meetings shall be majority of voting Members unless otherwise stated. A vacancy on the Council Committee does not impair the right of the remaining Members to act as long as the majority of the Members remain.
- 23. All appointed Members and appointed Council Representatives are voting Members of the Committee.
- 24. Councillors appointed as alternates may vote when attending a meeting on behalf of a Councillor who is a regular Member.

CHAIR AND VICE CHAIR:

- 25. Unless otherwise provided for in this Bylaw, the Chair will:
 - a. Be elected annually after the Organizational Meeting of Council or as required, among the voting Members.
 - b. Preferably be a Public Member, with the exception of the Council Compensation Committee, Emergency Advisory Committee, Intermunicipal Collaboration Framework Committee, Joint Liaison Committee, and Policies and Priorities Committee.
 - c. Preside over and be responsible for the conduct of Council Committee meetings.
 - d. Conduct meetings as set out under the Town of Whitecourt Procedure Bylaw
 - e. Vote on matters submitted to the Committee unless otherwise disqualified.
 - f. Present recommendations of the Committee to the receiving body. Where the Chair is unable to present the recommendations of the Committee, another member of the Committee, being a member of the public when the Committee is so constituted, shall present the recommendations.
 - g. Ensure that the activities of the Committee do not exceed the authority of the Committee granted by Council.
- 26. A Vice Chair may be elected annually after the Organizational Meeting of Council, or as

required from among the voting Members, and will preside over and be responsible for the conduct of a Committee meeting in the absence, ineligibility or incapacity of the Chair.

- 27. A Chair and Vice Chair may serve successive terms without limitation.
- 28. In the absence of the Chair and Vice Chair, the Committee may elect a Member to preside at a meeting.

ADMINISTRATIVE SUPPORT:

- 29. The CAO may provide staff liaison(s) as required, to Council Committees to assist in fulfilling the Committee's mandate. Staff liaison(s) may include:
 - a. Administrative Liaison(s) – Town staff who have knowledge related to the Committee mandate and who work in an area related to the terms of reference of the Committee, and who will:
 - i. Attend all meetings of the Committee to which they are assigned or appoint a delegate;
 - ii. Work with the Chair in developing the meeting agendas;
 - iii. Provide advice and expertise in regard to municipal services, legislative, regulatory, industry best practices, and policy to the issues being considered;
 - iv. Coordinate the attendance of other Town staff to attend the meeting to provide background and other information on the topics on the agenda;
 - v. Provide administrative recommendations as required; and,
 - vi. Develop an annual orientation for each Committee after Council's Organizational meeting each year.
 - b. Administrative Support – Town staff who work in an area related to the terms of reference of the Committee and who provide administrative and recording secretary support which may include:
 - i. Compiling and distributing Committee agendas;
 - ii. Providing procedural support and expertise to meeting processes, including:
 - 1. Drafting resolutions;
 - 2. Recording formal motions and action items of the Committee;
 - 3. Working with the Administrative Liaison to ensure the outcome of items are reported back to the Committee;
 - 4. Ensuring processes are followed as per the Procedure Bylaw;
 - 5. Ensuring that the notice of meeting is provided;
 - 6. Preparing and ensuring that the Committee's files, including agenda packages and signed minutes of the Committee, are retained in accordance with the Town's Records Management program and any other governing legislation; and,
 - 7. Assisting with the orientation of new Members of the Committee.

REPORTING TO COUNCIL

- 33. The Council Representative on a Committee shall report on key and/or major Committee activities during the "Councillor Reports" portion of the Regular Meeting of Council.
- 34. Approved Council Committee minutes will be submitted for inclusion in the Regular Council Agenda Packages as information.
- 35. Recommendations from Council Committees are referred to Council through the Policies and Priorities Committee or to Council as approved by the CAO.
- 36. Where the recommendations of a Council Committee are required to be presented to

Council, the Committee shall present the recommendations to Council after review by the CAO or designate. The CAO shall present their comments on the recommendations along with the recommendations of the Committee.

POWER OF AUTHORITY

37. Except as otherwise specified in this Bylaw, no Committee or Member has the:
- a. Power to pledge the credit or course of action of the Town or enter into any agreement on behalf of the Committee or the Town;
 - b. Power to authorize any expenditure to be charged against the Town without prior approval by Council;
 - c. Authority to act administratively (ex. direct staff or set mandates outside of assigned roles).
38. The efficiency and effectiveness of all Council Committees will be evaluated by the Policies and Priorities Committee prior to the annual Organizational Meeting of Council.

SEVERABILITY:

39. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.

ENACTMENT:

40. That this Bylaw shall come into force and have effect upon final reading thereof and is duly signed.

**Bylaw 1570 Council Committees – Schedule “A”
Communities in Bloom Committee**

Committee Objective:

To work collectively to foster civic pride, environmental responsibility, and beautification in Whitecourt.

Committee Roles:

1. To involve the community by means of local initiatives. Local initiatives increase awareness of the pillars of the Communities in Bloom program and its opportunities and benefits to the community, environment, and quality of life.
2. To act as a liaison with the municipal authorities.
3. To create sub-committees to help with various projects within the judging criteria.

Meeting Frequency:

As required. Date and locations to be determined.

Membership:

The Committee consists of:

- 1 Town Council Representative;
- Members of the public wishing to serve on the Committee.

The Recreation Manager acts as the Administrative Liaison to the Committee.

As the Committee encourages and welcomes new members throughout the year, Council does not formally appoint public members to the Committee by resolution.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

Bylaw 1570 Council Committees – Schedule “B” Community Services Advisory Board

As established by Bylaw 1523 and any amendments thereto.

Committee Objective:

To create a healthy, strong community by meeting the leisure and social needs of the community.

Committee Roles:

1. To make recommendations to Town Council for the formation of policies, and rules and regulations concerning:
 - community issues that enhance, strengthen, and stabilize family and community life;
 - the growth and development of a broad range of programs to help prevent family or community social breakdown and to help prevent the development of personal or family crises that may require major intervention or rehabilitative measures to correct;
 - matters pertaining to program equipment and playgrounds, playfields, athletic fields and recreation facilities owned and operated by the Town of Whitecourt, or on other properties with the written consent of the owners and authorities thereof;
 - the growth and development of a broad range of recreation activities and the co-ordination of facility development and use to provide opportunities to people of all ages to use their leisure time;
 - Whitecourt Transit;
 - duties and responsibilities of staff.
2. Council may consult the Board on all matters affecting the development, maintenance, and use of public recreation facilities and community life facilities within the Town
3. To promote and facilitate the use of volunteers in the delivery of its programs.
4. To encourage all organizations, whether public, private, civic, social or religious, which are supporting, promoting and working for family and community life and recreational activity within the area of the Board's jurisdiction.
5. To recommend to Town Council an annual budget of estimated Community Services revenues and expenditures.
6. To complete annual reports of the Board's activities for submission to Town Council.
7. Develop, recommend to Council, and implement corporate sponsorship and fundraising plans for the recreation facilities when required.

Meeting Frequency:

Monthly at the Allan & Jean Millar Centre.

- Generally, every second Tuesday of the month

Membership:

The Board consists of seven (7) members:

- 1 Town Council Representative;
- 1 Woodlands County Council Representative;
- 5 Public Members
 - shall be residents of the Town of Whitecourt or the agreement area of Woodlands County; however, at no time shall the number of members from Woodlands County exceed the number of members from the Town.

The Director of Community Services acts as the Administrative Liaison to the Committee.

A representative of Woodlands County Administration may attend meetings.

Term:

Ongoing

Budget:

Includes Amending Bylaws 1570-1 09/26/23; 1570-2 09/23/24; 1570-3 02/24/25

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “C”
Council Compensation Committee**

Committee Objective:

To conduct a review of Council's current compensation structure and benefits program.

Per Policy 11-006 - Honorariums and Council Per Diem Compensation, Benefits, and Allowances, a review of Council honorariums, per diem compensation, benefits, and allowances will be conducted by December 31 of the year prior to a general municipal election or as required.

Committee Roles:

1. Provide direction with respect to adequate Council compensation.
2. Provide direction with respect to a timetable for future reviews and implementation.

Meeting Frequency:

As required – dates and locations to be determined.

Membership:

The Committee consists of three (3) members:

- 3 Town Council Representatives.

The Director of Corporate Services acts as the Administrative Liaison to the Committee.

Term:

Ongoing

**Bylaw 1570 Council Committees – Schedule “D”
Economic Development Committee**

Amended 09.23.24 BL 1570-2

Committee Objective:

To set up and establish an economic development program to further the interests of Town of Whitecourt in the areas of economic development and tourism.

Committee Roles:

1. To review, advise and support Whitecourt Town Council on matters relating to the local economy and business community.
2. To provide advice and support to the Town of Whitecourt in its economic development initiatives, including
 - a. Input on the annual economic development strategic plan;
 - b. Promoting investment, job creation and business retention;
 - c. Input on marketing materials for Whitecourt;
3. To provide recommendations to Council in regards to marketing Whitecourt as a tourism destination in a manner that strengthens the local economy and supports businesses and organizations in the tourism sector.
4. To produce and annually update a Strategic Plan focusing on the Committee's goals and related action items.

Meeting Frequency:

Monthly, with the exception of July, August and December. Dates and locations to be determined.

Membership:

The Committee consists of seven (7) members:

- Mayor of the Town of Whitecourt;
- 1 Town Council Representatives;
- 4 Public Members;
- 1 Whitecourt & District Chamber of Commerce Representative.

The Whitecourt & District Chamber of Commerce will annually recommend names to the Town for consideration as Chamber representatives on the Economic Development Committee. The Town may then appoint a Chamber representative to the Committee from the list of names submitted. The Whitecourt & District Chamber of Commerce Representative will be appointed by resolution of Council for a one (1) year term.

The Community Futures Yellowhead East Manager will be invited to attend the Committee meetings as an administrative resource and help coordinate activities of mutual benefit and need.

The Economic Development Officer acts as the Administrative Liaison to the Committee.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “E”
Emergency Advisory Committee**

As established by Bylaw 1552 and amendments there to, to fulfill the requirements of the *Emergency Management Act*.

Committee Objective:

To advise Council on the development of emergency plans and programs.

Committee Roles:

1. Review Municipal Emergency Plan and related plans and programs on a regular basis.
2. Advise Council on the status of the Municipal Emergency Plan and related plans and programs at least once each year.

Meeting Frequency:

As required, a minimum of once per year.

Membership:

The Committee will consist of three (3) members:

- 2 Town Council Representatives;
- The Director of Emergency Management or Alternate.

The Director of Community Safety acts as the Administrative Liaison to the Committee.

Term:

Ongoing

**Bylaw 1570 Council Committees – Schedule “F”
Health Professionals Attraction & Retention Committee**

Amended 09.23.24 BL 1570-2

Committee Objective:

To develop and support a sustainable and collaborative system for health professionals' attraction and retention that will support ongoing health care services to the community and provide a welcoming environment for health care providers and their families.

Committee Roles:

1. To develop a program that meets specific settling in and retention issues (i.e. housing, transportation, community integration) unique to the Whitecourt area.
2. To assist with hosting duties for community visits of potential health professional candidates.
3. To act as the liaison between the medical community and the community at large with regard to health professional attraction and retention efforts.
4. To provide recommendations and information to Council regarding health professional attraction and retention.

Meeting Frequency:

As required. Time and location to be determined.

Membership:

The Committee consists of up to nine (9) members:

- 1 Town Council Representatives;
- 1 Woodlands County Council Representative;
- 1 Alberta Health Services Representative;
- 1 Local Physician or Health Care Provider;
- 1 Site or Clinic Manager from Life Medical Clinic;
- 1 Site or Clinic Manager from Associate Medical Clinic;
- 2 Members of the Public;
- 1 Nursing Professional.

The Whitecourt Healthcare Centre Site Manager will annually recommend names to the Town for consideration as the Alberta Health Services, Local Physician/Health Care Provider, and Nursing Professional representatives on the Committee. The Town may then appoint a representative to the Committee from the list of names submitted. The Alberta Health Services, Local Physician/Health Care Provider, and Nursing Professional representatives will be appointed by resolution of Council for two or three year terms.

The Rural Health Professionals Action Plan (RhPAP) Community Consultant – North East Zone (Program/Project Support) acts as a resource to the Committee.

- RhPAP can provide access to financial resources, tools and information to support the Committee's attraction and retention efforts.

The Economic Development Officer acts as the Administrative Liaison to the Committee.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “G”
Intermunicipal Collaboration Framework (ICF) Committee**

Committee Objective:

For matters addressed under the Intermunicipal Collaboration Framework, the Committee will develop recommendations to the Councils on matters of strategic direction and cooperation affecting shared services identified in the ICF that affect Whitecourt and Woodlands County residents.

Committee Roles:

1. To make recommendations to Councils pertaining services and matters outlined in the ICF Agreement.
2. To conduct and negotiate a review of the ICF per the terms of the ICF Agreement.

Meeting Frequency:

At least once per year, or more as the ICF Committee determines.

Membership:

The Committee consists of six (6) members:

- 3 Whitecourt Town Council Representatives;
- 3 Woodlands County Council Representatives.

Quorum is defined as four members of the Committee are present, and each of the Municipalities is represented.

The Chief Administrative Officer and Woodlands County Chief Administrative Officer Act as the Administrative Liaisons, and draft Committee recommendations for presentation to respective Councils. Administrative support for the Committee (i.e. agenda preparation and minute taking) shall alternate between the municipalities each meeting.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “H”
Joint Liaison Committee**

Amended 09.26.23 BL 1570-1

Committee Objective:

To maintain open communication with Woodlands County and review issues of common interest for recommendation to Council.

Committee Roles:

To discuss items identified by Town Council regarding Woodlands County.

Meeting Frequency:

As required, dates and locations to be determined.

Membership:

The Committee consists of six (6) members:

- 3 Town Council Representatives;
- 3 Woodlands County Council Representatives.

The Chief Administrative Officer and the Woodlands County Chief Administrative Officer act as the Administrative Liaisons and draft Committee recommendations for presentation to respective Councils. A Woodlands County staff member acts as the Administrative Support to the Committee.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “I”
Municipal Planning Commission (MPC)**

As established by Bylaw 1113 and amending Bylaws thereto, authority Municipal Government Act (MGA).

Committee Objective:

To deal with land use planning matters with particular emphasis on the Land Use Bylaw.

Committee Roles:

1. To advise and assist Town Council with regard to the planning of orderly and economical development within the municipality and seek to ensure that any proposed development is in accordance with the purpose, scope or intent of the Municipal Development Plan and the Land Use Bylaw.
2. Advise Town Council with respect to a proposed area structure plan within or near the boundaries of the Town.
3. Act as a Development Authority and to receive, consider and decide on applications for development permits in the manner prescribed in the Land Use Bylaw.
4. Act as a Subdivision Approving Authority and to receive, consider and decide on applications for subdivision in the manner prescribed in the MGA and the Land Use Bylaw.
5. Make recommendations to Council on general planning matters and Land Use Bylaw amendments.

Meeting Frequency:

On the second and fourth Thursday of the month as necessary. Meetings are held in the boardroom at the Town Administration Office.

Special Committee Meetings are held if necessary or if requested.

Membership:

The Committee consists of five (5) members:

- 2 Town Council Representatives;
- 3 Public Members;
- 1 Alternate Public Member.

No person who is a member of the Subdivision and Development Appeal Board can act as a member on the Municipal Planning Commission.

The Director of Planning and Development acts as the Administrative Liaison to the Committee.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

Bylaw 1570 Council Committees – Schedule “J” Policies and Priorities Committee

Committee Objective:

To provide policy advice to Council as part of Council’s decision-making process.

Committee Roles:

1. To receive delegations, providing an informal exchange of information and ideas.
2. To allow for a Public Input Session.
3. To receive requests for review of policy or confidential issues from Council, the Mayor, any Councillor or the Chief Administrative Officer, and to investigate, and review the following areas:
 - key issues facing the municipality;
 - setting of priorities;
 - bylaw development;
 - policy development;
 - business planning;
 - financial planning and budget;
 - legal services and agreements;
 - land development; and
 - personnel matters.
4. To submit policy recommendations to Council.
5. To review and evaluate the efficiency and effectiveness of all Council Committees on an annual basis prior to the Organizational Meeting of Council held in October of each year.

Meeting Frequency:

The third Monday of each month, or when called by the Mayor. Meetings will be scheduled for 4:00 p.m. at the Town Office boardroom.

For the months of July and August annually, the Policies and Priorities Committee Meetings will be cancelled and scheduled only in the event that the need arises.

For the month of December, the Policies and Priorities Committee Meeting will be scheduled on the second Monday of the month.

If a statutory holiday falls on the third Monday of the month, the Regular Meeting of the Policies and Priorities Committee will be re-scheduled to Tuesday at 4:00 p.m. at the Town Office Boardroom.

Membership:

All Members of Town Council. The meeting will be chaired by the Deputy Mayor.

The Chief Administrative Officer acts as the Administrative Liaison to the Committee.

Term:

Ongoing

Bylaw 1570 Council Committees – Schedule “K” Protective Services Committee

Committee Objective:

To act in an advisory capacity on policing matters to the Royal Canadian Mounted Police (RCMP) and Council, and as a representative of the interest of the residents of the community.

Committee Roles:

1. Promote community awareness of services.
2. Make budget recommendations and service levels.
3. Represent the interests and concerns of the public and of Council to the RCMP Officer in Charge.
4. In consultation with the RCMP Officer in Charge, develop a yearly plan of priorities and strategies for municipal policing.
5. Provide community feedback to the RCMP concerning current policing.
6. Support the initiation, maintenance, and revitalization of community based public safety programs.
7. Maintain confidentiality in regard to policing business that could potentially compromise programs, investigations, or services.
8. Oversee the administration of the municipal police service agreement.
9. Develop a community safety plan in conjunction with the local police detachment and chief elected official, including a plan for collaboration between the community and community agencies; and, providing the community safety plan annually, or on request, to the Minister.
10. Assist in the selection of the Officer in Charge.
11. Report annually, or on request, to the Minister on the implementation of, and updates to, programs and services to achieve the priorities of the police service.

Meeting Frequency:

Quarterly or as otherwise required.

Membership:

The Committee consists of six (6) members:

- Mayor of the Town of Whitecourt;
- 2 Town Council Representatives;
- 1 Woodlands County Council Representative;
- 2 Resident Public Members - one of which may be a resident of Woodlands County's cost share agreement area.

All appointed Members to the Protective Services Committee will be required to complete an Enhanced Security Check or otherwise specified screening process under the Police Governance (Ministerial) Regulation.

The Director of Community Safety acts as the Administrative Liaison to the Committee. The Chief Administrative Officer and Whitecourt RCMP Detachment Staff Sergeant are resource personnel for the Committee.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “L”
Subdivision and Development Appeal Board (SDAB)**

As established by Bylaw No. 1112 and amendments thereto, authority Municipal Government Act.

Committee Objective:

To make decisions on appeals of subdivision or development decisions made by the Development Officer or Municipal Planning Commission.

Committee Roles:

The Board hears appeals as provided for by the Land Use Bylaw and the Municipal Government Act (MGA).

Meeting Frequency:

As required. Meetings are held in the boardroom at the Town Administration Office.

Membership:

The Committee consists of seven (7) members:

- 1 Town Council Representative;
- 6 Public Members.

No person who is a member of the Municipal Planning Commission (MPC) can be appointed to act as a member of the Subdivision and Development Appeal Board.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “M”
Town of Whitecourt Library Board**

As established by Bylaw 1524 and amendments thereto, under the authority of the Municipal Government Act and Libraries Act.

Committee Objective:

To oversee the operation of the Whitecourt Public Library and encourage development of services and activities for the benefit of residents.

Committee Roles:

1. Organize, promote and maintain comprehensive and efficient library services in the municipality in accordance with the Libraries Act. The Board may cooperate with other boards and libraries in the provision of these services.
2. Annually, before November 1, prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the Whitecourt Public Library for the ensuing fiscal year.

Meeting Frequency:

The Board shall meet at least quarterly, and endeavor to meet at least nine times per calendar year. The dates and locations will be determined by the Board.

Membership:

The Committee consists of seven (7) members:

- 1 Town Council Representatives;
- 1 Woodlands County Council representative;
- 5 Public Members that reside within the Town of Whitecourt or cost-sharing agreement area of Woodlands County as outlined in the Town of Whitecourt and Woodlands County intermunicipal cost sharing agreement. At no time shall the number of public at large members residing from Woodlands County be more than two (2) members.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “N”
Whitecourt FireSmart Working Group**

Amended 09.26.23 BL 1570-1

Committee Objective:

To work collaboratively to create a FireSmart culture in the community that is rooted in the schools, industries, government policies and planning.

Committee Roles:

1. To recommend grant funding opportunities, FireSmart projects based on priority, and ways to optimize allocated municipal funds to obtain the greatest return on investment.
2. To ensure effective implementation of the current Wildfire Mitigation Strategy, Wildfire Preparedness Guide and Fire Control Agreement and Fire Control Plan through interagency cooperation.
3. To encourage effective implementation of the FireSmart program and the corresponding FireSmart plans and activities to reduce wildland-urban interface fire risk, limit structure ignitions, and improve wildfire resilience within the town.
4. To provide recommendations to enhance public education campaigns and stakeholder engagement plans to enable effective participation, active engagement and buy-in through adherence to the participation spectrum (inform, consult, involve, and collaborate).
5. To have regard for and build upon the activities being undertaken within the municipal boundary and surrounding Forest Protection Area.

Meeting Frequency:

The Working Group will meet quarterly. Additional meetings may be called by the Chair when necessary, and Members may request additional meetings through the Chair.

Membership:

The Committee consists of six (6) members:

- 1 Town Council Representatives;
- 1 Whitecourt Forest Area Boundary, Government of Alberta Representative;
- 1 Whitecourt Fire Department Representative;
- 1 Whitecourt Parks and Open Spaces Representative;
- 1 Whitecourt Planning and Development Representative;
- 1 Canfor Representative.

The Director of Community Safety acts as the Administrative Liaison to the Committee.

As industry and government agencies decide who will represent them on the Committee, Council does not formally appoint industry and government agency representatives to the Committee by resolution.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

**Bylaw 1570 Council Committees – Schedule “O”
Whitecourt Regional Solid Waste Management Authority**

As established by Bylaws 1064 and 1167.

Committee Objective:

To act as the regional authority for the construction, maintenance, control and management of a regional solid waste disposal system (the Whitecourt Regional Landfill).

Committee Roles:

1. To set and establish fees and/or charges to individuals and/or companies for the acceptance of refuse at the Whitecourt Regional Landfill.
2. To review progress reports on the operation of the Whitecourt Regional Landfill.
3. Annually submit to the Town and the County, for approval, a final budget of estimated expenditures and revenues for the coming calendar year.

Meeting Frequency:

Meetings shall be held at least twice per year. The date and place of the meetings shall be determined by the Board.

Membership:

The Committee consists of five (5) members:

- 3 Town Council Representatives;
- 2 Woodlands County Council Representatives.

The Director of Infrastructure Services acts as Whitecourt’s Administrative Liaison to the Committee. Per the intermunicipal agreement, Woodlands County shall appoint one administrative representative. The two administrative representatives are non-voting Authority members.

Term:

Ongoing

Budget:

As authorized during the annual budget process.

Bylaw 1570 Council Committees – Schedule “P” Youth Advisory Committee

Committee Objective:

To work collectively to ensure that the needs of Whitecourt's youth are met.

Students who fulfill their commitment to the Committee will be awarded a bursary upon graduation (and proof of post-secondary studies) up to a maximum of \$500 per year. The bursary will be forwarded to eligible Committee Members once proof of paid enrollment in post-secondary studies (including apprenticeship and other accredited programs) has been provided to the Town of Whitecourt.

The bursary will be awarded as follows:

- \$100.00 will be awarded for the attendance at a minimum of 5 meetings. Non-attendance of three meetings without valid explanations (to be determined by the Mayor of Whitecourt or delegated staff member) will result in the Committee Member being asked to resign their position; no bursary will be awarded to that individual for that year.
- \$400.00 will be awarded for successful completion of the following at the discretion and approval of Committee administration:
 - Participation in the coordination and implementation of a Town Hall and Town Council Meeting at the respective school of the Committee Member.
 - Mandatory attendance of a Council Meeting between November and April annually, followed by a verbal report on the meeting to the Committee.
 - In addition, participation in four of the following community events listed below including, but not limited to the following:
 - Youth Recognition Reception;
 - Seniors' Activities;
 - Canada Day Festivities;
 - Trade Fair;
 - Run 4 Fun;
 - Party In The Park;
 - Children's Festival; and
 - Other events sanctioned by Town Council.

Committee Roles:

1. To involve youth to represent youth perspectives.
2. To act as a youth liaison with the municipal authorities.
3. Promote community awareness of youth services.

Meeting Frequency:

Meeting dates will be discussed and scheduled on a month-by-month basis. It is expected that Committee Members will make every reasonable effort to attend all meetings. In the event that a member must be absent from a meeting, it is the responsibility of the member to notify the FCSS staff of their absence. Meetings are held in the boardroom at the Allan & Jean Millar Centre.

Membership:

The Committee consists of up to twelve (12) members:

- 2 Town Council Representatives
- Up to 10 student representatives from Hilltop High School, St. Joseph School, Percy Baxter Middle School, and the community at large. Student representatives must be between the ages of 13 and 18 years old.

Student representatives will be appointed annually with a term appointment from October to September. (Those student representatives wishing to serve consecutive terms must re-apply annually.)

The Youth Development Coordinator acts as the Administrative Support to the Committee.

Term:
Ongoing

Budget:
As authorized by Town Council during the annual budget process.

BYLAW NO. 1570

OF THE TOWN OF WHITECOURT
IN THE PROVINCE OF ALBERTA

COUNCIL COMMITTEES BYLAW NO. 1570
OFFICE CONSOLIDATION

The following amendments were passed by Whitecourt Town Council and have been included in this Office Consolidation for convenience. Reference should be made to the original bylaws for legal interpretation and accuracy.

Bylaw No.	Final Reading Date	Amendment
Bylaw 1570-1	September 26, 2023	Replace Schedules H & N
Bylaw 1570-2	September 23, 2024	Replace Schedules D & F
Bylaw 1570-3	February 24, 2025	Delete & Replace Section 10 & Section 17(a); and Schedule K



Town of Whitecourt

Policy Manual
Section: **Legislative**

POLICY

Effective Date: May 8, 2023

Amended: September 25, 2023

Amended: September 23, 2024

Amended:

POLICY TITLE: Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees

POLICY NUMBER: 11-003

POLICY PURPOSE:

1. To establish a process for creating and administering Ad Hoc Committees.
2. To establish a process for recruiting and appointing Public Members to Council Committees and Ad Hoc Committees.
3. To establish a process for appointing Council Members to External Committees.

POLICY:

Definitions:

Ad Hoc Committee – means a Committee established by resolution with a specific task or objective, and is dissolved after the completion of the task or achievement of the objective.

Council Committee – means a committee, board or other body as established by Council.

External Committee – means a Committee not established by or controlled by Council including, but not limited to, entities with corporate existence separate from the municipality.

Ad Hoc Committees:

1. Per Council Committees Bylaw ~~1570~~, Ad Hoc Committees may be formed by resolution of Council if the need arises for the purpose of reviewing a specific issue or completing a specific objective.
2. Under direction of Council, the Chief Administrative Officer will develop terms of reference for each Ad Hoc Committee established by Council. Ad Hoc Committee Schedules shall include the following terms of reference:



Town of Whitecourt

Policy Manual
Section: **Legislative**

- a. Name of the Committee: as set by Council, and to be used on all correspondence by the Ad Hoc Committee.
 - b. Purpose of the Committee: shown as a statement of the work to be undertaken or objective to be accomplished by the Ad Hoc Committee.
 - c. Membership: appointments shall include a term length and show membership by source. (i.e. Council, Public, etc.)
 - d. Frequency of Meetings: a statement of the frequency of regular meetings.
 - e. Authority: a statement of the authority granted to the Ad Hoc Committee by Council.
 - f. Administrative Liaison/Support: The CAO shall designate a position(s) to provide administrative support to the Ad Hoc Committee.
3. Each Ad Hoc Committee shall have a representative from a Standing Council Committee and/or Town Council. That Member shall be responsible for coordinating the communication between the Ad Hoc Committee and Standing Committee, or Council.
 4. The procedure and conduct of Ad Hoc Committees shall follow the guidelines established in the Procedure Bylaw ~~4556~~.
 5. Recommendations from Ad Hoc Committees are referred to Council through the Policies and Priorities Committee or to Council as approved by the Chief Administrative Officer.
 6. Where the recommendations of an Ad Hoc Committee are required to be presented to Council, the Ad Hoc Committee shall present the recommendations to Council after review by the Chief Administrative Officer or designate. The Chief Administrative Officer, or designate, shall present their comments on the recommendations along with the recommendation of the Committee.
 7. All Ad Hoc Committees will be reviewed annually and dissolved if deemed unnecessary by Council at the Organizational Meeting.

Recruitment and Appointment of Public Members to Council Committees and Ad Hoc Committees

8. The Chief Administrative Officer will:
 - a. Annually, prior to the Organizational Meeting, review memberships of all Council Committees and Ad Hoc Committees, and present to Council the names of all members whose term will be expiring within the current year.
 - b. Advertise for applicants to fill public member vacancies on Council Committees and Ad Hoc Committees.
 - c. Receive and present applications to Council for all Council Committee and Ad Hoc Committee appointments.



Town of Whitecourt

Policy Manual
Section: **Legislative**

9. Applicants may be required to complete Schedule "A" – Council Committee Application Form when applying for a Public Member appointment to Council Committees. Applicants to the Youth Advisory Committee may be required to complete Schedule "B" – Youth Advisory Committee Application Form.
10. All appointed Public Members will be required to complete Schedule "C" – Committee Member Oath of Confidentiality.

~~11. All appointed Public Members are bound to the standards of conduct outlined in Code of Conduct Bylaw 1579.~~

Appointment of Council Representatives to External Committees

~~12.11.~~ Council Members may be appointed as Council Representatives to the following External Committees established by outside agencies. Information on the objective, role and authority of External Committees is provided at the discretion of the outside agencies.

- a) Canfor Western Public Advisory Committee
- b) Capital Region Assessment Services Commission
- c) Chamber of Commerce Liaison/Board of Directors
- ~~d)~~ Community Futures Yellowhead East
- ~~e)~~ Community Rail Advocacy Alliance
- ~~f)~~ Golden Triangle Trail Partnership Committee
- ~~g)~~ Lac Ste. Anne Foundation
- ~~h)~~ Mid-Size Towns Mayors Caucus
- ~~g)~~ Northern Alberta Mayors and Reeves Caucus
- ~~h)~~ Northern Alberta Elected Officials-Leaders Caucus
- ~~i)~~ Whitecourt Airport Advisory Committee
- ~~j)~~ Whitecourt Business Support Network
- ~~k)~~ m) Whitecourt Mountain Bike Association
- ~~h)~~ Whitecourt Regional Forest Advisory Committee
- ~~m)~~ o) Whitecourt & District Health Partnership Team
- ~~n)~~ p) Whitecourt & District Heritage Society
- ~~o)~~ q) Whitecourt & Woodlands Performing Arts Society
- ~~p)~~ r) Whitecourt & Woodlands Winter Recreation Park Society
- ~~q)~~ s) Yellowhead Regional Library Board

13. All External Committees that are established as non-profit societies under the Societies Act are required to provide proof of Director's and Officer's insurance coverage to the Town of Whitecourt prior to the annual Organizational Meeting.
14. The role of Council Representatives on External Committees is that of business, and does not require the appointed Council Representative to take part in sub-Committees, scheduled work-bees, etc.



Town of Whitecourt

Policy Manual
Section: **Legislative**

REFERENCE:

*Ad Hoc Committee Schedules will be included as a reference for this policy when established by Council and will be withdrawn when dissolved by Council.

Schedule "A"	Council Committee Application Form
Schedule "B"	Youth Advisory Committee Application Form
Schedule "C"	Committee Member Oath of Confidentiality
Schedule "D"	Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee

Policy 11-006 – Honorariums and Council Per Diem Compensation, Benefits, and Allowances

~~Bylaw 1579 – Code of Conduct Bylaw~~

Bylaw ~~1556~~ 1583 - Procedure Bylaw

Bylaw 1570 – Council Committees Bylaw



Town of Whitecourt

Policy Manual
Section: **Legislative**



REQUEST FOR DECISION

Date: September 4, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Tara Gallant, Legislative Manager
Title: PROCEDURE BYLAW 1585

PROPOSAL AND BACKGROUND:

The proposed Procedure Bylaw has been drafted to align Town meeting processes with recent changes to the Municipal Government Act (MGA).

REFERENCES:

- DRAFT Procedure Bylaw 1585 (Amended sections from Bylaw 1583 are highlighted) – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

Per S.145(10) of the MGA, all existing Code of Conduct Bylaws have been repealed, and any portions of a bylaw or resolution passed by Council that relates to the behaviour or conduct of Council or Council Committee Members have been repealed.

Procedure Bylaw 1585 includes an updated Section 44 that reflects the new Access to Information Act legislation.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

With recent MGA changes, the Minister of Municipal Affairs now has the authority to establish standard meeting procedures for municipal councils via Ministerial Order. As of this date, the Minister has not established such a Ministerial Order. Municipalities may still adopt their own procedural bylaws, but these bylaws must not conflict with the Meeting Procedures Ministerial Order, if one is created.

RECOMMENDATION:

That the Policies and Priorities Committee recommend that Council adopt Procedure Bylaw 1585.

APPROVAL:

Department Director:

CAO:

_____ 

BYLAW NO. 1585

OF THE TOWN OF WHITECOURT IN THE PROVINCE OF ALBERTA

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

WHEREAS, the Municipal Government Act allows Council to adopt bylaws in relation to the establishment and functions of Council Committees and the procedures for Council and Council Committees;

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

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

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Whitecourt, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

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

Definitions

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

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

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

Application and Interpretation

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

Deputy Mayor

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

Duties of the Chair

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

Public Conduct

- 10. No person present shall cause any disturbance, interrupt any speaker, or interfere with any action of Council or Council Committee.
- 11. The Chair may call to order any person who has created a disturbance and may order that person expelled from the meeting, or end that person's electronic participation.

12. The Chair may request the services of a Peace Officer to remove any expelled person if that person does not leave voluntarily.

Regular Meeting

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

Special Meeting

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

Organizational Meeting

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

Public Hearing Procedures

20. A Public Hearing is held pursuant to the Act, and will be held during a Special Meeting of Council. When a Public Hearing is held on a proposed bylaw or resolution, the Public Hearing must be held before second reading of the proposed bylaw or prior to a vote on the proposed resolution in accordance with the Act.
21. Public Hearing presentations may be made in writing, in person at Council Chambers, or by electronic means.

- (1) Written submissions must be submitted by the deadline specified in the notice of Public Hearing. The CAO or delegate shall inform Council of any written submissions and the numbers in favour of and opposed to the matter.
 - (2) Individuals participating by electronic means must register by the deadline specified in the notice of Public Hearing to ensure they receive meeting instructions and access details before the Public Hearing begins. Any person(s) who has not registered by the deadline specified in the notice of Public Hearing shall not be given the opportunity to speak at the Public Hearing by electronic means. If individuals who have registered to participate in the Public Hearing by electronic means have written or electronic material they intend to be part of their presentation, the material must be provided to the CAO by the deadline specified in the notice of the Public Hearing. Screen sharing will not be permitted.
22. Public Hearings will be livestreamed publicly. The notice of Public Hearing will include information on where the livestream will be available to view.
23. If there are technical difficulties while livestreaming the Public Hearing that are unable to be resolved, the Chair will advise those present at the meeting that the livestream is not available. Notice of the technical difficulties will be provided to the public on the Town of Whitecourt's public website.
24. The procedures to be followed are as follow:
 - (1) The Chair will state the purpose of the Public Hearing and outline the Public Hearing procedures.
 - (2) The CAO or delegate shall present an overview and summary regarding the resolution, bylaw, or matter to be dealt with, as well as any submissions received prior to the Public Hearing.
 - (3) The Chair shall request those who wish to make a presentation in the following order:
 - a. Those in support of the proposal;
 - b. Those opposed to the proposal;
 - c. Those others affected wanting to be heard.
 - (4) Individuals are required to give their name and address for the record, and shall direct their presentation to the Chair.
 - (5) Persons making presentations may be questioned by Council for clarification; however, Council shall not enter into debate during a Public Hearing.
25. Public Hearing items are forwarded for consideration and discussion to the next scheduled Policies and Priorities Committee meeting. When there is no Policies and Priorities Committee meeting scheduled following a Public Hearing, the item(s) are to be forwarded to the next Regular Meeting of Council for consideration and discussion.

Notice of Meetings

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

Chair

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

Quorum

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

Council Regular Meeting Agendas

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

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

40. Every Regular Meeting of Council and the Policies and Priorities Committee shall include a Public Input Session for the purpose of obtaining public opinion on any resolution, bylaw, issue or other matter.
41. Members of the public wishing to address Council or the Policies and Priorities Committee in person, unless the meeting is held electronically, during the Public Input Session will be required to register beforehand with the Recording Secretary indicating that they wish to speak. If the meeting is held electronically, information on how to register to speak will be provided in the notice of meeting. The individual's name, address, and topic they will be addressing is required on the register.

42. Each public member shall have two (2) minutes to speak at a maximum; however, the Chair may reduce or increase time allotments per speaker depending on the number of public members wishing to speak at each meeting.
43. The public member shall begin by stating their name and address, and shall direct all comments to the Chair.
44. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in **Sections 19-34 of the Access To Information Act**. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.
45. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Chair.
46. The Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
47. If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.
48. Public Input Session issues shall be either:
 - (1) accepted as information,
 - (2) referred to Administration for further information, or
 - (3) deferred for further discussion.

Scheduled Visitors and Delegations at Council Meetings

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

Recording Devices

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

Holding and Participating in Meetings using Electronic Means

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

Council Meeting Minutes

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

Council Committee Meeting Minutes

69. The Administrator will prepare the minutes of each meeting and will distribute a copy of the minutes with the following Regular Meeting Agenda.

70. Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

Closed Meeting Session

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

Motion Procedures

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

Amendment to a Motion

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

Motions to Accept as Information

87. A member may move to accept a report, either written or verbal, for information for the purpose of acknowledging the report when no further action or direction is required or desired, and ensuring its inclusion in the corporate record. Receiving a report for information does not endorse the conclusions of the report, nor does a motion to accept for information adopt any of the recommendations or actions included in the report.

Splitting Motions

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

Tabling

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

Reconsideration

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

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

Calling the Question

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

Pecuniary Interest and Conflict of Interest

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

Voting Procedures

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

Motion Carried

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

Tie Vote

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

Failure to Vote

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

Loss of Quorum (Abstention)

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

Recorded Votes

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

Bylaw Presentation

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

Rules Governing Debate

119. Members wishing to speak on a matter at the meeting should indicate their intention by raising their hands and be recognized by the Chair and, at the discretion of the Chair, normally should not speak more than once until every Member has had the opportunity to speak except:
- (1) In the explanation part of the speech which may have been misunderstood; or
 - (2) In reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion of the meeting.
120. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by a Member, but each such question requires the consent of the Chair.
121. A Member, when speaking to an issue, shall address their remarks to the Chair.
122. A Member shall restrict their comments to ensure relevance to the matter under discussion.
123. The Chair shall be accorded the same right as any Member of Council or the Council Committee.
124. Members who have been assigned their turn to speak may only be interrupted by other members including the Chair:
- (1) By a Point of Procedure;
 - (2) By a Point of Order;
 - (3) By a Question of Privilege;
 - (4) By an objection to the consideration of a motion; or,
 - (5) By a challenge.

125. A Member who is called to order must immediately stop talking, but must be given an opportunity to challenge before debate is closed. Council or Council Committee will decide the challenge without debate.

Question of Privilege

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

Point of Order

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

Challenge

133. All decisions of the Chair will be final, subject to an immediate challenge by a Member at the meeting.
134. If a decision is challenged, the Chair will give reasons for the ruling, after which the Members, without debate, will vote on the appropriateness of the challenge. The decision of the vote will be final and binding.

Adjournment

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

Enactment

136. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.
137. Bylaw 1583, and amendments thereto, are hereby rescinded.
138. This Bylaw shall come into force and take effect on the day of 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 time this ____ day of _____, 2025.

Mayor

CAO

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



REQUEST FOR DECISION

Date: September 1, 2025
Meeting: September 15, 2025 Policies and Priorities Committee Meeting
Originated by: Tara Gallant, Legislative Manager
Title: TOWN OF WHITECOURT POLICY MANUAL REVIEW

PROPOSAL AND BACKGROUND:

Per policy, Administration has completed its annual review of the Town of Whitecourt Policy Manual. Attached are proposed amendments to specific policies for the Committee's review:

- Legislative
 - Policy 11-006 – Honorariums and Council Per Diem Compensation, Benefits, and Allowances
 - Policy 11-011 – Council Governance
 - Policy 11-012 – Orientation of Council Members
 - Administration
 - Policy 12-001 – Policy Development and Review
 - Policy 12-002 – Signing Authority for the Town
 - Policy 12-012 – Promotional Items
 - Policy 12-014 – Communications and Advertising
 - Policy 12-019 – Investing In Our Community Program
 - Policy 12-023 - Promotional Support for a Team or Individual Competing in a Sport or Cultural Event
 - Policy 12-029 – Video Surveillance (new policy)
 - Finance
 - Policy 13-006 – Financial Reserves
 - Policy 13-008 – Release of Assessment Information
 - Municipal Planning & Development
 - Policy 61-004 – Off-Site Levies
 - Policy 61-009 – Election Signs
 - Community Services
 - Policy 72-002 – Rental of Parks
 - Policy 72-026 – Enhancement Grant Program
 - Policy 72-031 – Use of Disturbance Devices at the Allan & Jean Millar Centre and Arenas
-

REFERENCES:

- Recommended amendments to the Town of Whitecourt Policy Manual – all suggested amendments are marked with track changes – attached
 - Town of Whitecourt Policy Manual
-

BENEFITS/DISADVANTAGES AND OPTIONS:

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

The Municipal Government Act was amended earlier this year, and the Act now prohibits municipal councils from making bylaws or resolutions that address councillor conduct or behavior.

- As a result, Policy 11-010 – Council-Chief Administrative Officer Covenant will be rescinded from the Manual.
- Policy 12-014 – Communications and Advertising has been amended to include statements regarding Council communications that were in the Code of Conduct Bylaw (S.8 and S.9).

In addition to the policy amendments provided, Administration has updated all legislation and bylaw references, as well as applications/forms included as schedules, with applicable references to the Protection of Privacy Act and Access to Information Act.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Council members that have any other policy amendment recommendations should bring the items forward at the Committee meeting for discussion and direction.

RECOMMENDATION:

That the Policies and Priorities Committee recommend that Council adopt the proposed amendments to the Town of Whitecourt Policy Manual as presented.

APPROVAL:

Department Director:

CAO:



POLICY

Effective Date: January 1, 2002

Amended: September 25, 2006

Amended: November 26, 2007

Amended: February 28, 2011

Amended: December 12, 2011

Amended: September 23, 2013

Amended: April 13, 2015

Amended: December 19, 2016

Amended: November 27, 2017

Amended: September 28, 2020

Amended: May 23, 2023

Amended: October 28, 2024

Amended: September 24, 2007

Amended: April 26, 2010

Amended: June 27, 2011

Amended: June 24, 2013

Amended: April 28, 2014

Amended: November 23, 2015

Amended: October 10, 2017

Amended: October 22, 2018

Amended: October 26, 2020

Amended: October 23, 2023

Amended:

POLICY TITLE: Honorariums and Council Per Diem Compensation, Benefits, and Allowances

POLICY NUMBER: 11-006

POLICY PURPOSE:

To establish reasonable compensation in the form of honorariums, per diem, benefits, and allowances for Mayor, Council, and appointed members.

POLICY:

Honorariums:

1. Council Members shall receive a monthly honorarium as outlined in Schedule 'A' – Honorarium and Compensation Rate Schedule for the performance of their duties as elected officials, in accordance with the Municipal Government Act and the Federal Income Tax Act, as follows:
 - a. The Mayor will be paid a monthly honorarium. The monthly honorarium compensates for full-time commitment and attendance at:
 - i. local meetings held with ratepayers and community stakeholders within business hours;
 - ii. meetings with the media;
 - iii. community resident birthdays;
 - iv. Council/Committee Agenda reviews;
 - v. charitable events or non-profit fundraisers;
 - vi. non-local golf tournaments unless authorized by Council to attend;
 - vii. general public appearances; and,

- viii. ribbon cutting events within business hours.
- b. The Deputy Mayor will be paid a monthly honorarium as outlined in Schedule 'A' – Honorarium and Compensation Rate Schedule. The monthly honorarium will include attendance at:
 - i. meetings with the media;
 - ii. community resident birthdays;
 - iii. Council/Committee Agenda reviews;
 - iv. charitable events or non-profit fundraisers;
 - v. non-local golf tournaments, unless authorized by Council to attend;
 - vi. general public appearances; and,
 - vii. ribbon cutting events within business hours.
- c. Councillors will be paid a monthly honorarium as outlined in Schedule 'A' – Honorarium and Compensation Rate Schedule. The monthly honorarium will include attendance at:
 - i. charitable events or non-profit fundraisers;
 - ii. non-local golf tournaments, unless authorized by Council to attend; and
 - iii. general public appearances.

However, this monthly honorarium does not include any meetings or other commitments Council Members have been authorized to attend, and as such the position is authorized to claim in accordance with meeting per diem rates.

Monthly honorariums shall be adjusted yearly and should be equal to the cost of living adjustment provided to staff.

Business hours are defined as the Town Office business hours.

- 2. Public appointed members shall receive a meeting honorarium per as outlined in Schedule 'A' – Honorarium and Compensation Rate Schedule ~~the guidelines outlined in the Town of Whitecourt Permanent Employee Policy Manual~~ for attending the following:
 - a) Meetings of Council,
 - b) Community Services Advisory Board,
 - c) Economic Development Committee,
 - d) Municipal Planning Commission,
 - e) Protective Services Committee,
 - f) Subdivision Development Appeal Board,
 - g) Other Ad Hoc Committees established by Council and expressly authorized for payment.
- 3. Public appointed members that act as the Chair shall receive an extra \$50.00 per meeting to compensate for additional duties and responsibilities.



4. Public appointed members that attend all day planning/training sessions shall receive a per diem rate of \$300.00. Per diems shall be adjusted yearly and should be equal to the cost of living adjustment provided to staff.

5. Town Staff shall receive an honorarium per the guidelines outlined in the Town of Whitecourt Permanent Employee Policy Manual.

4.6. Council members appointed to committees organized by outside agencies may receive an honorarium from that organization, which falls outside this Town policy. All appointments to external committees require Council approval prior to appointment, and all appointments will be reviewed at the annual Organizational Meeting of Council. If honorariums are not paid to Council members by outside agencies, then per diem rates shall be paid in accordance with Clause 42-13 of this policy.

Council Per Diem Compensation:

5.7. Half-day compensation, equal to or less than a 4-hour time commitment, is \$150.00. Full-day compensation, greater than a 4-hour and less than an 8-hour time commitment, is \$300.00. A time commitment greater than 8 hours will be compensated up to a maximum of \$450.00 per day. Per diems shall be provided as outlined in Schedule 'A' – Honorarium and Compensation Rate Schedule, and shall be adjusted yearly ~~and should be~~ equal to the cost of living adjustment provided to staff.

6.8. Per diem compensation shall be reimbursed upon submission and approval of a Council Per Diem Claim Voucher.

- a) Claim Vouchers shall be submitted bi-monthly.
- b) The Mayor shall be responsible for approving Councillors' claims, and the Deputy Mayor shall be responsible for approving the Mayor's claims.
- c) A claim or portion thereof not approved may be taken to Council to appeal the decision.
- d) Council remuneration budgets are approved in the annual budget.
- e) Approved monthly per diem compensation for each member of Council will be made public via postings on the Town's website.

7.9. Per diem compensation, as outlined in Schedule 'A' – Honorarium and Compensation Rate Schedule, will be provided to Council Members who attend events/business sessions, training sessions or participate in an organizing role including, but not restricted to, the following:

- a) Regular and Special Meetings of Council as outlined in Policy 11-001 – Council Meetings,
- b) Council Committees as outlined in the Council Committees Bylaw ~~4570~~,

- c) External Committees as outlined in Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees,
- d) Council Planning Sessions,
- e) Alberta Municipalities Conference,
- f) Federation of Canadian Municipalities Conference,
- g) Party In The Park, Canada Day, and local parades,
- h) Town hosted presentations and workshops.

Per diem compensation will be provided to Council Members who have received Council's authorization to attend:

- i) public events hosted by the Town (ex. Street Fest, Fall Fest),
- j) meetings with Provincial/Federal ministers and representatives,
- k) Town hosted special events (ex. Yubetsu Banquet, Fire Department Awards Night, RCMP Regimental Ball).
- k)l) Conferences/events (except those listed in policy), and those participating in special projects or in a sub-committee for the Town of Whitecourt.

When Council Members attend such functions, members must provide a report to all of Council during the Councillor Reports item during Regular Meetings of Council.

8-10. Mayor, Deputy Mayor and/or Town Representative that act as the Chair shall receive an extra \$50.00 per meeting/day to compensate for additional duties and responsibilities with the exception for the Chair of closed meetings at the Regular meetings of Council.

9-11. Mayor and/or Deputy Mayor may claim per diem compensation to attend grand openings, anniversary celebrations, retirement events, welcome/greeting engagements, media engagements, Remembrance Day ceremonies, and sponsorship events that are scheduled outside of business hours as the Town's official representative.

10-12. Mayor, Deputy Mayor and or Town Representative may claim per diem compensation to attend Alberta Municipalities leader's caucus meetings, and other functions outside the community when attendance is beneficial to the community (i.e. functions for elected officials, and provincial advocacy groups such as Cariboo Task Force).

11-13. Councillors may claim per diem compensation to attend local events on behalf of the Mayor and/or Deputy Mayor (i.e. ribbon cutting ceremonies, meetings with the media, seniors birthday events, Remembrance Day ceremonies) as Town's official representative.

~~12.14.~~ Council members who are required to attend Committee Meetings out of the community, and are not already receiving an honorarium, may submit a claim to receive per diem compensation. The following meetings qualify:

- a) Provincial Boards approved by Council that do not offer an honorarium but membership provides substantial benefit to the community,
- b) Any other committees approved by Council.

~~Per diem compensation will be provided to Council Members who have been authorized by motion to attend conferences/events, to those participating in special projects or in a sub-committee for the Town of Whitecourt.~~

~~Generally recommended that two Council members are authorized to attend non-sanctioned Town events unless otherwise authorized by Council motion.~~

15. It is generally recommended that two Council members are authorized to attend non-sanctioned Town events unless otherwise authorized by Council motion.

Expenses:

~~13.16.~~ Expenses shall be reimbursed upon submission and approval of a Council Travel and Sundry Expense Claim.

- a) Expense claims shall be submitted bi-monthly.
- b) Councillor expense claims will be reimbursed for meals, mileage, and accommodations per the guidelines outlined in the Town of Whitecourt Permanent Employee Policy Manual or per accompanied detailed receipts and/or documentation
- c) The Mayor shall be responsible for approving Councillors' claims, and the Deputy Mayor shall be responsible for approving the Mayor's claims.
- d) A claim or portion thereof not approved may be taken to Council to appeal the decision.
- e) Council expense budgets are approved in the annual budget.

~~14.17.~~ Subject to plan availability, individual Council Members may join the Town of Whitecourt Sunlife Benefit Plan provided they incur 35% of benefit plan costs.

~~15.18.~~ All personnel attending a political fundraiser must pay the registration cost directly and may be reimbursed only for the amount as an expense, as per the Election Finances and Contributions Disclosure Act.

~~16.19.~~ Council member's spouse/partner ticket will be paid for by the Town if attending a banquet (Regimental Ball, Fireman's Awards Night and Conference banquet).

~~17.20.~~ Council members will be provided with a mobile phone and a computer (laptop or tablet) or receive up to \$100 monthly allowance for mobile devices



(\$50 for a cell phone and/or \$50 for another device) (where this equipment is made available there will be no allowance).

~~18.21.~~ Council members will be provided the following services through the Town:

- a) Internet (for internet connectivity where WiFi is not available);
- b) Mobile phone plan.

~~19.22.~~ The Town is responsible for supplying work related/Town endorsed applications and programs to mobile devices.

~~20.23.~~ Council members have the option to purchase the computer/tablet and cell phone at the end of their active service at the depreciated value as determined by the Corporate Services Department.

Other:

~~21.24.~~ A review of Council honorariums, per diem compensation, benefits, and allowances will be conducted by the Council Compensation Committee by December 31 of the year prior to a general municipal election or as required.

~~22.25.~~ Per Policy 12-012 - Promotional Items, each member of Town Council will be allocated \$500.00 annually for the purchase of promotional materials that clearly depict the Town of Whitecourt logo per the visual identity standards outlined in Policy 12-005 – Use of Logos and Trademark.

~~23.26.~~ Per Policy 12-016 - Recognition of Council, Council Committee Members, and Fire Fighters, members of Council shall receive a recognition gift valued at \$300.00 at the end of each term that is suitably embossed or engraved with the Town's logo when possible.

REFERENCE:

Schedule "A" – Honorarium and Compensation Rate Schedule

Bylaw 1570 – Council Committees

Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees

Policy 12-005 – Use of Logos and Trademark

Policy 12-012 – Promotional Items

Policy 12-016 – Recognition of Council, Council Committee Members, and Fire Fighters



**Policy 11-006 Honorariums and Council Per Diem
Compensation, Benefits, and Allowances - Schedule "A"
Honorarium and Compensation Rate Schedule**

	2025 Rates (increased by cost of living annually)
Council Monthly Honorarium	
Mayor Monthly Honorarium	\$4,878.30
Deputy Mayor Monthly Honorarium	\$3,008.83
Councillor Monthly Honorarium	\$1,918.80
Council Per Diem Compensation	
Up to 4 hours	\$ 154.29
4-8 hours	\$ 308.58
Over 8 hours	\$ 462.87
Public Appointed Member Honorarium	
Committee/Board Meeting Honorarium	\$ 106.05
Half Day Session (up to 4 hours)	\$ 154.29
Full Day Session (over 4 hours)	\$ 308.58

POLICY

Effective Date: September 25, 2006

Amended: September 24, 2007

Amended: October 27, 2014

Amended: October 22, 2018

Amended: October 11, 2022

Amended:

POLICY TITLE: Council Governance

POLICY NUMBER: 11-011

POLICY PURPOSE:

To clarify roles and responsibilities of Council and the Chief Administrative Officer.

POLICY:

1. The Town of Whitecourt is committed to following good governance principles and practices.
- ~~2. Code of Conduct Bylaw 1579 details expectations of members and is to be used to guide Council behaviour.~~
- ~~3.2.~~ Members of Council are required to only hold membership or act in support of those organizations whose mandate is to further the well-being of the community and which do not result in direct conflict with the policies or actions of Town Council.
4. (a) Within six (6) months of a municipal election, Council will annually adopt a Strategic Plan that identifies the goals and priorities of the current Council. Administration is to be involved in the process, and an external facilitator should be retained to assist with this process.

(b) Each successive year thereafter, Council will meet to update the strategic priorities and reflect on the accomplishments of those re-established priority targets.

(c) The Chief Administrative Officer will develop a corporate-wide Strategic Plan that will be guided by the priorities and direction established by Council. The Chief Administrative Officer will provide quarterly updates to Council that outline steps and major milestones Administration will work through in order to reach Council's priorities ~~and goals~~.



5. Council will complete an annual Performance Assessment for the Chief Administrative Officer position.
6. Council will complete an annual self-evaluation.

REFERENCE:

Schedule "A" Chief Administrative Officer Performance Appraisal Form

Schedule "B" Council Evaluation Form

~~Bylaw 1579 – Code of Conduct~~

POLICY

Effective Date: September 25, 2006

Amended: April 26, 2010

Amended: June 27, 2011

Amended: June 24, 2013

Amended: November 23, 2015

Amended: October 10, 2017

Amended: October 22, 2018

Amended: September 28, 2020

Amended: October 23, 2023

Amended:

POLICY TITLE: Orientation of Council Members

POLICY NUMBER: 11-012

POLICY PURPOSE:

The Town of Whitecourt will ensure that a comprehensive briefing of elected municipal officials is undertaken in order to provide information on all aspects of the municipality's operations, policies and procedures, as well as outstanding issues and concerns.

POLICY:

1. Orientation sessions will be arranged for members of Council as ~~outlined in the Town of Whitecourt Code of Conduct Bylaw 1579~~ required by the Municipal Government Act.
 - a. The Town of Whitecourt will contract an external resource(s) to provide Town Council with such a governance overview after a general election (every four years).
 - b. The Chief Administrative Officer will assist and participate in the orientation session as deemed appropriate.
 - c. Information covered during the session should include an overview of the:
 - governance model and the decision-making process;
 - primacy of Council;
 - roles, responsibilities and relationships of appointed and elected municipal officials;
 - legislation of which Council should be made aware;
 - policies of the Town of Whitecourt;
 - operating structure of the municipality;

- municipal budgeting process;
 - Council Meeting procedures;
 - terms of reference for all departments, boards, authorities and committees and information on the operation of each;
 - technology resource training; and
 - areas, concerns, issues outstanding or anticipated.
2. As part of the Orientation Package, all members of Town Council will be provided with copies of the following:
- Municipal Government Act (MGA);
 - ~~Bylaw 1556~~ Procedure Bylaw;
 - ~~Bylaw 1579~~ Code of Conduct;
 - ~~Bylaw 1570~~ Council Committees Bylaw;
 - Conflict of Interest Guidelines for Municipal Councillors (developed by the Alberta Ministry of Municipal Affairs)
 - Now That You Have Been Elected – A Handbook For Newly Elected Councillors (developed by the Alberta ~~Ministry of~~ Municipal Affairs)
 - Town of Whitecourt Policy Manual;
 - Town of Whitecourt Operating and Capital Budget; and
 - Other general resource material of which Council members should have knowledge (i.e. Organizational Chart, Community Development Plan; Recreation Master Plan; Land Use Bylaw, Municipal Development Plan, Municipal Emergency Management Plan, Freedom of Information and Protection of Privacy (FOIP) Act, etc.).
3. Within forty-five (45) days of an election or by-election, the Chief Administrative Officer will provide a tour of Town facilities and operations to members of Town Council.

REFERENCE:

Bylaw ~~1556~~ 1583 – Procedure Bylaw
~~Bylaw 1579~~ Code of Conduct Bylaw
Bylaw 1570 – Council Committees Bylaw

POLICY

Effective Date: September 25, 2006

Amended: September 24, 2007

Amended:

POLICY TITLE: Policy Development and Review

POLICY NUMBER: 12-001

POLICY PURPOSE:

To establish procedures for the development of policies for the Town of Whitecourt.

POLICY:

1. The Town of Whitecourt will maintain a Policy Manual to serve as an operational guide for Council, staff, and public. The Policy Manual will be regarded as a continuously developing and changing document to meet the needs of a changing community and changing circumstances.
2. Policies will be initiated by:
 - a) Council requesting a draft to be prepared; or,
 - b) Administration preparing a draft.
3. The Policies and Priorities Committee is responsible for recommending draft policies for Council's consideration.
4. The Policies and Priorities Committee will review the Policy Manual at least annually.
5. ~~Approved Policies~~ will be approved by Council resolution, and will be inserted into the master manual. ~~T-and~~ the Chief Administrative Officer will be responsible to ensure that all employees are aware of policies affecting their work. ~~The master manual will be available for public review during normal business hours at the Town Administration Office.~~
6. Administration will ensure that a current copy of the Policy Manual is publicly accessible on the Town's website and available for public review during normal business hours at the Town Administration Office.

POLICY

Effective Date: June 22, 1998
Amended: September 25, 2006
Amended: April 26, 2010
Amended: June 24, 2013
Amended: October 22, 2018
Amended:

POLICY TITLE: Signing Authority for the Town

POLICY NUMBER: 12-002

POLICY PURPOSE:

POLICY PURPOSE:

~~To designate appropriate signing authorities for contracts and other municipal agreements on behalf of the Town of Whitecourt.~~

To establish signing authorities for agreements, contracts and other municipal documents, value thresholds and clarify roles and responsibilities.

Section 213 of the Municipal Government Act (MGA) outlines who may sign or authorize municipal documents on behalf of the Town. The MGA allows flexibility for the Council, the Chief Administrative Officer (CAO), and designated officers to delegate signing authority.

Section 209 of the MGA provides flexibility for the CAO to delegate their authority to sign cheques, agreements and other negotiable instruments and other documents outlined in this policy to a Town of Whitecourt employee. A delegate may not sub-delegate their duties.

Specific signing authorities may be designated in various bylaws and Council policies.

POLICY:

- ~~1. The Chief Administrative Officer, Acting Chief Administrative Officer, and Director of Corporate Services are authorized to have signing authority on behalf of the Town.~~
- ~~2. The Mayor, Deputy Mayor and/or appointed Councillor are authorized to have signing authority on behalf of the Town.~~

Corporate Seal:

1. The presence of the Town of Whitecourt corporate seal on any document verifies the signatories are authorized to sign on behalf of the corporation. The corporate seal

must be applied by the CAO, Acting CAO or Executive Assistant to any document signed on behalf of the corporation as noted in this policy or as required.

Commissioner for Oaths:

2. Under the Commissioner for Oaths Act, members of a municipal council in Alberta are by virtue of the membership commissioner empowered to administer oaths and take and receive affidavits, declarations, and affirmations in or outside Alberta for use in Alberta.

3. The Town of Whitecourt shall ensure appropriate municipal employees are appointed as Commissioners for Oaths for Alberta, and as such are authorized to administer oaths and take and receive affidavits, declarations, and affirmations within the Province of Alberta for Town of Whitecourt related business only.

Negotiable Instruments:

4. Section 213(4) of the MGA requires that cheques and other negotiable instruments, including electronic funds transfer and other online payable batches be signed by the Mayor, or by another person authorized by Council to sign them, together with a Designated Officer, or by a Designated Officer acting alone if so authorized by Council as outlined in Policy 13-001 – Signing Authority for Financial Purposes, and Policy 13-004 – Investments.

Signing Authority for Municipal Documents:

5. Authority is delegated as outlined in Schedule "A" – Signing Authority for Municipal Documents.

6. The delegation of authority to sign municipal documents does not preclude the Mayor from providing a second signature or agreement providing the Mayor has not signed as the first signature.

7. Unless specified elsewhere in this policy, authority is delegated to a position as opposed to the person.

8. Unless otherwise specified, authority delegated to a position extends to any person acting in the position.

9. Employees who have been delegated signing authority are responsible for:

- a) Ensuring documents are signed in accordance with this policy, and
- b) Ensuring the accuracy of the documents being signed.

REFERENCES:

- Schedule "A" – Signing Authority for Municipal Documents
- Policy 12-011 – Sale of Land
- Policy 12-028 – Electronic Signatures
- Policy 13-001 – Signing Authority for Financial Purposes



Town of Whitecourt

Policy Manual
Section: **Administrative**

103

- Policy 13-003 - Purchasing
- Policy 13-004 - Investments
- Policy 13-005 – Unbudgeted Expenditures



Town of Whitecourt

Policy Manual
Section: **Administrative**

Policy 12-002 – Signing Authority Schedule “A” – Signing Authority for Municipal Documents

TITLE	DESCRIPTION OR LEGISLATION	FIRST SIGNATURE	SECOND SIGNATURE	ELECTRONIC SIGNATURE	CORPORATE SEAL
Agreement/ Contract approved by Council	Resolution recorded in Council Minutes.	Mayor	CAO	No	Yes
Land Related Documents	Documents required to be registered/discharged at Land Titles and any registerable/negotiable instrument related to land. Examples include: <ul style="list-style-type: none"> • Caveats • Subdivision and Condominium Endorsements • Access or Easement Agreements and Rights of Way • Surface Rights Agreements • Encumbrances • Sales, Purchases, Donations, Leases or Transfers of Property 	CAO	N/A	Yes	Yes, if required
Bylaws	MGA, Section 213(3)	Mayor	CAO	No	Yes
Canada Revenue Agency (CRA)	All CRA related documents including Payroll, GST, Business Number (BIN).	Controller, Assistant Controller, and/or Human Resource Advisor	N/A	Yes	No



Town of Whitecourt

Policy Manual
Section: **Administrative**

TITLE	DESCRIPTION OR LEGISLATION	FIRST SIGNATURE	SECOND SIGNATURE	ELECTRONIC SIGNATURE	CORPORATE SEAL
Cheques, Transfers and other Negotiable Instruments	MGA, Section 213(4); Policy 13-001 – Signing Authority for Financial Purposes, and Policy 13-004 – Investment. Includes accounts payable cheques, bank agreement, borrowing bylaws, investments, etc.	Mayor or Deputy Mayor	CAO or Director of Corporate Services or Controller	No	No
Council Meeting and Policies and Priorities Committee Meeting Minutes	MGA Section 213(1)	Mayor or Deputy Mayor	CAO	No	Yes
Council Committee Minutes	MGA S.213(1)	Chair presiding at the meeting	Admin. Liaison as identified in the Council Committee Bylaw	No	No
Employment/ Offer Contracts	All staff except the CAO	CAO or Director	Human Resource Advisor	Yes	No
CAO Employment Contract	CAO Employment Contract	Mayor	N/A	Yes	No
Grant Funding Applications and Reporting	Grant guidelines	CAO or Director	CAO or Director if applicable	Yes	No



Town of Whitecourt

Policy Manual
Section: **Administrative**

TITLE	DESCRIPTION OR LEGISLATION	FIRST SIGNATURE	SECOND SIGNATURE	ELECTRONIC SIGNATURE	CORPORATE SEAL
Grant Funding Agreements	As per agreements	Mayor or CAO or Director of Corporate Services	CAO or Director of Corporate Services if applicable	Yes	No
Federal or Provincial or Intermunicipal Agreements (not granted related)	MGA S.213(4). MOU or MOA, other agreements, and letters of intent.	Mayor	CAO	No	Yes
Documents issued under the Fire Services Bylaw	Fire Permits and Fire Safety Plans, etc. per the Fire Services Bylaw.	Fire Chief or Deputy Fire Chief	N/A	Yes	No
Documents issued under the Land Use Bylaw, Building Permit Bylaw, and Quality Management Plan	Permits, notices, zoning letters, file reviews, order, audits, reports.	Development Officer or Planner upon approval from the Municipal Planning Commission or Council where required	N/A	Yes	No



Town of Whitecourt

Policy Manual
Section: **Administrative**

TITLE	DESCRIPTION OR LEGISLATION	FIRST SIGNATURE	SECOND SIGNATURE	ELECTRONIC SIGNATURE	CORPORATE SEAL
Goods and/or services and maintenance contracts and agreements	Routine service, maintenance or municipal program agreements approved in budget, such as contractual agreements, service agreements, equipment rentals and leases, and maintenance agreements in accordance with Policy 13-003 – Purchasing (clauses for delegation of authority) and Policy 13-005 – Unbudgeted Expenditures.	CAO or Director or Delegate	Director or Delegate if required	Yes	No
Tax Recovery Documents	MGA, Part 10, Divs 8 and 9, tax arrears list, tax notification letters, tax sale notification letters, and public auction notification.	CAO or Director of Corporate Services	N/A	Yes, if applicable	Yes, if signed with wet ink

POLICY

Effective Date: September 25, 2006

Amended: September 24, 2007

Amended: April 26, 2010

Amended: June 24, 2013

Amended: October 22, 2018

Amended:

POLICY TITLE: Promotional Items

POLICY NUMBER: 12-012

POLICY PURPOSE:

To achieve consistency and provide structure for the use of promotional items.

POLICY:

Definitions:

Giveaways mean those items that are low cost quality items for distribution at meetings, conferences or as donations to other organizations seeking the Town's support in an external activity.

Gift/Retail Items mean those items that are higher quality which are kept in stock to provide as gifts to guest speakers, dignitaries, and representatives of partnership agencies with the Town or Council Committees wishing to recognize external members to the Town or where the exchange of gifts is customary.

Executive Items mean quality items that would be kept in limited stock and provided as more exclusive forms of recognition, and are distributed at the discretion of ~~Council~~ the Mayor and/or the Chief Administrative Officer.

1. The ordering, inventory, and distribution of promotional items will be the responsibility of Administration.
2. All novelties and merchandise will carry the Town of Whitecourt logo or other appropriate identification.
3. Promotional items may be available not only as giveaways and gifts, but also for purchase by the public at the Allan & Jean Millar Centre and Forest Interpretive Centre.



4. Where the giving of promotional items is deemed appropriate or customary, items may be given at no charge to the following:
 - a. Persons who have direct municipal business dealings with the Town of Whitecourt.
 - b. Members of Councils and officials of other municipalities.
 - c. Individuals participating in official functions and ceremonies attended by the Town of Whitecourt.
5. Each member of Town Council will be allocated \$500.00 annually for the purchase of promotional material.

Promotional Items Framework

Category	Suggested Promotional Item
Giveaway	Pencils, pens, pins, etc.
Gift/Retail Item	Mugs, key rings, caps, watches, clothing, golf ball sets, etc.
Executive Item	Clocks, glasses, pen sets, plaques, high-end clothing

*All items are subject to availability.



POLICY

Effective Date: September 25, 2006

Amended: September 24, 2007

Amended: June 24, 2013

Amended: October 10, 2017

Amended: September 28, 2020

Amended: October 23, 2023

Amended: June 27, 2011

Amended: November 23, 2015

Amended: October 22, 2018

Amended: October 11, 2022

Amended:

POLICY TITLE: Communications and Advertising

POLICY NUMBER: 12-014

POLICY PURPOSE:

The Town of Whitecourt is committed to developing information channels to enhance communication within the organization and with the community, media, and other municipalities; and to ensuring that information is provided effectively, efficiently, accurately, consistently, and professionally.

POLICY:

External Communications:

General Communication

1. All written correspondence from the Town will be sent on identifiable Town of Whitecourt stationery.
2. Requests for information from citizens will be handled within ten (10) business days. If requests for information have been forwarded to any other public body, Whitecourt Town Council will be forwarded the citizen's request letter. Other requests may be forwarded to Town Council at the discretion of the Chief Administrative Officer.
3. Comments and complaints received regarding services provided by the Town of Whitecourt will be recorded and communicated to the appropriate Director and Manager. Complaints will be dealt with in a timely manner.
4. When using photographs in advertisements, in promotional items, or on the Town's website, consent and authorization to use the photograph must be granted from the person in the picture, as well as the photographer. Staff will ensure that the Schedule "B" Photography Release Forms and Schedule "C" Image Permission Release Forms are completed as necessary.
5. The Legislative Manager shall be consulted when designing public information documents, surveys and questionnaires to review documents to ensure consistency in design, content and tone to enable branding and corporate identity development.



Media Relations

6. Media calls will be given high priority and will be dealt with efficiently at all levels of the organization.

7. Staff receiving requests from the media for interviews must receive authorization from the Chief Administrative Officer or Department Director prior to providing information.

8. Unless Council directs otherwise, the Mayor is Council's official spokesperson; and, in the absence of the Mayor it is the Deputy Mayor. All inquiries from media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

7.9. A Council Member must not claim to speak on behalf of Council unless authorized to do so. A Council Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

Press Releases

8.10. Press releases are encouraged to promote municipal activities, decisions, projects, and services.

9.11. The Town of Whitecourt will use a standard format for press releases for distribution to the media and community.

10.12. Press releases will be published after each Regular Meeting of Council to review agenda items and highlight decisions and activities of Council. Distribution of press releases that promote community events, projects, programs, services, and successes are encouraged.

11.13. The Chief Administrative Officer will approve all press releases prior to publication and an external distribution list will be utilized.

Advertising

12.14. The Town of Whitecourt will advertise in at least one local newspaper as the primary advertising medium. Other advertising/communication mediums, such as the radio or other print media will be used when appropriate.

13.15. Department Directors will approve all advertisements pertaining to their department prior to the advertisements being submitted. All advertisements, with the appropriate coding and size specifications, will be ready for submission by 12:00 noon on the Wednesday of each week, with the exception of advertisements resulting from Municipal Planning Commission decisions.



~~14.16.~~ All advertisements and publications created by the Town of Whitecourt will include the Town logo.

~~15.17.~~ Non-routine advertisements (i.e. special features, promotions) will be published as deemed necessary, upon the approval of the Chief Administrative Officer and/or Department Directors.

Website

~~16.18.~~ The Town of Whitecourt will maintain an up-to-date, user-friendly, website to inform residents, the media, and others, about Town business, programs, procedures, activities, policies, and vision to increase knowledge and understanding.

~~17.19.~~ Requests for posting information to the website will be coordinated through the Legislative Manager.

Social Media

~~18.20.~~ For purposes of this policy, "social media" defined as website and applications that enable users to create and share content or to participate in social networking. Social media tools turn communications into an interactive dialogue, and allow the creation and exchange of user-generated content to share opinions, information, promote discussion, and build relationships. Social media platforms include, but are not limited, to Facebook, Instagram, and YouTube.

~~19.21.~~ The Town of Whitecourt's website www.whitecourt.ca will remain the Town's primary and predominant internet presence. Wherever possible, Town social media sites should link back to the official Town of Whitecourt website for forms, documents, online services, and other information necessary to conduct business with the Town of Whitecourt.

~~20.22.~~ The Town of Whitecourt will build its presence on social media sites and use social media tools with adequate consideration given to:

- a. Ensuring efforts align with the Town's Strategic Plan, corporate values, and policies;
- b. Identifying the fit within business and communications/marketing plans and objectives;
- c. Understanding the benefits, implications, and risks in using social media.

~~21.23.~~ The establishment and use by any Town department of social media sites are subject to the approval by the Chief Administrative Officer.

~~22.24.~~ Social media accounts for specific facilities, initiatives, or projects (i.e. Allan & Jean Millar Centre) will be clearly linked to the Town's main social media account.

~~23.25.~~ Administration will maintain a list of all social networking application domain names in use, the names of all employee administrators of these accounts, as well as the associated user identifications and passwords currently active.



~~24.26.~~ Town of Whitecourt social media sites should make clear that they are maintained by the Town of Whitecourt and shall be branded consistent with the Town of Whitecourt visual identity standards. The Legislative Manager and other appointed staff members will act as forum moderators, and as such will monitor and populate content, on a daily basis during regular business hours, on Town social media sites to ensure appropriate use, message, and branding consistent with the Town of Whitecourt.

~~25.27.~~ The focus of the Town's social media is on Town of Whitecourt news, events and activities. The Town of Whitecourt social media accounts may share or like posts, or follow social media pages, of organizations or stakeholders that partner with the Town on the delivery of services or programs to the community. Members of Council and appointed members of Council Committees may be asked to participate in communication initiatives.

~~26.28. Code of Conduct Bylaw 1540, Section 5, outlines Council communication roles and guidelines on behalf of the municipality.~~ Town of Whitecourt social media sites and pages shall not be used for campaigning or self-promotion.

~~27.29.~~ Social media tools permit and encourage two-way dialogue. The Town's social media sites will permit comments by the public when appropriate, and the Town's forum moderators will respond to relevant and appropriate questions posted on the Town's social media sites or networks, in a timely manner, with factual information. To maintain trust and transparency, the Town will monitor but not engage in online debate and discussions on its own or any other forums. The Town reserves the right to respond to comments that are not factual.

~~28.30.~~ It is recognized that social media presents both new possibilities as well as challenges. The various platforms of social media carry the risk of being a format for inappropriate comments (including information, articles, pictures, videos or any other form of communicative content posted on a Town of Whitecourt social media site) or activity. Each social media site will include comment/posting guidelines (where appropriate) as noted in Schedule "D".

~~29.31.~~ Should a comment/post contravene any of the guidelines listed in Schedule "D", the forum moderator shall make a copy of the comment for the record and delete the post. The offending user may be blocked from the Town's social media channels at the discretion of the forum moderator.

Internal Communications:

~~30.32.~~ Individual requests from members of Town Council will be directed to the Chief Administrative Officer.

~~31.33.~~ Committee members, including Council Members, with individual requests pertaining to a Council Committee will communicate directly with the responsible administrative support staff member.

~~32.34.~~ Staff members are encouraged to promote communication within the organization. Meetings, from informal to large groups, will be the primary basis of communication.

Emergency Communications:

~~33.35.~~ In the event of an emergency, the Town's website and social media accounts will be used to reach citizens quickly and effectively. Information posted on social media will direct people to the Whitecourt website which allows for further explanations and links that can be explained more described in detail.

~~34.36.~~ In the event of an emergency and the Emergency Coordination Centre (ECC) is activated, at least one Public Information Officer will be assigned to the ECC. The team member will manage and monitor the website and the main Town of Whitecourt social media accounts, providing updates and issuing press releases as approved by the Director of Emergency Management or their designate.

~~35.37.~~ If the emergency situation is escalated, the main Town of Whitecourt social media accounts will provide appropriate messaging, focusing exclusively on the emergency and the Town's response (i.e. all other corporate messaging will be temporarily paused).

~~36.38.~~ In the event a public emergency alert or order is issued, the Town of Whitecourt will utilize Alberta Emergency Alert. In addition, social media posts will be made, and push notifications will also be issued on the Town's website and app.

REFERENCE:

Schedule "A" Communication Tools and Channels
Schedule "B" Photography Release Form
Schedule "C" Image Permission Release Form
Schedule "D" Social Media Comment/Posting Guidelines
~~Bylaw 1579 – Code of Conduct Bylaw~~
Bylaw 1555 - Advertising



POLICY

Effective Date: March 25, 2008

Amended: April 26, 2010

Amended: June 28, 2010

Amended: June 24, 2013

Amended: October 11, 2022

Amended:

POLICY TITLE: Investing In Our Community Program

POLICY NUMBER: 12-019

POLICY PURPOSE:

To establish terms of reference for the Investing In Our Community Program.

POLICY:

Part A: General Provisions

1. The Investing In Our Community Program was established to enhance and encourage partnerships with local non-profit organizations. The program is intended to provide financial assistance in the form of loans to community organizations to assist in leveraging their resources for community capital investments that will benefit the community.
2. This policy contains three parts which are intended to apply as follows. Part A (General Provisions) is intended to contain general provisions which are generally applicable to the whole of this policy. Part B (Interest Free Loans) is intended to set out certain parameters which will apply to the majority of loans granted pursuant to this policy. Part C (Extraordinary Loans) is intended to apply to loans which are outside the parameters set out in Part B of this policy. Stricter requirements will be imposed upon Part C loans. Each application will require a specific agreement to address the Town's provisions requiring security and default conditions.
3. Applications to the Investing In Our Community Program will be considered on a case-by-case basis, and Whitecourt Town Council must formally accept all applications and authorize Administration to proceed. Once all procedures and requirements under the Municipal Government Act are met, applications will be submitted for final approval by Town Council (including bylaw approval when necessary). The Town reserves the right to refuse any application. The Town also reserves the right to impose conditions on a loan, of whatever nature or kind that the Town deems appropriate.

4. Only non-profit, community organizations providing services to the community through volunteer resources may apply to the program for financial support to be used for a capital purpose that will benefit the municipality.
5. In considering an application Council will have general regard for, but not be bound by the following considerations:
 - a. the benefit to the public;
 - b. the capacity of the borrower to repay the loan;
 - c. protection of the Town's investment, including adequate security and legal documentation;
 - d. whether the Town should have the ability to appoint one or more persons to the borrowers Board of Directors;
 - e. the Town's debt limit financial obligations and financial status. Generally, Council will not approve a loan if it causes the totality of loans under this program to exceed 10% of the Town's debt limit.
6. The Town reserves the right to limit financial support based on project benefits and outstanding program commitments already approved, or such other considerations that the Town deems appropriate or desirable.
7. The Town reserves the right to assess the reasonableness of costs and which costs are eligible under the terms of the program.
8. The Town may request security for a loan, including but not restricted to: lien or encumbrance on real property (including a charging agreement or mortgage), personal property security; promissory note; or such other security as the Town may deem appropriate in the circumstance.
9. Loan funding will be made available after all necessary advertising, approvals, bylaws, and securities are completed and in place.
10. For smaller amounts, the Town may utilize funds from the Town reserves, and borrowing from the ~~Alberta Capital Financing Authority~~ Government of Alberta Loans to Local Authorities may not be required.
11. All requirements of the Municipal Government Act shall be followed. Any requirements of the ~~Government of Alberta Treasury and Risk Management: Local Authority Loans~~ Government of Alberta Municipal Affairs: Loans to Local Authorities regarding loans for this program shall be dealt with by the municipality.
12. All submissions must be completed in the prescribed application format and include all required supplementary documentation. The Town may request additional information in support of the project.
13. The Town will periodically review the terms and the duration of the program and make appropriate revisions as per the direction of Town Council.

14. Organization's that receive funding through the Investing In Our Community Program agree to submit annual financial statements to the Town of Whitecourt for the duration of the agreement period.
15. All loans are in the discretion of the Council of the Town of Whitecourt, and may be refused for any reason. Council may also impose whatever condition it thinks appropriate as a condition of any loan.
16. All applicants must receive approval by the Town of Whitecourt prior to incurring other debts once approved under this grant program.

Part B: Interest Free Loans

17. Acting as a lender, the Town will consider providing support based on a sliding scale of the total amount of the project less government grants.

Amount of Capital Project (Less Provincial and Federal Grant Contributions)	\$5,000,000.00				
	\$1,000,000.00				
	\$ 250,000.00				
	\$ 100,000.00				
		25%	20%	15%	10%
Percentage of Town Partnership					

For example:

Golf Course Club House Project:		
Total Project Cost		4,000,000.00
Less Provincial/Federal Grant Contributions		1,300,000.00
Total Eligible Project Costs		2,700,000.00
	Project	Town Partnership
25%	100,000.00	25,000.00
20%	250,000.00	50,000.00
15%	1,000,000.00	150,000.00
10%	1,350,000.00	135,000.00
	2,700,000.00	360,000.00

18. The interest rate of a loan under this program, while in good standing, will normally be from the Government of Alberta Treasury and Risk Management: Local Authority Loans (or another source) to fund the project, the Town will normally absorb interest costs incurred.



19. The maximum loan term is ten (10) years (subject to prior termination for default), unless otherwise approved.
20. Principal is repayable in monthly or quarterly amounts as stated in the agreement signed by the Town and funding recipient. Payments will commence one year following disbursement of funds.

Part C: Extraordinary Loans

21. In extraordinary circumstances, Council may consider providing loans that exceed the financial limits (margins) set out in Part B of this Policy. The general considerations contained in Part A of this Policy will apply. However, in addition thereto, Council will only consider a Part C loan when they are convinced that: it is in the public interest to do so, the borrower has the capacity to repay the loan, the Town's investment is adequately protected by security based on 100% of the Town's investment and appropriate loan documentation and conditions, the loan documentation sets out adequate remedies upon default including, if deemed necessary, the Town's ability to appoint a majority of the borrowers Directors.
22. The Town will charge interest on Part C loans as it deems appropriate. Without restricting the generality of the foregoing, the interest charged shall be adequate to cover the Town's cost of borrowing for such funds.

REFERENCE:

Schedule "A" Investing In Our Community Program Application

POLICY

Effective Date: September 24, 2012

Amended:

POLICY TITLE: Promotional Support for a Team or Individual Competing in a Sport or Cultural Event

POLICY NUMBER: 12-023

POLICY PURPOSE:

To acknowledge the important role and contribution that amateur and professional sport and culture plays in terms of community and economic development, and on the health and well-being of our residents.

POLICY:

1. The Town of Whitecourt will recognize the sport or cultural contribution of individual participants, athletes or teams, who are competing at a provincial or higher level by offering promotional items that carry the Town of Whitecourt logo or other appropriate identification.
2. In order to qualify, the individual or team must be sanctioned by their provincial sport/cultural governing body, where a formal selection process and/or a series of qualifying competitions have been completed.
3. The individual or team representative must make a written request stating details regarding the competition they are participating in.
4. The Town of Whitecourt, in discussion with the individual or team representative, will choose the promotional items that would best suit the participant(s), athlete(s) or team requirements.
5. The Town of Whitecourt will order and supply the chosen item(s). Promotional items may include track suits, jackets, hats or similar type clothing; sport bags, briefcases, water bottles, towels, etc.
6. The Town of Whitecourt, upon written request, will allow a team/individual the option of receiving a cash value instead of a promotional item if the cash goes towards the purchase of a higher priced item, with the requirement that the Town's logo be included.
7. Promotional items will be supplied per team member or individual, per event, per annum; using a two-tiered system, as follows:



Town of Whitecourt

Policy Manual
Section: **Administrative**

120

	Level of Competition	Support Amount
Tier 1	Provincial	\$25.00
Tier 2	National or higher	\$100.00

8. Allocation of funding for the Promotional Support for a Team or Individual Competing in a Sport or Cultural Event Policy will be to a maximum as determined by annual budgets.
9. Any allocation made to the community will be approved by Administration, and forwarded to the Community Services Advisory Board as information annually.

REFERENCE:

Schedule "A" Promotional Support Application Form
Policy 12-005 Use of Town Logo and Trademark
Policy 12-022 Town Branding on Community Uniforms



***NEW* POLICY**

Effective Date:

POLICY TITLE: Video Surveillance

POLICY NUMBER: 12-029

POLICY PURPOSE:

To establish guidelines for the use of video surveillance which enhances the security of individuals, assets, property and activities within the jurisdiction of the Town of Whitecourt.

The Town of Whitecourt recognizes the privacy of individual's rights and freedoms may be reduced by the use of surveillance systems. This policy is intended to ensure that individual rights are protected, and that the use of surveillance equipment is in accordance to the Protection of Privacy Act.

These guidelines do not apply to emergency services that use body-worn cameras, in-car video cameras, other mobile recording devices, or covert surveillance as part of their official capacity and intended purposes.

POLICY:

Definitions:

ATIA

Means the Access to Information Act, R.S.A. 2024, A-1.4.

Covert Surveillance

The secretive continuous or periodic observation of person, vehicles, places or objects to obtain information concerning the activities of individuals.

Designated Staff

The Chief Administrative Officer is the Designated Staff, and may appoint additional employees as Designated Staff for the purpose of this policy.

Disclosure

The release of relevant information. Disclosure includes viewing a recording, as well as making a copy of a recording;

Evidence

Any record including video, still picture, written or electronically stored information that is or will be used for the purpose of investigation of an event, whether for a criminal proceeding, bylaw prosecution, civil action, administrative hearing or otherwise.

Personal Information

Is defined in POPA as recorded information, including photographic or digital images, about an identifiable individual. It includes the individual's race, colour, national or ethnic origin; the individual's age or sex; the individual's inheritable characteristics; information about an individual's physical or mental disability; and any other identifiable characteristics listed in that section.

POPA

Means the Protection of Privacy Act, R.S.A.20024, P-28.5.

Privacy Impact Assessment

A document that is used as a guide to help analyze a request for video surveillance and the impact it will have on privacy protection.

Reception Equipment

Refers to the equipment or device used to receive or record the personal information collected through a surveillance system, including a video monitor.

Record

In accordance with the definition of "record" contained in the AITA, a record includes any electronic record in which information is contained or stored, including electronic, digital, audio, or photographic image captured by the Town of Whitecourt surveillance system.

Storage Device

Refers to a videotape, computer disk or drive, optical disc, computer chip or removable media used to store the recorded visual images captured by a surveillance system.

Surveillance System

Refers to mechanical or electronic system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in open, public spaces, public buildings, or public transportation.

Town

The Town of Whitecourt having jurisdiction under the Municipal Government Act and other applicable legislation.

Installation of Surveillance Systems

1. Video surveillance equipment may be installed in identified areas where surveillance is necessary and/or a viable crime detection or deterrence activity. This includes optimally selected locations such as all entrances and surrounding areas to Town facilities, parking lots, reception counters, other areas where public engages with staff, and public areas such as parks.

2. The Town of Whitecourt is accountable for the collection, use, disclosure, security, retention and disposal of information. All data obtained through the use of the Town's surveillance cameras will be property of the Town of Whitecourt.
3. Video surveillance shall never monitor the inside of areas where the public and employees have a higher expectation of privacy (ex. change rooms and washrooms).
4. It is the intention that the reception equipment and the computer system that make up the surveillance system will operate continuously, unless shut down for maintenance or mechanical failure. However, recordings may be done on a trigger base, wherever possible, to limit unnecessary recording of data.
5. Only Designated Staff will have access to the system's controls. Storage devices and system controls will be located in a controlled access area.
6. Staff may view the live video for the purposes of maintaining care and control of the facility. Staff may not be able to review or playback video and must not record video to personal phones, etc.
7. The surveillance system and the process for maintenance of the system will be subject to periodic assessment by the Chief Administrative Officer.

Public Awareness of Cameras

8. The public shall be notified that they will be under surveillance through signs displayed at the perimeter of the surveillance area. Signs may also be displayed within the surveillance area.
9. Consistent wording on the signs will be used across Town properties and facilities as follows:

NOTICE

To promote safety and security, activities in this area may
be recorded by video surveillance.

For information contact the Town of Whitecourt at 780-778-2273.

Use, Disclosure and Retention of Personal Information

10. Designated Staff will have access to information collected through video surveillance only where necessary in the performance of their duties and in accordance with the provisions of this policy. When accessing information, Schedule "A" - Video Surveillance Access Log must be completed. This log will be maintained by the Town's Access and Privacy Coordinator.
11. Designated Staff who may require access to information collected through video surveillance will be provided proper training and orientation with regard to this policy and their obligations under this policy and provincial legislation. Any employee who

knowingly or deliberately breaches this policy or provincial legislation will be subject to discipline up to and including termination.

12. All storage devices that are not in use should be stored securely in a locked receptacle located in a controlled access area. Old storage devices must be securely disposed of by shredding, burning, magnetically erasing or otherwise permanently deleting the information, and must be recorded as such as per the current Records Retention Bylaw.
13. All images that are captured will be overwritten based on space availability and activity, unless requisitioned by an individual under the ATIA or provided to Law Enforcement as part of a criminal investigation.
14. If the Town is the complainant/victim of crime, images may be provided to Law Enforcement to facilitate the investigation and the completion of a Law Enforcement Disclosure Form is not required.
15. In cases where Law Enforcement requests images from the Town to facilitate an investigation in which the municipality is not the complainant/victim, the completion of a Law Enforcement Disclosure Form is required. The personal information/images will only be disclosed to Law Enforcement Agencies and only for Law Enforcement purposes, and will become a record in custody of that agency.
16. In cases involving emergent circumstances, or where public safety is a concern, exceptions may be made to the requirement for the completion of Schedule "B" - Law Enforcement Disclosure Form. In such cases, if the completion of a Law Enforcement Disclosure Form would ordinarily have been required, the images may be provided to the investigator and the Law Enforcement Disclosure Form will be submitted to the Access and Privacy Coordinator as soon as reasonably practicable.
17. An individual who is the subject of the information has a right to access their recorded information. Access may be granted in full or in part depending upon whether any of the exceptions in ATIA apply and whether the excepted information can reasonably be redacted from the record.
18. All access requests shall be made to the Town's Access and Privacy Coordinator who will consider the request.
19. A record log will be kept of all instances of access to, disclosure, and use of recorded material.

REFERENCE:

Schedule "A" Video Surveillance Access Log
Schedule "B" Law Enforcement Disclosure Form
Access to Information Act



Town of Whitecourt

Policy Manual
Section: Administration

125

Protection of Privacy Act
Bylaw 1492 – Retention and Destruction Bylaw
Policy 12-025 - Records Management

Schedule "A" - Video Surveillance Access Log

[illegible]

Law Enforcement Disclosure

Request for Disclosure under Section 13(1)(p) of the
Protection of Privacy Act

Date

In accordance with section 13(1)(p) of the *Protection of Privacy Act*, the

Name of Public Body

requests disclosure of personal information pertaining to

Name of Individual or Other Identifier

which may be generally described as:

General Description of Information Requested

This information is required by this public body to assist in an investigation pursuant to:

Reference to a Federal or Provincial Statute or Local Public Body Bylaw by Section or Description of Purpose

Requesting Official

Name

Title

Signature

Badge Number (if applicable)

I, _____ ☐ consent to, or ☐ refuse this disclosure
Name of Disclosing Official
of personal information.

If disclosure has been authorized, the personal information bank(s) is:

Name(s) of Personal Information Bank(s)

Authorized Disclosing Official

Name

Title

Signature

Name of Public Body

**NOTE: This completed record may qualify for exception to disclosure under
section 23 of the *Access to Information Act*.**

POLICY

Effective Date: September 25, 2006

Amended: April 26, 2010

Amended: June 24, 2013

Amended: November 23, 2015

Amended: October 10, 2017

Amended: October 11, 2022

Amended: June 27, 2011

Amended: October 27, 2014

Amended: December 19, 2016

Amended: October 22, 2018

Amended:

POLICY TITLE: Financial Reserves

POLICY NUMBER: 13-006

POLICY PURPOSE:

This policy is consistent with and supports our corporate mission statement “to enhance the quality of life for all residents, with a commitment to the well-being of our community”. This policy supports long-term sustainability. To this end, it is incumbent on the Town to ensure that financial resources are set aside to maintain existing service levels and to stabilize tax rates.

The purpose of this policy is to establish specific reserves to provide for emergent financial needs, stabilize tax rates, and to set aside funds for the replacement of existing equipment, facilities and future projects. Reserves are also used to provide internal financing for capital projects, as well as cash for operating each year, until taxes are due, thereby improving the Town’s overall net financial position.

POLICY:

1. The Town of Whitecourt recognizes that the ongoing commitment of funds to specific reserves provides for property tax stabilization, contingency funding, participation in grant funding opportunities, and reduces the need for debt financing.
2. The Town’s general bank account is a consolidation of monies that represent cash balances in reserve accounts, monies related to accounts payable, cash related to deferred revenues, and cash related to timing differences between cash inflows and outflows. Where the Town’s cash position allows, the Town will fund capital projects, as well as cash for operating each year, until taxes are collected, during the fiscal year in order to reduce overall net borrowing costs.
3. Town Council shall approve the establishment of contributions to, ~~and~~ withdrawals from, and the optimal balance where applicable, for a specific reserve as part of the overall budget review and approval process, or by resolution on an “as needed basis.” The attached Reserve Policy Schedules require Council approval prior to establishment of a reserve.

4. The annual budget document approved by Town Council shall include reference to reserves and provide estimated additions and uses for the year.
5. Transfers to reserves will consist of contributions as identified in the operating budget or surplus as approved by Town Council.
6. A summary of reserve schedules and balances will be reviewed by Council annually.
7. Reserves should normally have a balance of \$5,000.00 or over. The Chief Administrative Officer may consolidate reserves of less than \$5,000.00.
8. Woodlands County may cost share in some Town of Whitecourt projects. If Woodlands County chooses to contribute towards a reserve held for a specific project, the reserve will be designated a "Shared Reserve" within the appropriate reserve category. Finance staff shall ensure that "Shared Reserves" are held separately from Town-only reserves.
9. Any interest earned from the investment of Schedule "E" Off-Site Levy and Infrastructure Reserves (for Off-Site Levy Balances only), and Schedule "H" Municipal In Lieu Reserves must be added to the reserve balance and used only for specific purposes as per the Municipal Government Act.

REFERENCE:

- Schedule "A" Stabilization Reserves
- Schedule "B" Carry Forward Expenditure Reserves
- Schedule "C" Equipment Replacement Reserves
- Schedule "D" Major Facilities Reserves
- Schedule "E" Off-Site Levy and Infrastructure Reserves
- Schedule "F" Land Fund and Reclamation of Gravel Pit Reserves
- Schedule "G" Debt Repayment Reserve
- Schedule "H" Municipal In Lieu Reserves
- Schedule "I" Local Improvement Reserves
- Bylaw 1551 – Fees, Rates and Charges Bylaw
- Policy 23-011 - Safe Community Initiative
- Policy 13-020 - Paid Parking Levies

Policy 13-006 Financial Reserves - Schedule "A"

Stabilization Reserves

(Examples: snow removal, GST rebate, raw water intake maintenance, legal fees, tax cancellations, election, power and gas surplus, etc.)

Type:

Operating and Capital Reserves

Purpose:

To provide funding for non-recurring, one-time expenditures or losses of revenue, or grant opportunities, that will not be built into the base operating budget in future years.

Source of Funding:

1. An annual contribution as part of the budget process.
2. Annual surpluses.
3. Other sources as approved by Council.

Application:

Funds from these reserves will be used for stabilizing budgetary impacts resulting from abnormal costs or other extraordinary items that would result in an overall deficit to the municipal operation.

Duration:

Ongoing



Policy 13-006 Financial Reserves - Schedule "B"

Carry Forward Expenditure Reserves

Type:

Operating and Capital Reserves

Purpose:

To carry over to a subsequent year, funding for specific programs and projects not completed by year-end.

Source of Funding:

Unspent portion of the annual budget pertaining to the specific program or project being carried forward.

Application:

1. Any funds remaining at the end of the fiscal year for operating or capital projects not completed during the year should be transferred to a reserve, to be used to fund the projects in the following year.
2. In the event that the cost to complete a particular project is less than the funds set aside in the operating reserve for that project, then the remaining funds shall remain in that reserve or transferred to another reserve or project.
3. Unexpended funds for ordinary ongoing operating expenses should not be transferred to an operating reserve to be carried forward to offset subsequent operating expenses.
4. Funds cannot be transferred out of reserves to finance ordinary operating expenses. Ordinary operating expenses should be provided for annually in the operating budget.

Duration:

1. Any projects not started in the fiscal year they were budgeted will be either cancelled or carried forward subject to the year-end financial statement approval process and Council review during budget deliberations.
2. Projects started, but not completed, in a fiscal year will be carried forward.



Policy 13-006 Financial Reserves - Schedule "C"

Equipment Replacement Reserves

Type:

Capital Reserve

Purpose:

To provide for a process to allow for the replacement of machinery, equipment and vehicles on a regularly scheduled annual basis.

Source of Funding:

Transfer from the annual operating budget and/or proceeds from the sale of assets based on a projected replacement plan.

Application:

1. An Equipment Replacement Reserve should be maintained to provide for the eventual replacement of all machinery, equipment and vehicles worth more than \$5,000.00 (as per Policy 13-014 - Tangible Capital Assets).
2. Transfers from the Equipment Replacement Reserve should be used only to finance replacement of machinery, equipment and vehicles.
3. Expenditures less than \$5,000.00 should be financed by operating revenues.
4. Proceeds on the disposal of any capital item shall be contributed to the Equipment Replacement Reserve.
5. Annual transfers to the Equipment Replacement Reserve shall be based on the applicable replacement plan.

Duration:

Ongoing



Policy 13-006 Financial Reserves - Schedule "D"

Major Facilities Reserves

Type:

Capital

Purpose:

To provide funds for the construction, replacement, major maintenance and/or upgrade of major facilities.

Source of Funding:

1. Transfer from the annual operating budget and/or based on the facility life cycle plans.
2. Donations and sponsorships.
- 2-3. Sale of assets.

Application:

Withdrawals from the reserve shall be restricted to capital acquisition, major maintenance or development/upgrade of Town owned facilities.

Duration:

Ongoing

Policy 13-006 Financial Reserves - Schedule "E"

Off-Site Levy and Infrastructure Reserves

Type:

Capital

Purpose:

To provide funds to meet the capital cost associated with the expansion, refurbishment or replacement of the Town's roads and utility infrastructure.

Source of Funding:

1. Off-site levies collected from developers in accordance with Municipal Government Act and Off-Site Levy Bylaw ~~1435~~ as may be amended from time to time.
2. Transfer from the Utility Operating Budgets as approved by Council as part of the annual budget process.
3. Annual surpluses, as per adoption of Financial Statements.
4. Interest to be calculated annually for the off-site levy reserve balances as per the Municipal Government Act.

Application:

To fund capital projects related to the roads, water, sanitary sewer, storm sewer or waste utilities. The capital projects may be new or expansion in nature or related to the refurbishment or replacement of the infrastructure that will be applied in accordance with Municipal Government Act and Off-Site Levy Bylaw ~~1435~~.

Duration:

Ongoing

Policy 13-006 Financial Reserves - Schedule "F"

Land Fund and Reclamation of Gravel Pit Reserves

Type:

Operating

Purpose:

To provide ongoing funding to ensure sustainable ongoing development of commercial, industrial and residential lands for future development, gravel pit reclamation, as well as sources of funding for other projects related to land development.

Source of Funding:

1. The source of funding is from the profit from the sale of lands.

2. Charges for reclamation of a gravel pit.

2-3. Other sources as approved by Council.

Application: Funds may be used in the following manner:

1. To purchase land for development.
2. To fund land servicing costs.
3. To fund Town capital projects.
4. To reclaim Town gravel pit.

Duration:

Ongoing

Policy 13-006 Financial Reserves – Schedule “G” Debt Repayment Reserve

Type:

Capital Reserve

Purpose:

To establish a reserve for excess funding from Government of Alberta Treasury and Risk Management: Local Authority Loans debenture borrowing that exceeds the total project cost.

Source of Funding:

~~Treasury and Risk Management: Local Authority Loans~~ Government of Alberta Municipal Affairs: Loans to Local Authorities

Application:

Funds from this reserve must be used each year for payments on the applicable debenture.

Duration:

Ongoing

Policy 13-006 Financial Reserves – Schedule “H” Municipal In Lieu Reserves

Type:

Capital Reserve

Purpose:

To collect money in place of land as municipal reserve, school reserve, or municipal and school reserve.

Source of funding:

Contributions from subdivision developers for money in place of municipal reserve, school reserve, or municipal and school reserve in accordance with the Municipal Government Act. Interest to be calculated annually.

Application:

To fund the construction of a public park, public recreation area, school board purposes, or to separate areas of land that are used for different purposes.

Duration:

Ongoing

Policy 13-006 Financial Reserves - Schedule "I"

Local Improvement Reserves

Type:

Capital Reserve

Purpose:

To collect money from the land owner for local improvements adjacent to the land owner of the property as per the applicable Local Improvement Bylaw.

Source of funding:

Contributions from the land owner for the construction of local improvements (repaving, utility infrastructure replacement or upgrade) adjacent to their land.

Application:

To fund the construction of local improvements and/or any debenture payment required as a result of the construction.

Duration:

Ongoing

POLICY

Effective Date: August 14, 1995

Amended: September 25, 2006

Amended: June 24, 2013

Amended: October 10, 2017

Amended: October 28, 2019

Amended:

Amended: April 26, 2010

Amended: November 23, 2015

Amended: October 22, 2018

Amended: October 11, 2022

POLICY TITLE: Release of Assessment Information

POLICY NUMBER: 13-008

POLICY PURPOSE:

To provide guidelines for releasing assessment information in accordance with the Municipal Government Act (MGA) and Matters Relating to Assessment and Taxation Regulations 203/2017.

POLICY:

1. An assessed person or their agent is entitled to receive the information that is in the municipality's possession or Provincial Assessor at the time of the request showing relevant calculation details of the assessed person's property, in the prescribed form within 15 days of the request.
 - a. An assessed person, who is not the owner, may request a summary of the most recent assessment of any assessed property in the municipality which must include:
 - i. A description of the parcel of land and any improvements;
 - ii. The type and use of the property;
 - iii. The size and measurements of the parcel of land;
 - iv. The age and size or measurements of any improvements;
 - v. Key attributes of any improvements to the parcel of land;
 - vi. The assessed value and any adjustments; and,
 - vii. Any other information prescribed or otherwise described in the regulations.
 - b. An Assessed person may ask the provincial assessor, who is not the owner or operator, for a summary of the most recent assessment of any designated industrial property which must include:
 - i. A description of the designated industrial property;
 - ii. The assessed value associated with the designated industrial property;
 - i-iii. Any other information prescribed or otherwise described in regulations.

2. A municipality is not obligated to respond to a request for information for a property after a complaint is made by the person assessed under Section 461 of the MGA until the complaint has been heard and decided on by an assessment review board, except if the request for information is in respect of an amended assessment and the amended assessment notice was issued during the complaint period.
3. A letter of agency on third party letterhead is required for a third party to receive information. The assessed person must provide authorization for an agency to receive information on their behalf (with the exception of lawyer requests, and federal and provincial agencies).



POLICY

Effective Date: March 27, 1995

Amended: September 25, 2006

Amended: April 26, 2010

Amended: November 23, 2015

Amended: January 1, 2018

Amended: October 22, 2018

Amended: October 28, 2019

Amended: December 16, 2019

Amended: September 28, 2020

Amended: September 27, 2021

Amended: October 11, 2022

Amended: October 23, 2023

Amended: October 28, 2024

Amended:

POLICY TITLE: Off -Site Levies

POLICY NUMBER: 61-004

POLICY PURPOSE:

The Town will collect off-site levies from all benefiting lands for the following:

- New or expanded facilities for the storage, transmission, treatment or supply of water.
- New or expanded facilities for the treatment, movement or disposal of sanitary sewage,
- New or expanded storm sewer drainage facilities,
- New or expanded transportation infrastructure, and
- Land required for, or in connection with, any facilities described above.

POLICY:

1. The off -site levy will be charged at the time of development at the rates as issued in Bylaw 1551 – Fees, Rates and Charges Bylaw as follows:
 - i. Low Density Residential developments shall be charged on the number of dwelling units created.
 - ii. Medium and High Density Residential developments shall be charged the greater of:
 - The total number of dwelling units created; or,

- 70% of the dwelling units that could be developed based on the maximum density prescribed in the Land Use Bylaw for the District.
- iii. Non-Residential developments shall be charged per Hectare of land area. Developments over more than one lot will only be charged for those lots wherein structures over 10m² and/or required parking lots are constructed. The remainder of the lots will be required to pay off-site levies at the time of future subdivision or development.
- iv. Mixed Uses shall be charged the greater of:
 - The sum of the total residential dwelling units created plus the sum of the total non-residential area occupied for buildings, parking, and vehicle maneuvering; or
 - The sum of the total residential amount payable if the site was developed to 50% of the maximum possible density as outlined in the High Density Residential Land Use District of the Town of Whitecourt Land Use Bylaw, plus the total non-residential amount per hectare of 50% of the land area.
- 2. Where only a percentage of the full off-site levy is to be charged to development, the following percentages will apply in calculating the levies due:

~~Effective to December 31, 2024:~~

Transportation Off-Site Levy:	50%
Water Off-Site Levy:	6%
Sewer Off-Site Levy:	44%

Effective ~~as of January 1, 2025~~ to December 31, 2026:

Transportation Off-Site Levy:	51%
Water Off-Site Levy:	5%
Sewer Off-Site Levy:	44%

- 3. Developments outside of Town boundaries that are to be charged off-site levies will be collected at double the rate listed in the Town's Fee Schedule or as otherwise stated in alternate agreements between the Town of Whitecourt and other third parties.
- 4. On or before June 30 in each calendar year the Chief Administrative Office, or assigned designate, shall submit to Council an annual Off-Site Levy Report pursuant to Bylaw 1532 identifying:
 - a) Projects constructed during the previous calendar year and their final costs;
 - b) Updated construction estimates for projects yet to be constructed and an explanation of adjustments including any unrecorded grants or other sources of funding received for the projects;

- c) Amount collected in Off-Site Levy Fees in the previous calendar year;
 - d) Specifics of the total value of Off-Site Levy Fees being held by the Town of Whitecourt, interest earned, and commitments for future expenditures of such monies; and
 - e) Updated Off-Site Levy Rate Schedules to be approved by Council resolution on an annual basis.
5. The Off-Site Levy Bylaw and Policy should be reviewed and adjusted annually with a major review conducted every five years.
6. Excluding Low Density Residential developments and Industrial developments, Developers who have intentions to further develop their property may be able to enter into a Development Agreement with the Town of Whitecourt to defer a portion of their off-site levies as follows:
- i. Initial Payment:
 - a) Medium and High Density Residential developments shall be charged on the number of dwelling units proposed under their current development permit application
 - b) Non-Residential developments shall be charged on the total area proposed for buildings, parking, and vehicle maneuvering.
 - c) Mixed Uses shall be charged at the residential rate for the proposed number of dwelling units plus the non-residential rate for the footprint of the proposed non-residential development (building areas, parking areas, and vehicle maneuvering areas) under their current development permit application.
 - The non-residential area calculation shall exclude building areas dedicated to residential uses (i.e. lobbies, amenity areas, laundry facilities, etc.)
 - Where shared use exists (i.e. hallways, utility rooms, parking areas, etc.) the Development Authority shall assign an equitable distribution of that area to non-residential area calculations.
 - ii. The remaining number of residential dwelling units and/or non-residential land area required to be charged off-site levies shall be calculated as per Clause 1 of this policy and recorded in the development agreement.
 - iii. Payment of remaining Off-Site Levy charges:
 - a) Levies shall be paid in stages, at the Off-Site Levy rates in place at the time of each staged application, based on the additional development of the property as follows:

- Medium and High Density Residential developments shall be charged on the additional number of dwelling units they create.
 - Non-Residential developments shall be charged on the additional land area utilized for their proposed development (building areas, parking areas, and vehicle maneuvering areas).
 - Mixed Uses shall be charged based on the additional number of dwelling units they create plus the additional non-residential development (building area, parking areas, and vehicle maneuvering areas) utilized.
- b) Where there are no further developments proposed on the parcel of the remaining fees shall be payable in full at the Off-Site Levy rates in place at the time of application.
- c) Where a subdivision is proposed on a parcel with outstanding off-site levies, the remaining levies on the developed lots must be paid in full at the off-site levy rates in place at the time of subdivision application prior to registration of the subdivision.
7. Any Development Agreement that contains an off-site levy deferral clause must outline the following:
- The amount of the off-site owing;
 - The deferral period, if any;
 - The trigger for paying the off-site owing;
 - The payment time period, if any; and
 - The security to be provided.
8. Any Development Agreement that contains an off-site levy deferral clause shall be caveated to the title as a first charge and shall remain on title until the off-site levy is paid.
9. Parcels/lots proposed for consolidation must either:
- i. Pay the off-site levy amount owing for any remaining/undeveloped areas prior to endorsement of the consolidation.
 - ii. Enter into a Development Agreement with the Town of Whitecourt to pay the remaining off-site levy amount for any remaining/undeveloped areas at the time of future development.

REFERENCES:

Bylaw 1532 – Off-Site Levy Bylaw

Bylaw 1551 – Fees, Rates and Charges Bylaw

POLICY

Effective Date: March 23, 2009

Amended: October 27, 2014

Amended: November 23, 2015

Amended: October 22, 2018

Amended: October 28, 2019

Amended: October 28, 2024

Amended:

POLICY TITLE: Election Signs

POLICY NUMBER: 61-009

POLICY PURPOSE:

To provide guidelines for the regulation of election signs placed on public lands within the Town of Whitecourt boundaries.

The Town of Whitecourt will follow provincial regulations as it relates to provincial election signs and advertising.

POLICY:

Definitions

Election Period

- a) For a federal election or by-election as the period starting from the issuance of the writ and ending after the close of polls;
- ~~b) For a provincial election or by-election as the period starting from the issuance of the writ and ending after the close of polls;~~
- c) For a municipal election or by-election or school board election or by-election as the period starting from the close of nominations and ending after the close of polls.

Election Sign

Any sign (inscribed board, bill, placard, poster, banner, flag or device) used to promote a candidate or party during an election or by-election.

1. A development permit is not required for election signs subject to the following provisions:
 - a) such signs do not obstruct or impair vision or traffic;
 - b) such signs are not attached to municipal infrastructure;
 - c) such signs are securely erected; and

- d) such signs are free standing (not be affixed to trees, traffic control devices, etc.).
- 2. No sign shall be erected before the election period.
- 3. Election signs must be removed within 72 hours of the election day.
- 4. During the election period no person may put election signs within a municipal building or affix them to a municipal building or structure (ex. Whitecourt Transit bus shelter). Election signs will not be allowed on the exterior grounds and public land adjacent to municipally-owned buildings.
- 5. Further to the requirements listed in Clause 1, signs will be allowed on the following vacant municipal lands:
 - a) road right-of-ways;
 - b) municipal reserve lots;
 - c) public utility lots;
 - d) vacant land the municipality is holding for resale;
 - e) environmental reserve lands.
- 6. Signs will not be allowed:
 - e) At cemeteries;
 - f) At parks and playgrounds; and
 - g) On sidewalks and walking trails.
- 7. Signs may be taken down temporarily to allow Town staff to complete routine maintenance (i.e. grass cutting).
- 8. Anyone placing a sign on private property must have the permission of the property owner.
- 9. Signs on provincial highway rights-of-way, (i.e. Highways 43 and 32), are regulated through provincial legislation and practice. These are not dealt with by the Town of Whitecourt.
- 10. No sign shall be placed in a manner designed to impair the effectiveness of other election signs. If there is a dispute regarding sign placement, the sign that was first erected shall be allowed to remain. If the dispute is not resolvable between the concerned parties, any and all signs may be removed by the landowner at their sole discretion.
- 11. Contravention of this policy may result in the immediate removal of the sign without notice or compensation to the owner or the candidate. A Peace Officer, or other Town staff member authorized by the Chief Administrative Officer, may remove any sign contravening this policy.



12. The Town may seek to recover costs incurred for the removal of signs.



POLICY

Effective Date: September 25, 1995

Amended: September 25, 2006

Amended: September 24, 2007

Amended: October 27, 2014

Amended: October 23, 2023

Amended:

POLICY TITLE: Rental of Parks

POLICY NUMBER: 72-002

POLICY PURPOSE:

To establish the guidelines for the rental of parks.

POLICY:

1. As local parks are for the use and enjoyment of local residents, they shall not be rented or booked out for exclusive use by any particular group. ~~With the exception of Friendship Park and Festival Park, any group that wishes to use a park shall do so with no exclusive arrangements.~~
2. ~~This policy excludes Festival Park.~~ Refer to Policy 72-004 for rental of Festival Park.
3. The Booking Secretary will coordinate bookings of ~~Friendship Park and Festival Parks~~; however, exclusive use will not be granted.

REFERENCE:

Policy 72-004 – Rental of Festival Park

POLICY

Effective Date: October 25, 2010

Amended: June 24, 2013

Amended: May 26, 2014

Amended: October 27, 2014

Amended: November 23, 2015

Amended: December 19, 2016

Amended: October 10, 2017

Amended: October 28, 2019

Amended: September 27, 2021

Amended: October 24, 2022

Amended:

POLICY TITLE: Enhancement Grant Program

POLICY NUMBER: 72-026

POLICY PURPOSE:

To establish terms of reference for the Enhancement Grant Program that will:

1. Provide funding for programs, services and special events organized by local organizations to enhance recreation, arts and culture that are not normally funded through the organization's annual budget.;
2. Provide funding for facility enhancements for recreation, arts and culture organizations that are not normally funded through the organization's annual budget.

POLICY:

1. The Enhancement Grant Program was established to provide support to community recreation, arts, and culture organizations or other non-profit agencies for implementing recreation, arts and culture events or enhancements.
2. The Program's objectives are to:
 - a) Enhance sport, recreation, arts and cultural development.
 - b) Enhance the quality of life and well-being for Whitecourt and District residents.
 - c) Promote and encourage voluntarism and community spirit – enhance the work of local volunteer organizations.
 - d) Will not duplicate existing federal, provincial, private grants and/or other sources of funding.
3. All applicants should be registered non-profit organizations that have been incorporated or show that they are working towards achieving incorporated status.

4. Applications to the Enhancement Grant Program will be considered on a case-by-case basis.
5. Organizations and/or agencies are not eligible for Enhancement Grant Funding if they have already received funding through the Town of Whitecourt's annual budget, unless the application is distinct from funding already received; or may be ineligible if the project duplicates services already provided within the community.
6. Applications will be considered ineligible for funding if the applicant shows a financial surplus greater than 25% of its annual operating budget.
7. Applications may be awarded 100% of the grant funding requested if:
 - a. The application submitted is for \$1,500 or less; and
 - b. If the application scores 80% or greater on the scoring system.
8. Funds may be awarded to help leverage other provincial and national funding sources, as long as the project meets the Program's objectives outlined in Clause 1 of this policy.
9. The Community Services Advisory Board will review all applications to the Enhancement Grant Program and recommend allocations to Council for approval. The Board reserves the right to assess the reasonableness of costs and which costs are eligible under the terms of the program.
10. All submissions must be completed in writing and include all required supplementary documentation. The Community Services Advisory Board may request additional information in support of the project.
11. All grants are at the discretion of Town Council, and may be refused for any reason. The Committee and Council may also impose conditions it thinks appropriate with the granting of funds.
12. Organizations that have overdue or incomplete reporting relating to a previously approved Town of Whitecourt grant project will be considered ineligible.

REFERENCES:

Schedule "A" Enhancement Grant Program Application Form
Schedule "B" Enhancement Grant Application Rating Sheet
Schedule "C" Enhancement Grant Allocation Summary



POLICY

Effective Date: November 23, 2015

Amended: October 23, 2023

Amended:

POLICY TITLE: Use of Disturbance Devices at the Allan & Jean Millar Centre and Arenas

POLICY NUMBER: 72-031

POLICY PURPOSE:

To establish guidelines for the use of disturbance devices (i.e. handheld air horns, whistles, and laser pointers) at the Allan & Jean Millar Centre and Arenas, excluding those with an Arena Use Agreement.

POLICY:

1. For the comfort and safety of all guests, handheld air horns, whistles, and laser pointers are not permitted in the venue.