

**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.

Original Signed

Chair

Original Signed

Chief Administrative Officer