Town of Whitecourt

AGENDA

REGULAR MEETING OF COUNCIL

Monday, April 22, 2024 at 4:00pm

Forest Interpretive Centre Council Chambers

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

1. Call to Order and Mayor's Address:

2. Adoption of Agenda:

3. Minutes from the April 8, 2024 Regular Meeting of Council:

4. Public Input Session:

5. Development Permit Application 24-018 Shoppers Drug Mart 4420 52 Avenue:

6. 2023 Financial Statements:

7. 2024 Assessment:

8. Bylaw 1575 – Tax Rate:

9. Fire Department 2023 Annual Report:

10. Forest Resource Improvement Association of Alberta (FRIAA) – Project Support for FireSmart Program:

11. Pierce Aerial Pumper (Tower 1) – Woodlands County 2024 Usage Update:

12. Automated Traffic Enforcement 2023 Annual Report:

13. 2024 Spirit of Youth Awards Program:

14. Town Hall Meetings at Percy Baxter Middle School and École St. Mary School:

15. Small Community Opportunity Program Grant Award:

16. Tourism Enhancement Grant Program:

17. Wheel Loader Replacement:

18. Community Clean Up Program 2024:

19. Councillor Reports:

20. Items of Information:

21. Request for Extension on Land Disposition – Portion of SE & SW 32-59-11-W5th (Closed Meeting): (Section 17 of the Freedom of Information and Protection of Privacy (FOIP) Act)

22. Intermunicipal Collaboration Framework (Closed Meeting):
(Section 21 of the Freedom of Information and Protection of Privacy (FOIP) Act)

23. Adjournment:

MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Whitecourt
held on Monday, April 8, 2024 at the Forest Interpretive Centre

Present:

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

Call to Order & Mayor's Address:

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

Adoption of Agenda:

24-096 Moved by Councillor Schlosser

That the Agenda be adopted as presented.

- CARRIED UNANIMOUSLY.

Minutes from the March 25, 2024 Regular Meeting:

24-097 Moved by Councillor McAree

That the Minutes from the March 25, 2024 Regular Meeting be adopted as presented.

- CARRIED UNANIMOUSLY.

Minutes from the April 2, 2024 Special Meeting:

24-098 Moved by Councillor Chauvet

That the Minutes from the April 2, 2024 Special Meeting be adopted as presented.

- CARRIED UNANIMOUSLY.

Public Input Session:

There were no members of the public wishing to make a presentation.

Visitors and Delegations:

The Chief Administrative Officer introduced Michelle Jones, Executive Director; and Lillian Wisser, CED Project Coordinator, of Community Futures Yellowhead East (CFYE). The CFYE Director provided an overview of the previous year's operations for the agency, including an update on the Regional Relief and Recovery Fund loans.

24-099 Moved by Councillor Chauvet

That Council recognize the presence of Michelle Jones and Lillian Wisser of Community Futures Yellowhead East.

- CARRIED UNANIMOUSLY.

Business Arising from Visitors and Delegations:

24-100 Moved by Councillor Schlosser

That Council accept the presentation from Michelle Jones and Lillian Wisser of Community Futures Yellowhead East as information.

- CARRIED UNANIMOUSLY.

FireSmart 2023 Annual Report:

The Chief Administrative Officer introduced the Director of Community Safety and Fire Chief to provide an overview of FireSmart activities for 2023. The Fire Chief noted that FireSmart work had already begun for 2024 in the Dahl Drive area, and that home assessments were underway.

24-101 Moved by Deputy Mayor Lanctot

That Council accept the FireSmart 2023 Annual Report as information.

- CARRIED UNANIMOUSLY.

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Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program:

The Chief Administrative Officer introduced the Director of Community Safety to provide further information on the Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard Program.

24-102 Moved by Councillor Baker

That Council accept the recommendation from the Whitecourt FireSmart Working Group, and support the Town of Whitecourt Community Fireguard Program Project Proposal to the Forest Resource Improvement Association of Alberta (FRIAA).

- CARRIED UNANIMOUSLY.

2024 Final Budget:

The Chief Administrative Officer noted that further to Council's Special Meeting on April 2, the 2024 Final Budget was brought forward to Council for adoption.

24-103 Moved by Deputy Mayor Lanctot

That Council adopt the 2024 Budget as presented.

- CARRIED UNANIMOUSLY.

Street Closure Request – Whitecourt & District Chamber of Commerce:

The Chief Administrative Officer advised that the Chamber of Commerce was planning its annual Carnival Event from May 3 – 5, 2024, which requires the closure of some streets. It was noted that Administration was working with Chamber representatives to reduce the length of time for the closure on 52 Avenue.

24-104 Moved by Councillor Lapointe

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

- from 5:00am Tuesday, April 30, to noon on Monday, May 6, 2024, the parking lot on 52 Avenue; and 49 Street, from 50 Avenue to 52 Avenue; and
- from 5:00pm Wednesday, May 1, to noon on Monday, May 6, 2024, 52 Avenue, from 49 Street to 50 Street;

subject to maintaining emergency vehicle and fire hydrant access at all times; and subject to the conditions of Policy 31-005 – Parades/Processions/Demonstrations/ Events.

Votes in Favour of the Motion: Mayor Pickard; Deputy Mayor Lanctot; Councillors Baker, Lapointe, McAree and Schlosser.

Votes in Opposition of the Motion: Councillor Chauvet.

- MOTION CARRIED.

Councillor Reports:

Councillor Chauvet attended the Special Budget meeting, along with meetings for the Golden Triangle Trail Partnership Committee.

Councillor Baker attended a Communities in Bloom Committee meeting and a FireSmart Working Group meeting.

Councillor McAree attended the Special Budget meeting.

Councillor Lapointe requested the Youth Advisory Committee members introduce themselves. Members Carly Lai, Beckett Holloway, and Lucas Boudreau were in attendance. Meetings attended by Councillor Lapointe included the Youth Advisory Committee, pre-Joint Liaison Committee, and Special Budget. She also completed a training module for Community Futures Yellowhead East.

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Councillor Schlosser attended the Special Budget meeting and a pre-Joint Liaison Committee meeting.

Mayor Pickard attended the 30th Anniversary Celebrations at Spruceview Seniors Lodge, and was a guest speaker at the Rotary Club meeting. The Mayor also brought greetings to the U18AA Hockey Tournament, and attended the Special Budget meeting and the Business Support Network.

24-105 Moved by Councillor Lapointe

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

Items of Information:

24-106 Moved by Councillor Chauvet

That the following items be accepted as information:

a) Town Accounts – Cheques 87594 – 87729;
b) Street Improvement 2024 Budget;
c) March 27, 2024 - Economic Developers Association Announces Board of Directors;
d) Invitation to Municipal Development Plan and Land Use Bylaw Open House;
e) Town of Whitecourt 2024 Press Releases:
    i. March 28 – Whitecourt Town Council Update;
f) Woodlands County 2024 Press Releases:
    i. March 27 – Council Recap;
g) Mayor's Calendar; and
h) Council Calendar.

- CARRIED UNANIMOUSLY.

The meeting recessed. Time: 5:09pm.

The meeting reconvened. Time: 5:14pm.

24-107 Moved by Councillor Lapointe

That Council go into Closed Meeting to discuss Whitecourt Golf & Country Club – Request for Loan Extension per Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time: 5:14pm.

- CARRIED UNANIMOUSLY.

24-108 Moved by Mayor Pickard

That Council revert to the Regular Meeting. Time: 5:29pm.

- CARRIED UNANIMOUSLY.

Whitecourt Golf & Country Club – Request for Loan Extension:

24-109 Moved by Deputy Mayor Lanctot

That Council authorize Administration to enter into an amending agreement for the deferral of debenture loan repayment as requested by the Whitecourt Golf & Country Club.

- CARRIED UNANIMOUSLY.

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Adjournment: 24-110 Moved by Councillor Baker

That the Regular Meeting of Council be adjourned. Time: 5:31pm.

- CARRIED UNANIMOUSLY.

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Mayor

_____
Chief Administrative Officer

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Council Meetings
Public Input Session: Terms of Reference

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

1. Members of the public wishing to address Council are asked to complete the sheet available at the delegation table with their name, address and topic they will be addressing.

2. The public member shall begin comments by stating their name.

3. Public members shall direct comments to the Mayor/Chair.

4. Each public member shall have two minutes to speak as a maximum; however, the Mayor/Chair may reduce time allotments per speaker depending on the number of public members wishing to speak at each meeting.

5. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in Section 16 to 29 of the Freedom of Information and Protection of Privacy (FOIP) Act. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.

6. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Mayor/Chair.
    a. The Mayor/Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
    b. If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.

7. Public Input Session issues shall be either:
    a. accepted as information,
    b. referred to Administration for further information, or
    c. deferred for further discussion.

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

REQUEST FOR DECISION

Date: April 8, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Kerina Sorochan, Senior Development Officer
Title: **DEVELOPMENT PERMIT APPLICATION 24-018 SHOPPERS DRUG MART 4420 52 AVENUE**

PROPOSAL AND BACKGROUND:

An application has been received for the construction of a 17,000 sq.ft. commercial building to locate a Shoppers Drug Mart at 4420 52 Avenue. This property is located in a D-C, Direct Control District, where Council is the Development Authority. Administration would consider this development to be similar to a C-2, Service Commercial District in which Retail-General is permitted.

The property is 6.17 acres and has existing buildings; No Frills, Anytime Fitness, and Mobil Gas Bar Kiosk. The proposed location of the building on the property is currently vacant and partially treed. Development Permit 24-021 was recently issued for partial tree removal from this project limits. The northern 1.2 acres of the site, directly adjacent to 55 Avenue, will remain undeveloped at this time.

This property is neighboured by a C-2 Service Commercial District to the south that includes a gas bar, carwash, personal service establishments, retail convenience, vet clinic and a drive through automotive service shop. A U-S, Urban Services District containing St. Joseph's Parish is located to the north, an R-MHP, Residential – Manufactured Home Park, is located to the east, and a R-MHS, Residential – Manufactured Home/Site Built, is located to the west. The proposed development meets the minimum requirements pertaining to parking, setbacks, and landscaping as would be required in a C-2 District.

The Municipal Development Plan identifies this property to be within the downtown commercial/mixed use policy area, and indicates that properties fronting Dahl Drive should provide special architectural features in recognition of their prominence in our community.

There are two areas where this application will require consideration for variances to the regulations of Land Use Bylaw 1506:

- A variance to Section 8.9.2(a) where the applicant proposes to construct a new access to the development. The proposed access is located 48.7m from the proposed curb cut to the curb line of 55 Avenue. Section 8.9.2(a) requires 50m so a variance of 1.3m is being requested by the applicant.
- A variance to Section 8.9.2(b) where the applicant proposes to construct a new right in/right out only access to Dahl Drive. The proposed access measures 12.48m at property line and 28.96m at the curb. This exceeds the maximum set out in Section 8.9.2(b) of 9.0m at the property line and 13.0m at the curb line. The applicant has modelled typical delivery trucks and has confirmed that this width is required to accommodate turning movements to and from the site.

REFERENCES:

- Development Permit Application No. 24-018 (Site plan & Elevations only) – attached
- Location map – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

This type of development complies with the Town's goals outlined in the Municipal Development Plan which include ensuring that Whitecourt's commercial areas are attractive to tourist, regional, and local customers, and provide commercial opportunities that meets the needs of all Whitecourt consumers.

Shoppers Drug Mart estimates they will have between 30 to 40 employees once they are in operation. The construction of the site and the building will also benefit our local businesses directly through our contractors that may become involved in the work, or indirectly through our eating and drinking establishments, retail and convenience stores, and/or overnight accommodations.

COST AND SOURCE OF FUNDING:

Standard development fees apply.

COMMENTS:

The Developer has submitted engineering drawings for the proposed work and the Town is awaiting some minor revisions to these plans, which are expected to be received in the upcoming weeks.

RECOMMENDATION:

That Council approve Application 24-018 to construct a 17,000sq.ft. commercial building at 4420 52 Avenue with the following variances to Land Use Bylaw 1506:

A. A variance to Land Use Bylaw 1506 Section 8.9.2a is hereby approved to reduce the required separation from the nearest edge of a proposed curb cut to the nearest curb-line of the street intersection from 50m to 48.7m.

B. A variance to Land Use Bylaw 1506 Section 8.9.2b is hereby approved to increase the required curb cut widths for the proposed access from 13.0m at curb line to 28.96m, and from 9.0m at property line to 12.48m.

and subject to the following conditions:

1. This permit is issued for the development of a 17,000 sq. ft. commercial building for a Shopper's Drug Mart as per the approved plans dated March 21, 2024.
2. The applicant shall contact Utility Safety Partners (1-800-242-3447 or https://utilitysafety.ca/wheres-the-line/submit-a-locate-request/) and Town of Whitecourt (780-778-2273) to mark any affected utility lines prior to commencement of the project.
3. The Applicant/ Property Owner is to verify all utility requirements from the utility companies and shall provide any easements and/or utility rights of way that may be required.
4. A 6.0m wide utility right of way (URW) shall be granted to the Town of Whitecourt and registered by plan of survey to encompass the Town's existing storm main through the property. The existing storm main shall be centered within the URW and the URW shall be registered prior to issuance of water meter.
5. It is the responsibility of the applicant to inspect all existing municipal improvements abutting his/her property prior to commencement of construction. Municipal improvements include curbs, gutters, sidewalks, pavement, water shut off valves, hydrants and accessory items. If any municipal improvements are damaged, the applicant must report such damage to the Town prior to construction commencement. The Town will conduct an inspection of the municipal improvements after construction completion, at which time any damage not documented prior to construction will be chargeable to the applicant.
6. The Applicant/Property Owner shall obtain a Building Permit from the Town and all improvements shall meet the requirements of the Plans Examination completed by an Accredited Safety Codes Agency. A Permit Services Report issued by a Safety Codes Officer is required before the development can be occupied.

7. The Applicant/Property Owner shall submit revised engineering design plans that address all comments received from the Town via email April 10, 2024 prior to issuance of a building permit. The Town of Whitecourt reserves the right to require that the Applicant/Property Owner enter into a Development Agreement for the work to address any design or construction related issues that may arise.
8. The Town must be notified immediately if any variations from the submitted plans are made.
9. The applicant shall pay $42,001.01 in outstanding developer contributions for their benefitting share of the 1998 Dahl Drive widening improvements, in accordance with the memorandum of agreement dated March 25, 1998, prior to the issuance of a Building Permit.
10. The Applicant/ Property Owner shall submit a Traffic Impact Study (TIS) to the satisfaction of the Town prior to the issuance of a Building Permit. A Development Agreement must be entered into within 6 months of the date of the TIS if the study contains recommendations for improvements.
11. The Applicant/Property Owner shall purchase and install a water meter, price dependent on size. The Property Owner shall be responsible for all costs related to future maintenance and replacement of this water meter.
12. The Applicant/Property Owner shall contract a certified plumber to install the Town provided water meter and shall obtain a municipal inspection of the water meter installation prior to the utility billing account being activated.
13. The Applicant/Property Owner shall ensure all service connections are completed to the Town's Municipal Design Standards and meet the minimum requirements set out in Utilities Bylaw 1511. The water system shall be pressure tested and cleaned to the satisfaction of the Town of Whitecourt prior to placing the system into service. The Town shall be present to witness the pressure testing of the water system and shall be provided a copy of all test results including a satisfactory bacteriological test result from an accredited laboratory.
14. The Applicant/Property Owner must ensure that crossing agreements are in place, where required, for any movement of vehicles and equipment in the vicinity of any pipelines or shallow utilities.
15. The Applicant/Property Owner must coordinate with the Town of Whitecourt Infrastructure Department for the protection of the existing storm sewer line within the project area.
16. A minimum of 48 hours' notice is required to be provided to the Town of Whitecourt prior to the following:
    - Commencing any work outside of the property line,
    - Connecting to Town water and sewer services,
    - Backfilling of any connection to water and sewer services to allow for municipal inspection of the tie-in(s), and
    - Construction of the proposed fence and planting of trees within proximity of the Town's storm main on the west side of the property.
17. The Applicant/Property Owner shall construct the drainage system as per the approved plans. It is the property owner's responsibility to maintain the system and ensure it is in good working order.
18. The applicant is responsible to ensure that dirt and debris from site runoff does not enter into the Town's storm system. Any erosion or sedimentation controls that may be required shall be to the satisfaction of the Town's Infrastructure Department.
19. The applicant is responsible to ensure that there is no tracking of dirt or debris onto the public roadways. Where tracking of such occurs, the applicant is responsible for the cleaning and/or repair of any damages at their sole cost.

20. The Applicant/Property Owner must ensure that any onsite snow storage will not impede sight lines to and from the site for pedestrian and vehicular traffic, and that it will not negatively affect drainage within or surrounding the property.
21. The Applicant/Property Owner shall not block off portions of any sidewalks or streets on a temporary or permanent basis without a valid Temporary Traffic Control Permit issued by the Town of Whitecourt.
22. The Applicant/Property Owner shall hard surface all parking areas and driveways outlined on drawing L-1 dated March 21, 2024, within one year of building completion. No part of the parking stalls or private roadway shall be within 1.8m of any fire hydrant or utility pedestal unless the facility is protected by vehicle barricade posts.
23. No occupancy of the building shall be permitted until such time as the road and services have been completed to Town Standards.
24. Permanent addressing shall be affixed to the building to the satisfaction of the Town prior to occupancy.
25. Landscaping is approved as shown on plans L-1 and L-2 dated March 21, 2024. Landscaping shall be completed within one year of building completion, or within the growing season immediately following completion of the building.
26. The Property Owner is responsible to maintain the site in a neat and tidy manner, including the trimming and upkeep of landscaped areas and the removal of debris and unsightly objects.
27. Any portion of the site or adjacent public property where vegetation is disturbed shall be revegetated with grass within 1 year of construction completion to the satisfaction of the Development Officer.
28. Any outdoor refuse storage must be screened from view to the satisfaction of the Development Officer.
29. Prior to issuance of a building permit, the Applicant/Property Owner shall provide security by means of a letter of guarantee, irrevocable letter of credit, or cash deposit for the construction of the proposed access between the property line and tie in to Dahl Drive. The security amount shall be based upon the Applicant/Property Owner Engineer's estimates of the value of the work and may be used by the Town to complete any outstanding deficiencies in the work. If the security collected is insufficient to cover the cost of the work, the deficiency shall be a debt due from the property owner to the Town.
30. The Applicant/ Property Owner shall ensure that adequate testing and record keeping is completed throughout the performance of the work to verify it has been completed in accordance with the design and with Town standards. A Construction Completion Certificate (CCC) application shall be made to the Town upon completion of construction in accordance with the Town's Municipal Design Standards including submission of all testing and inspection records. A copy of the "as-built" plans shall also be provided to the Town as part of the CCC application package.
31. A two (2) year warranty period on the proposed access between the property line and tie in to Dahl Drive shall commence upon the Town's written acceptance of the work, through the issuance of a Construction Completion Certificate (CCC). During the warranty period, the Applicant/Property Owner shall maintain the approach in good condition and repair (ordinary wear and damage by third parties excepted), and shall repair or replace in whole or any portion necessary as a result of any cause other than neglect by the Town, its servants, agents, or contractors, in the use and operation thereof. Security shall be reduced to 30% of the initial deposit upon issuance of CCC and reduced to 15% of the initial deposit twelve months after the CCC issuance date. Full security shall be released on the 24 month anniversary of CCC following the issuance of a Final Acceptance Certificate (FAC) by the Town of Whitecourt.
32. A Real Property Report, prepared by and bearing the seal of an Alberta Land Surveyor, which documents the exact location of the buildings and all other improvements in relation to all

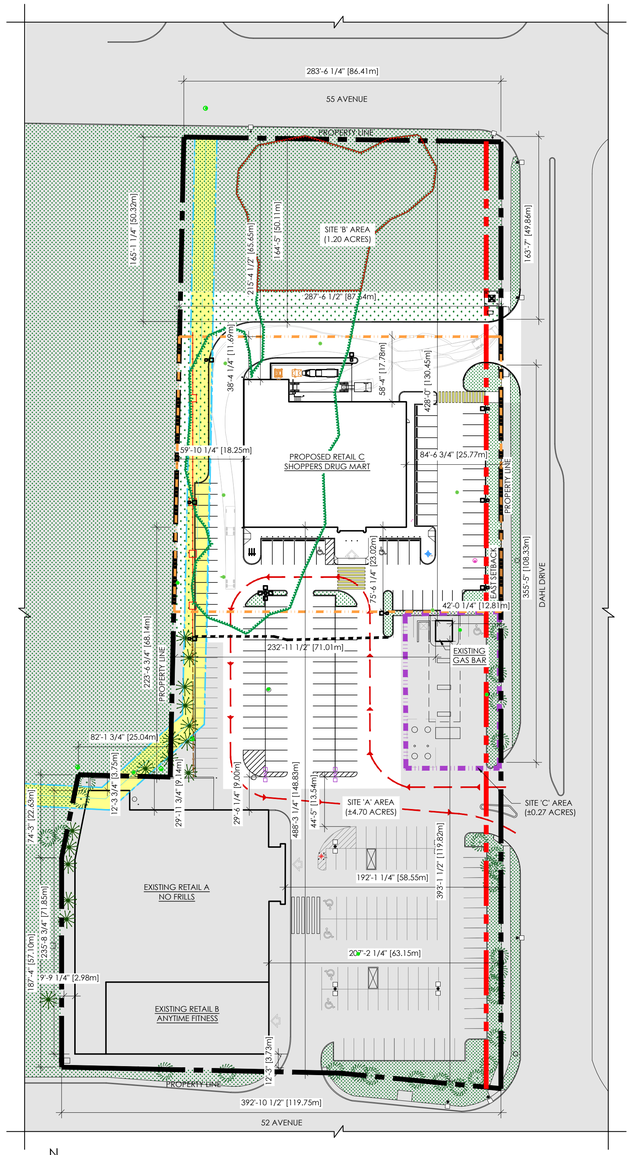
property lines and provides the geodetic elevation of the finished grade level or the finished floor level of each building shall be presented to the Development Officer upon construction completion.

33. The Applicant/Property Owner shall ensure that all Fire Lanes are signed and that access to fire department connections for sprinkler or standpipe systems by firefighters and their equipment shall be maintained free of obstructions at all times.

34. The Applicant/Property Owner is responsible to comply with the terms and conditions of all Federal, Provincial, and other Municipal Bylaw requirements that pertain to this development. Copies of any other permits and/or regulatory approvals shall be provided to the Development Officer.

APPROVAL:

Department Director: CAO:



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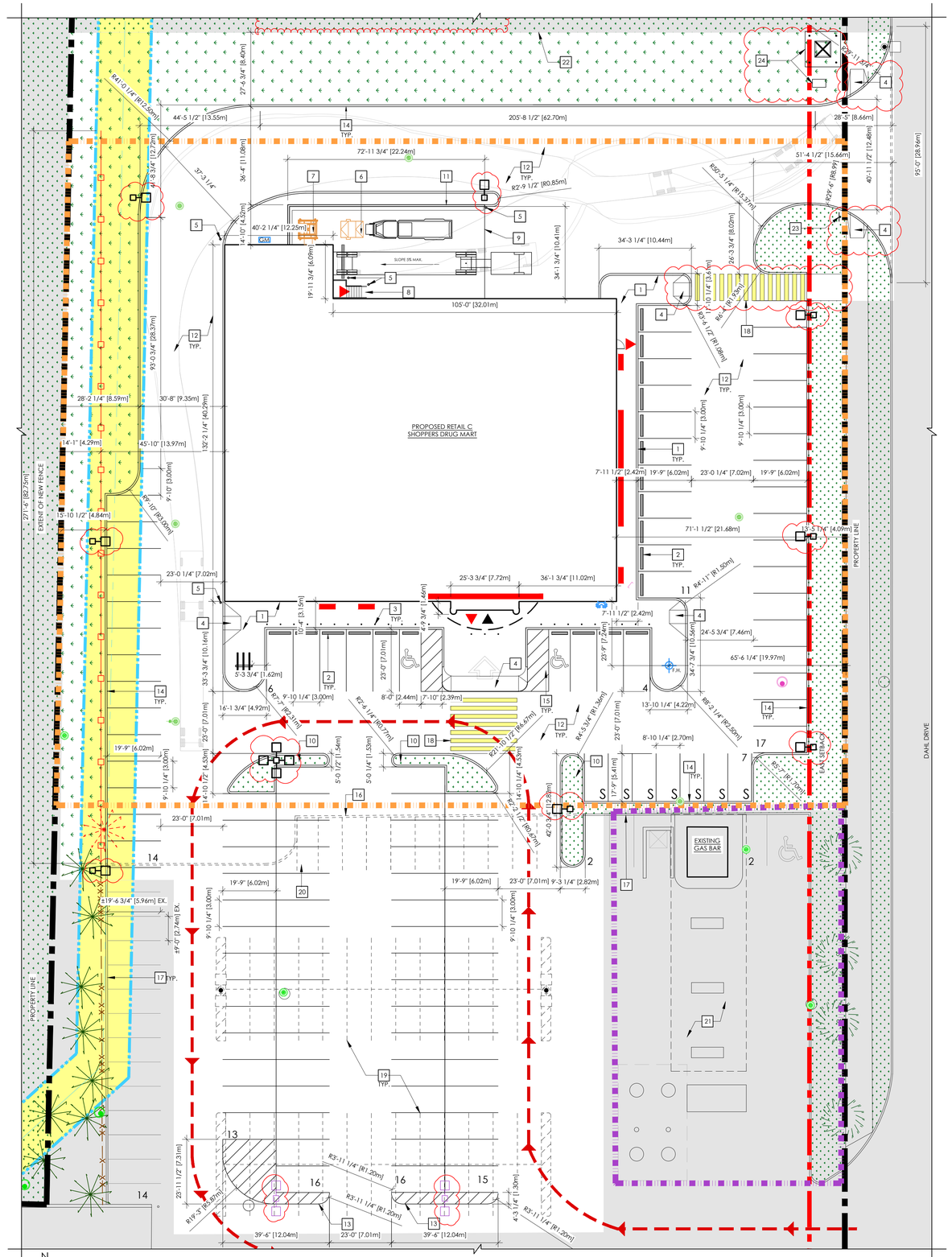
1 / 1.1 1.1 KEY PLAN
SCALE: 1/64"=1'-0"



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2 / 1.1 1.1 LARGE SCALE SITE PLAN
SCALE: 3/64"=1'-0"

SITE PLAN GENERAL NOTES:

1. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR REINSTATING ANY DAMAGE OR DISTURBANCE DONE DURING DEMOLITION.
2. GENERAL CONTRACTOR TO COORDINATE DEMOLITION/CONSTRUCTION WITH ALL UTILITIES.
3. SITE CONFIRM ALL INFORMATION PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES TO THE ARCHITECT.
4. ALL EXISTING TREES, SHRUBS, AND LANDSCAPING TO REMAIN TO BE PROTECTED DURING CONSTRUCTION. ANY DAMAGE IS TO BE REPAIRED AND RESTORED TO CONDITIONS FOUND PRIOR TO DEMOLITION / CONSTRUCTION.
5. ALL DEMOLISHED ITEMS ARE TO BE REMOVED FROM THE SITE AND THE AREA IS TO BE PREPARED FOR NEW CONSTRUCTION AS REQUIRED.
6. REFER TO SHEET A1.2 FOR ALL SITE DETAILS.
7. REFER TO CIVIL DRAWINGS FOR ALL GRADING, CURBS AND PAVEMENT TYPES.

SITE PLAN LEGEND:

- AREA TO REMAIN AS EXISTING.
- EXISTING LANDSCAPING TO REMAIN.
- NEW LANDSCAPING. REFER TO LANDSCAPE DRAWINGS.
- EXISTING CART CORRAL TO REMAIN.
- SEMI-TRUCK ROUTE.
- FIRE TRUCK ROUTE.
- BIKE RACK. QTY: 3.
- ENTRANCE.
- EXIT DOOR.
- EXISTING HANDICAP PARKING STALLS TO REMAIN.
- NEW HANDICAP PARKING STALLS. REFER TO DETAIL ON SHEET A1.2
- NEW LIGHT STANDARD. FOUNDATION TO BE DECIDED.
- RELOCATED LIGHT. FOUNDATION TO BE DECIDED.
- EXISTING LIGHT STANDARD TO REMAIN.
- EXISTING LIGHT STANDARD TO BE REMOVED.
- F.H. NEW FIRE HYDRANT. REFER TO CIVIL.
- EX. F.H. EXISTING FIRE HYDRANT.
- GM PROPOSED GAS METER LOCATION.
- SIAMESE CONNECTION.
- S SMALL CAR PARKING.
- EXISTING DECIDUOUS TREE TO REMAIN. SITE CONFIRM EXACT LOCATION AS NEEDED.
- EXISTING CONIFEROUS TREE TO REMAIN. SITE CONFIRM EXACT LOCATION AS NEEDED.
- EXISTING TREE TO BE DEMOLISHED.
- ITEM TO BE DEMOLISHED.
- BUILDING SIGNAGE. REFER TO EXTERIOR ELEVATIONS.
- PROPERTY LINE.
- SETBACK.
- UTILITY EASEMENT.
- LINE DENOTES EXTENT OF RETAIL C PARKING AREA.
- LINE DENOTES EXTENT OF GAS BAR SITE.
- LINE DENOTES EXISTING FENCE TO REMAIN.
- NEW FENCE. REFER TO SITE PLAN DETAILS ON A1.2.
- AREA OF TREES TO BE REMOVED.
- AREA OF TREES TO REMAIN.

SITE PLAN KEYNOTES:

1. CONCRETE SIDEWALK C/W BROOM FINISH. PROVIDE SAWCUTS @ 5'-0" O.C.
2. PRECAST CONCRETE PARKING STALL CURB.
3. 4" BOLLARD.
4. CONCRETE LETDOWN.
5. 8" BOLLARD.
6. GARBAGE BIN BY OWNER.
7. COMPACTOR & CHUTE BY OWNER.
8. STEEL EXIT STAIR AT RECESSED LOADING DOCK.
9. LINE OF CONCRETE APRON/RAMP.
10. NEW LANDSCAPE ISLAND C/W CONCRETE CURB.
11. LOADING DOCK SCREEN WALL.
12. NEW ASPHALT PAVEMENT IN NEW PARKING/DRIVE AISLE AREAS.
13. NEW YELLOW PAINTED PARKING ISLAND.
14. NEW CONCRETE CURB. REFER TO CIVIL.
15. DIAGONAL PAINTED LINES FOR ACCESSIBLE AISLE.
16. EXTENT OF EXISTING CONCRETE CURB & LANDSCAPING TO BE REMOVED. REFER TO CIVIL DRAWINGS.
17. EXISTING CONCRETE CURB TO REMAIN.
18. YELLOW PAINTED CROSSWALK LINES.
19. EXISTING PAINTED LINES TO BE REMOVED. NEW PARKING CONFIGURATION TO BE PROVIDED.
20. SAWCUT EXISTING ASPHALT AND TIE IN NEW ASPHALT. SHOWN THUS: REFER TO CIVIL DRAWINGS.
21. EXISTING GAS BAR AND ASSOCIATED UNDERGROUND TANKS TO REMAIN.
22. EXTENT OF EXISTING TREES AND LANDSCAPING TO REMAIN PAST THIS POINT.
23. PROVIDE STOP SIGN AND TURN RIGHT SIGN. REFER TO CIVIL DRAWINGS.
24. LOCATION OF ELECTRICAL BOXES. SEE ELECTRICAL DRAWINGS.

SITE ZONING INFORMATION

LEGAL DESCRIPTION
LOT 31; BLOCK 2; PLAN 882 2208

CIVIL ADDRESS
DAHL DRIVE & 52 AVENUE, WHITECOURT, AB

SITE ZONING
EXISTING ZONING 'D-C' DIRECT CONTROL & 'EC' ENVIRONMENTAL CONSTRAINTS OVERLAY

DIM. STANDARDS	REQUIRED	PROVIDED
EAST SIDE SETBACK	4.0 M	4.0 M
LOT COVERAGE	20%	20.51%

SITE AREA	
SITE AREA 'A'	4.70 ACRES (204,732 SF)
SITE AREA 'B'	1.20 ACRES (52,272 SF)
SITE AREA 'C'	0.27 ACRES (11,761.2 SF)
TOTAL	6.17 ACRES (268,765.2 SF)

BUILDING AREA	
RETAIL A - EXISTING NO FRILLS	2,638 SQ.M (28,391 SF)
RETAIL B - EXISTING ANYTIME FITNESS	878 SQ.M (9,447 SF)
RETAIL C - NEW SHOPPERS DRUG MART	1,579 SQ.M (17,000 SF)
EXISTING MOBIL GAS BAR KIOSK	26 SQ.M (280 SF)
TOTAL	5,121 SQ.M (55,118 SF)

RETAIL A & B - NO FRILLS & ANYTIME FITNESS

PARKING	REQUIRED	PROVIDED
REGULAR	71	164
ACCESSIBLE	4	4
BICYCLE	7	EXISTING TO REMAIN
SMALL CAR	N/A	2

LOADING	REQUIRED	PROVIDED
TOTAL	N/A	1

RETAIL C - SHOPPERS DRUGMART

PARKING	REQUIRED	PROVIDED
REGULAR	32	49
ACCESSIBLE	2	2
BICYCLE	3	3
SMALL CAR	N/A	5*

LOADING	REQUIRED	PROVIDED
TOTAL	N/A	1

EXISTING MOBIL GAS BAR

PARKING	REQUIRED	PROVIDED
REGULAR	3	3
ACCESSIBLE	1	1

TOTAL PARKING	REQUIRED	PROVIDED
REGULAR	106	216
ACCESSIBLE	7	7
SMALL CAR	N/A	7

1. LAND USE BY-LAW NO. 1506 NOTES A MAXIMUM OF 5% OF THE TOTAL NUMBER OF REQUIRED PARKING STALLS ARE TO BE DEDICATED ACCESSIBLE PARKING STALLS.

2. *LAND USE BY-LAW NO. 1506 ALLOWS UP TO 15% OF REQUIRED PARKING STALLS TO BE SMALL CAR PARKING.

3. LOADING TO BE 4M WIDE AND 8M LONG AS PER LAND USE BY-LAW NO. 1506.

No.	ISSUED FOR	DATE	BY
2	REVISED DEVELOPMENT PERMIT	MARCH 21, 2024	SAM
1	DEVELOPMENT PERMIT	FEBRUARY 13, 2024	SAM

DRAWN BY: MS

PRINTING DATE: MARCH 21, 2024

STAMP

SILVIA ALVES MOURA REGISTERED ARCHITECT ALBERTA

March 25, 2024

NEJMARK ARCHITECT
2-54 Adelaide Street Winnipeg Manitoba R3A 0V7
P 204 947 3775 F 204 947 3789 www.nejmark.mb.ca

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The contractor is to verify dimensions and date noted herein with conditions on the site and is held responsible for reporting discrepancy to the architects for adjustment.

PROJECT TITLE:

SHOPPERS DRUG MART

SHOPPERS DRUG MART
BASE BUILDING
DAHL DRIVE & 52 AVE
WHITECOURT, AB

SHEET TITLE:

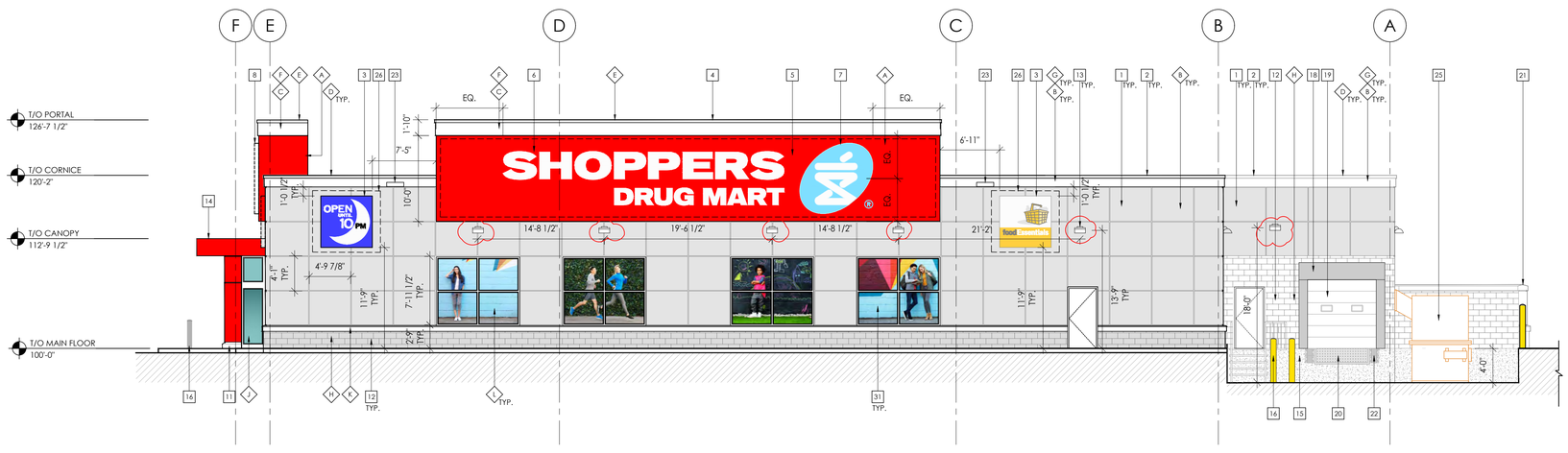
SITE CONSTRUCTION & DEMOLITION PLAN

COMMISSION NUMBER: 2355

SHEET NUMBER: A1.1

E-FILE: AB000_0000_A1.1-1.2_SITE CONSTRUCTION PLAN_2355 (BB).DWG

1 / 4.0 SOUTH ELEVATION
SCALE: 1/8"=1'-0"



2 / 4.0 EAST ELEVATION
SCALE: 1/8"=1'-0"

3 / 4.0 SIGN DETAILS
SCALE: 1/8"=1'-0"

ELEVATION GENERAL NOTES:

1. PROVIDE BACKING IN ALL EIFS AREAS WHERE TENANT SIGNAGE IS TO BE AFFIXED. PROVIDE 3/4" THICK FIRE RATED EXTERIOR GRADE PLYWOOD BACKING BEHIND EIFS IN LIEU OF DENSGLAS FOR FASCIA MOUNTED SIGNAGE AND 1/2" EXTERIOR GRADE PLYWOOD BEHIND WALL MOUNTED ILLUMINATED SIGN BOX.
SHOWN THUS: — — — — — — — —
2. ALL COLOUR/FINISHES ARE TO BE CONFIRMED BY ARCHITECT / TENANT PRIOR TO ORDER/INSTALLATION. SHOP DRAWINGS AND SAMPLES ARE TO BE SUBMITTED TO THE ARCHITECT FOR REVIEW. ANY MATERIALS AND COLOURS INSTALLED WITHOUT APPROVAL OF THE ARCHITECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO REMOVE AND REPLACE WITH APPROVED MATERIALS AND COLOURS.
3. CONTRACTOR TO ENGAGE A QUALIFIED INSPECTION TESTING COMPANY TO ENSURE THAT THE EFIS WALL SYSTEM IS BUILT CORRECTLY IN ACCORDANCE WITH DRAWINGS, SPECIFICATIONS, AND CERTIFICATION REQUIREMENTS.
4. AKRILON TO BE INCLUDED ON THE STUCCO SUPPLIERS LIST.

ELEVATION KEYNOTES:

1. WALL EIFS PANELS WITH 1"X1/2" DEEP V-GROOVE REVEALS.
2. WALL MOULDING FINISHED WITH WALL EIFS WITH PRE-FINISHED METAL FLASHING TO MATCH.
3. SURFACE MOUNTED ILLUMINATED SIGNAGE BY SDM. G.C. TO PROVIDE ELECTRICAL SUPPLY & 1/2" PLYWOOD BACKING BEHIND EIFS SYTEM. FINISH FOR SIGN BOX MOUNTING.
4. EIFS ON CORNICE MOULDING ABOVE RED FASCIA WITH PREFINISHED METAL FLASHING TO MATCH.
5. SIGNAGE FASCIA FINISHED IN RED EIFS SYSTEM. G.C. TO PROVIDE 3/4" PLYWOOD BACKING ON ENTIRE FACADE AREA.
6. 40" & 25" ILLUMINATED INDIVIDUAL LETTERS AND STYLIZED LOGO SIGNBOX BY OWNER.
7. STYLIZED ILLUMINATED SIGN. BLUE FACING & RETURNS WITH INTERIOR GRAPHICS. OWNER SUPPLIED & INSTALLED.
8. PROFILE OF SIGN FASCIA ON SIDE OF BUILDING.
9. FIRE DEPARTMENT CONNECTION. ALL PIPING TO BE CONTAINED WITHIN WALL CAVITY. METAL COVER PLATE TO MATCH SURROUNDING STONE. REFER TO MECHANICAL.
10. GAS METER. REFER TO MECHANICAL. PAINT LINES TO MATCH WALL COLOUR.
11. 8" HIGH CONCRETE CURB AROUND THE BASE OF COLUMNS WITH BEVELLED EDGE AT THE TOP.
12. SMOOTH FACE CONCRETE BLOCK C/W CAULKED CONTROL JOINTS EVERY 20'-24'.
13. WALL MOUNTED LIGHTING. REFER TO ELECTRICAL.
14. RADIUSED CANOPY WITH RED EIFS SANDBLAST TEXTURE.
15. REINFORCED CONCRETE LOADING DOCK FOUNDATION WALL. REFER TO STRUCTURAL DRAWINGS AND ARCHITECTURAL SECTIONS.
16. BOLLARD. REFER TO SITE CONSTRUCTION AND DEMOLITION PLAN ON A1.1 FOR ALL BOLLARD LOCATIONS AND REFER TO SITE PLAN DETAILS ON A1.2.
17. 9" HIGH @ 'V' NON-ILLUMINATED WHITE CUTOUT LETTERS PIN-MOUNTED TO RADIUSED CANOPY FACE. OWNER SUPPLY & INSTALL.
18. BLUE GIANT LOADING DOCK SEAL. MODEL NO. BG100SDM
19. INSULATED SECTIONAL METAL OVERHEAD DOOR IN PREFINISHED WHITE.
20. HYDRAULIC DOCK LEVELER. BLUE GIANT MODEL H6606H.
21. LOADING DOCK SCREEN WALL C/W PRE-CAST CONCRETE MASONRY CAP IN NATURAL FINISH.
22. LOADING DOCK BUMPER TO BE BLUE GIANT MODEL NO. DB512.
23. ROOF SCUPPER. FINAL LOCATION TO BE CONFIRMED.
24. EXTERIOR HOSE BIB LOCATION. FINAL LOCATION TO BE CONFIRMED.
25. OWNER SUPPLIED BILT-RITE DOWNSTROKE COMPACTOR.
26. PROVIDE 1/2" PLYWOOD BACKING IN LIEU OF GYPSUM AT FUTURE 6'-0"x6'-0" SIGN LOCATION.
27. CLEAR ANODIZED ALUMINUM CLOSURE PANEL WITH KEY BOX. G.C. TO CONFIRM KEY BOX LOCATION WITH FIRE MARSHALL.
28. PROVIDE PREFINISHED METAL VENT WITH INSECT SCREEN. VENT TO WALL RATIO TO BE 1:300 SPLIT EQUALLY BETWEEN HIGH AND LOW LEVEL VENT. COLOUR TO BE CAMBRIDGE WHITE.
29. PROVIDE 3'-0" X 2'-0" ACCESS PANEL TO ACCESS ELECTRICAL CONNECTION FOR SIGNAGE. COORDINATE WITH SIGNAGE CONTRACTOR.
30. PROVIDE GUARD RAIL. REFER TO SITE PLAN DETAILS ON A1.2.
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EXTERIOR FINISH SCHEDULE

KEYNOTE REFERENCE (IF APPLICAPLE)	PRODUCT / ITEM	COLOUR
A	EIFS	"SHOPPERS 2002 RED" DRYVIT NO. SDMA-04-1030(S) TEXTURE: SANDBLAST FINISH MAINTENANCE: DEMANDIT DSC 400 SDM 'RED'
B	EIFS	"SHOPPERS WHITE" DRYVIT NO. NA2-13-10-26-25 TEXTURE: SANDBLAST FINISH MAINTENANCE: DEMANDIT DSC 400 SHOPPERS WHITE
C	CORNICE EIFS	"CAMBRIDGE WHITE" DRYVIT NO. NA2-13-10-26-26 TEXTURE: SANDBLAST FINISH MAINTENANCE: DEMANDIT DSC 400 CAMBRIDGE WHITE
D	PRE-FINISHED METAL FLASHING/SIDING	GREY STELCO: QC 8305 VICWEST: QC 56071
E	PRE-FINISHED METAL FLASHING/SIDING	CAMBRIDGE WHITE STELCO: QC 8695 VICWEST: QC 56161 PROFILE VICWEST CL 5022.
F	CORNICE MOULDING	CANA MOULD SDM-009 TEXTURE: SANDBLAST FINISH
G	WALL MOULDING	CANA MOULD SDM-010 TEXTURE: SANDBLAST FINISH
H	MASONRY BLOCK	RICHVALE YORK BLOCK INC - STANDARD CONCRETE BLOCK. COLOUR: LIGHT GREY 8"X16"X4" SMOOTH FINISH GROUT COLOUR: STANDARD GREY
J	STOREFRONT GLAZING	ROCKGLASS THERMALLY BROKEN HYBRID SEALED UNITS. EXTERIOR GLAZING: 10mm ROCKGLASS STOREFRONT SECURITY GLAZING. INTERIOR GLAZING: 6mm CLEAR TEMPERED GLASS WITH LOW E AND ARGON. TOP PORTION OF CLEAR GLAZING TO BE TEMPERED SAFETY GLASS BOTH SIDES. CLEAR ANODIZED ALUMINUM FRAMES.
K	CONCRETE SILL	8" PRECAST CONCRETE SILL COLOUR: NATURAL FINISH
L	SPANDREL GLASS	NON-TINTED FIXED OPAQUE SPANDREL GLASS PANEL, INSULATED METAL BACK PAN COLOUR GREY WITH GREY BACK SCRIM. CLEAR ANNODIZED ALUMINUM FRAMING. GLAZING: INKAN NO. 0-125-I
M	ALUMINUM COLUMN CLADDING	COLOUR: CLEAR ANODIZED

NOTE: ALL SAMPLES TO BE SUBMITTED TO ARCHITECT FOR APPROVAL PRIOR TO CONSTRUCTION.

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SYLVIA ALVES MOURA
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March 25, 2024

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SHOPPERS DRUG MART
BASE BUILDING
DAHL DRIVE & 52 AVE
WHITECOURT, AB

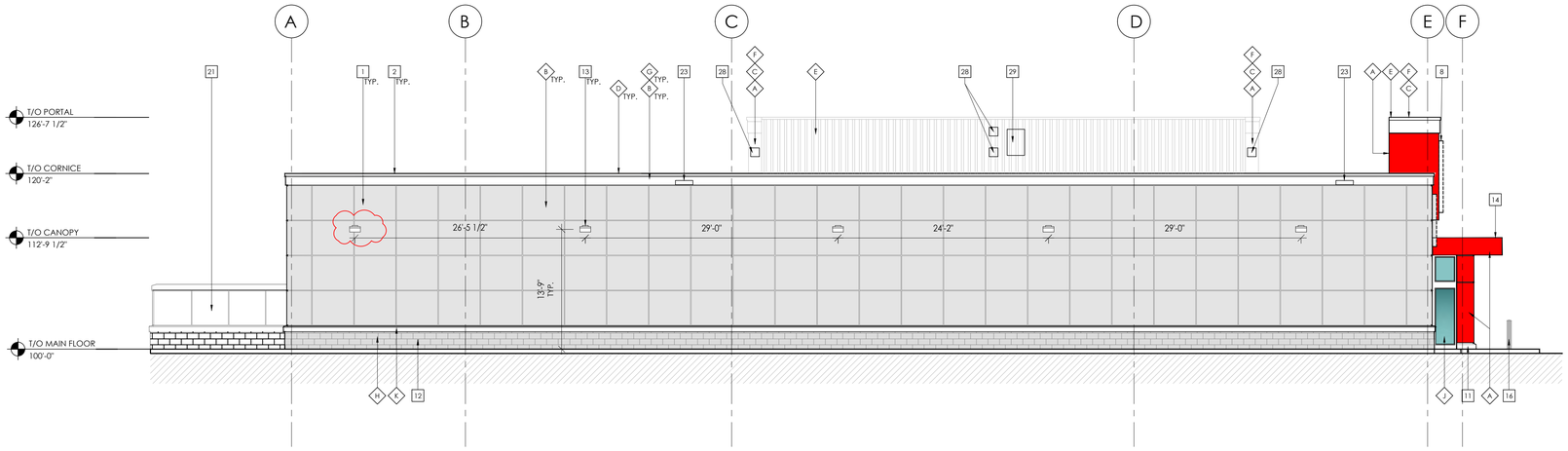
SHEET TITLE:

EXTERIOR ELEVATIONS

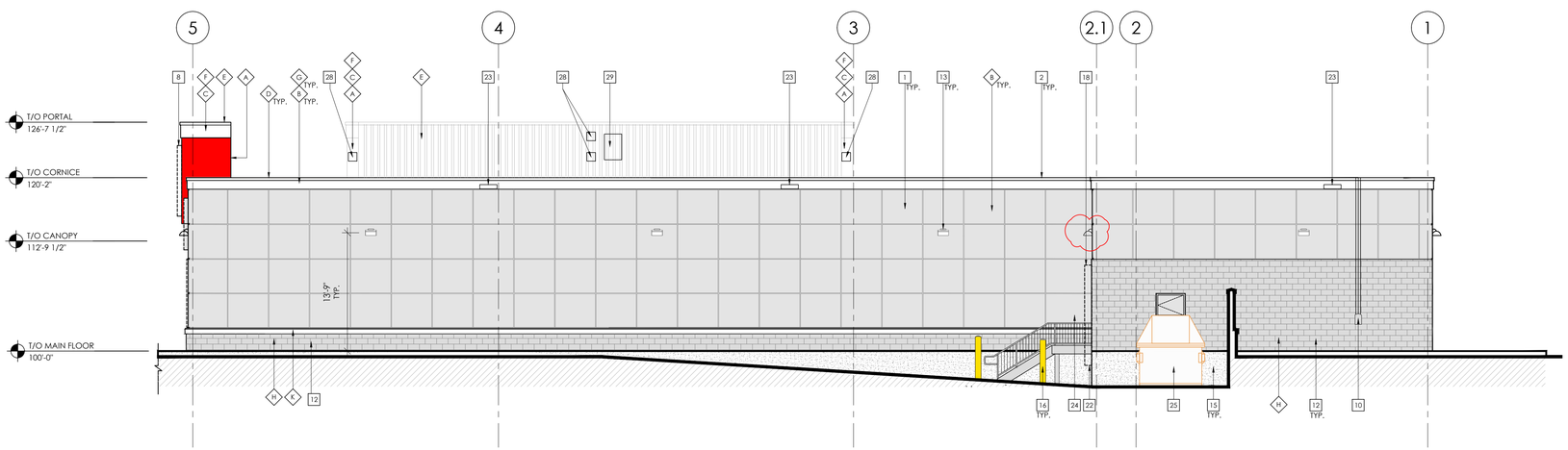
COMMISSION NUMBER: 2355

SHEET NUMBER: A4.0

E-FILE: AB0000_0000_A4.0-4.1_ELEVATIONS_2355 (BB).DWG



1 / 4.1 4.1 WEST ELEVATION
SCALE: 1/8"=1'-0"



2 / 4.1 4.1 NORTH ELEVATION
SCALE: 1/8"=1'-0"

ELEVATION GENERAL NOTES:

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M	ALUMINUM COLUMN CLADDING	COLOUR: CLEAR ANODIZED

NOTE:ALL SAMPLES TO BE SUBMITTED TO ARCHITECT FOR APPROVAL PRIOR TO CONSTRUCTION.

No.	ISSUED FOR	DATE	BY
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March 25, 2024

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WHITECOURT, AB

SHEET TITLE:

EXTERIOR ELEVATIONS

COMMISSION NUMBER: 2355

SHEET NUMBER: A4.1

E-FILE: AB0000_0000_A4.0-4.1_ELEVATIONS_2355 (BB).DWG

Whitecourt

Scale 1: 1,500

10 yd
10 m

Application 24-018 - 4420 52 Avenue

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REQUEST FOR DECISION

Date: April 17, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Cherie Van Der Meer Assistant Controller
Krista Spivak, Controller
Title: **2023 FINANCIAL STATEMENTS**

PROPOSAL AND BACKGROUND:

The Financial Statements have been completed for 2023 in accordance with the requirements of the Municipal Government Act (MGA). The Town of Whitecourt's auditor, Curtis Friesen, from Metrix Group LLP, will be in attendance at the Council Meeting to report to Council on the statements.

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

REFERENCES:

- Audit Findings – attached
- 2023 Financial Statement with Independent Auditor's Report – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

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

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

COST AND SOURCE OF FUNDING:

2023 Budget

COMMENTS:

Council is asked to contact the Director of Corporate Services should any questions regarding the 2023 Financial Statement arise.

RECOMMENDATION:

That Council approve the 2023 Financial Statement for the year ended December 31, 2023 as presented.

APPROVAL:

Department Director: CAO:

METRIX GROUP LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

April 22, 2024

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

Attention: Members of Town of Whitecourt Council

Dear Council Members:

RE: 2023 AUDIT

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

SIGNIFICANT FINDINGS FROM THE AUDIT

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

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

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

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

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

Uncorrected Misstatements
There were no significant uncorrected misstatements aggregated by our Firm for the year ended December 31, 2023.

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

Significant Difficulties Encountered During the Audit
We encountered no significant difficulties during our audit that should be brought to the attention of Council.

AUDITOR INDEPENDENCE

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

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

(a) holding a financial interest, either directly or indirectly, in a client;

(b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;

(c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;

(d) economic dependence on a client; and

(e) provision of services in addition to the audit engagement.

We are not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2023 – April 22, 2024.

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

Yours very truly,

METRIX GROUP LLP

Curtis Friesen, CPA, CA
Partner

CDF/gcs

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

TOWN OF WHITECOURT

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

DRAFT

Whitecourt

METRIX GROUP LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Town of Whitecourt

Opinion

We have audited the consolidated financial statements (the "financial statements") of the Town of Whitecourt (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2023, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

DRAFT

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

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

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

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

(continues)

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report or, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
April 24, 2023

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TOWN OF WHITECOURT

CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

	2023	2022
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	**$ 52,237,418**	$ 47,627,459
Trade and other receivables (note 3)	**7,636,728**	9,086,136
Local improvement receivables (note 4)	**1,925,214**	2,002,903
Loans receivable (note 5)	**1,259,084**	1,399,760
Inventory for resale	**30,850**	15,704
Land held for resale	**1,281,183**	1,281,183
	64,370,477	61,413,145
LIABILITIES		
Accounts payable and accrued liabilities	**5,185,183**	$ 4,081,412
Deposit liabilities	**340,683**	332,499
Employee benefit obligations (note 6)	**1,629,392**	1,566,979
Deferred revenue (note 7)	**15,729,635**	16,681,137
Landfill closure and post-closure	**-**	656,485
Asset retirement obligation (note 8)	**597,957**	-
Long-term debt (note 9)	**10,531,780**	11,318,758
	34,014,630	34,637,270
NET FINANCIAL ASSETS	**30,355,846**	26,775,875
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 1)	**148,460,223**	148,973,962
Inventory for consumption	**969,329**	829,759
Prepaid expenses	**64,758**	195,288
	149,494,309	149,999,009
ACCUMULATED SURPLUS (schedule 6, note 12)	**$ 179,850,156**	$ 176,774,884

Contingencies (note 20)

Contractual Rights and Obligations (note 22)

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TOWN OF WHITECOURT

CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (note 16)	**2023**	2022
REVENUES			
Net municipal taxes (schedule 2)	$ 15,965,634	**$ 15,961,830**	$ 14,934,768
Sales and user charges	10,496,718	**10,052,175**	8,963,302
Fine revenue	795,700	**527,567**	828,671
Government transfers (schedule 3)	5,808,795	**4,006,262**	3,937,844
Penalties and costs on taxes	215,344	**311,526**	336,893
Franchise and concession contracts (note 13)	1,794,413	**1,620,743**	1,619,610
Development levies	-	**47,844**	72,237
Investments income	1,512,058	**1,965,822**	963,027
Rentals	501,458	**618,088**	537,755
Other revenues	450,646	**760,727**	547,511
	37,540,766	**35,872,584**	32,741,618
EXPENDITURES			
Operating			
Legislative	498,828	**427,625**	446,166
Administration	3,455,213	**3,255,423**	3,299,941
Policing and bylaw	3,528,735	**3,437,752**	3,505,370
Fire	1,887,842	**1,646,254**	1,609,176
Disaster	398,255	**847,985**	123,668
Roads, streets, walks, lighting & storm sewers	8,625,528	**7,273,705**	7,300,388
Water supply and distribution	2,998,142	**2,856,077**	2,548,180
Wastewater treatment and disposal	2,119,222	**2,089,725**	1,885,872
Waste management	1,886,273	**1,636,492**	1,821,647
Community support, public transit and cemetery	2,009,460	**1,988,443**	1,768,773
Planning and development	2,245,743	**1,552,032**	1,460,261
Recreation, parks and culture	10,059,332	**9,396,752**	8,956,256
	39,712,572	**36,408,264**	34,725,698
ANNUAL SURPLUS / (DEFICIT) - BEFORE OTHER	(2,171,806)	**(535,680)**	(1,984,080)
OTHER			
Gain (Loss) on disposal of tangible capital assets	-	**(18,118)**	(51,223)
Government transfers for capital (schedule 3)	3,836,242	**3,629,070**	3,653,349
	3,836,242	**3,610,952**	3,602,126
ANNUAL SURPLUS (DEFICIT)	1,664,436	**3,075,272**	1,618,046
ACCUMULATED SURPLUS, BEGINNING OF YEAR	176,774,884	**176,774,884**	175,156,838
ACCUMULATED SURPLUS, END OF YEAR	$ 178,439,320	**$ 179,850,156**	$ 176,774,884

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TOWN OF WHITECOURT

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

	Budget (note 16)	**2023**	2022
ANNUAL SURPLUS (DEFICIT)	$ 1,664,436	**$ 3,075,272**	$ 1,618,046
Purchase of tangible capital assets	(7,164,588)	**(5,463,092)**	(4,480,106)
Proceeds on disposal of tangible capital assets	-	**-**	49,651
Amortization of tangible capital assets	6,277,484	**6,537,565**	6,302,552
(Gain) loss on disposal of tangible capital assets	-	**18,118**	51,223
	(887,104)	**513,739**	1,923,320
Decrease (increase) in inventory for consumption	-	**(139,570)**	(9,019)
Decrease (increase) in prepaid expenses	-	**130,530**	72,368
	-	**(9,040)**	63,349
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	777,333	**3,579,971**	3,604,715
NET FINANCIAL ASSETS, BEGINNING OF YEAR	26,721,646	**26,775,875**	23,171,160
NET FINANCIAL ASSETS, END OF YEAR	$ 27,498,979	**$ 30,355,846**	$ 26,775,875

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TOWN OF WHITECOURT

CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	2022
OPERATING		
ANNUAL SURPLUS (DEFICIT)	**$ 3,075,272**	$ 1,618,046
Non-cash items included in annual surplus:		
Amortization of tangible capital assets	**6,537,565**	6,302,552
Loss on disposal of tangible capital assets	**18,118**	51,223
Changes in non-cash working capital balances related to operations:		
Decrease (increase) in trade and other receivables	**1,449,408**	3,871,990
Decrease (increase) in local improvement receivable	**77,689**	75,228
Decrease (increase) in loans receivable	**140,676**	71,405
Decrease (increase) in inventory for resale	**(15,146)**	1,611
Decrease (increase) in inventory for consumption	**(139,570)**	(9,019)
Decrease (increase) in prepaid expenses	**130,530**	72,368
Increase (decrease) in accounts payable and accrued liabilities	**1,103,771**	606,611
Increase (decrease) in deposit liabilities	**8,184**	(39,506)
Increase (decrease) in employee benefit obligations	**62,412**	63,923
Increase (decrease) in asset retirement obligation	**(58,528)**	62,613
Increase (decrease) in deferred revenue	**(951,502)**	(225,824)
Cash provided by operating transactions	**10,860,028**	12,523,221
CAPITAL		
Purchase of tangible capital assets	**(5,463,092)**	(4,480,106)
Proceeds on disposal of tangible capital assets	**-**	49,651
Cash applied to capital transactions	**(5,463,092)**	(4,430,455)
FINANCING		
Long-term debt repaid	**(786,977)**	(1,079,522)
Cash applied to financing transactions	**(786,977)**	(1,079,522)
CHANGE IN CASH AND CASH EQUIVALENTS DURING THE YEAR	**4,609,959**	7,013,244
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	**47,627,459**	40,614,215
CASH AND CASH EQUIVALENTS, END OF YEAR	**$ 52,237,418**	$ 47,627,459

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TOWN OF WHITECOURT

SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023
(Schedule 1)

	Land	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	**2023**	2022
COST:							
BALANCE, BEGINNING OF YEAR	$ 27,322,282	$ 63,748,092	$ 174,138,906	$ 8,198,374	$ 11,901,967	**285,309,621**	$ 282,552,612
Purchase of tangible capital assets	5,883	723,751	3,771,184	410,550	551,724	**5,463,092**	4,480,106
Asset retirement obligation adoption	-	-	578,852	-	-	**578,852**	
Disposal of tangible capital assets	-	-	(16,289)	(73,364)	-	**(89,653)**	(1,723,097)
BALANCE, END OF YEAR	27,328,165	64,471,843	178,472,653	8,535,560	12,453,691	**291,261,912**	285,309,621
ACCUMULATED AMORTIZATION:							
BALANCE, BEGINNING OF YEAR	-	20,739,138	103,936,167	5,249,117	6,411,237	**136,335,659**	131,655,330
Annual amortization		1,252,584	4,168,155	362,566	754,260	**6,537,565**	6,302,552
Accum amortization on disposals	-	-	(16,289)	(55,246)	-	**(71,535)**	(1,622,223)
BALANCE, END OF YEAR	-	21,991,722	108,088,032	5,556,437	7,165,497	**142,801,689**	136,335,659
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	$ 27,328,165	$ 42,480,121	$ 70,384,620	$ 2,979,123	$ 5,288,195	**$ 148,460,223**	$ 148,973,962

Cost includes construction in progress of $6,561,471 (2022 - $2,922,538). These amounts are not amortized until the asset is completed and in use.
Asset retirement obligation in the amount of $578,852 was added in 2023 (2022 - $0).

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TOWN OF WHITECOURT

SCHEDULE OF PROPERTY AND OTHER TAXES
FOR THE YEAR ENDED DECEMBER 31, 2023
(Schedule 2)

	Budget (note 16)	**2023**	2022
TAXATION			
Real property taxes	$ 17,718,280	**$ 17,684,529**	$ 17,261,205
Designated industrial property taxes	3,583,429	**3,567,675**	3,135,518
Government grants in place of property taxes	147,038	**147,038**	134,927
	21,448,747	**21,399,242**	20,531,650
REQUISITIONS			
Alberta School Foundation	4,604,277	**4,563,386**	4,759,293
Living Waters Catholic Regional Division No. 42	458,541	**453,603**	411,499
Seniors Foundation	399,284	**399,377**	406,774
Designated Industrial Property	21,011	**21,046**	19,316
	5,483,113	**5,437,412**	5,596,882
NET MUNICIPAL PROPERTY TAXES	$ 15,965,634	**$ 15,961,830**	$ 14,934,768

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SCHEDULE OF GOVERNMENT TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2023
(Schedule 3)

	Budget (note 16)	**2023**	2022
TRANSFERS FOR OPERATING			
Federal Government	$ 1,442,441	**$ 716,987**	$ 721,443
Provincial Government	2,257,220	**1,556,268**	1,400,010
Other Local Governments	2,109,134	**1,733,007**	1,816,391
	5,808,795	**4,006,262**	3,937,844
TRANSFERS FOR CAPITAL			
Federal Government	1,426,228	**1,372,485**	1,243,988
Provincial Government	1,774,998	**1,789,496**	2,140,200
Other Local Governments	635,016	**467,090**	269,161
	3,836,242	**3,629,070**	3,653,349
TOTAL GOVERNMENT TRANSFERS	$ 9,645,037	**$ 7,635,333**	$ 7,591,193

TOWN OF WHITECOURT

SCHEDULE OF CONSOLIDATED EXPENDITURES BY OBJECT
FOR THE YEAR ENDED DECEMBER 31, 2023
(Schedule 4)

Expenditures	Budget (note 16)	**2023**	2022
Salaries, wages and benefits	$ 15,455,489	**$15,343,749**	$ 14,045,956
Contracted and general services	11,250,123	**8,112,431**	8,180,313
Materials, goods, supplies and utilities	5,508,717	**5,330,757**	4,963,826
Transfers to local boards and agencies	764,100	**598,527**	708,394
Bank charges and short term interest	83,400	**86,101**	87,711
Interest on long term debt	299,509	**318,583**	350,942
Other	73,750	**80,552**	86,004
Amortization of tangible capital assets	6,277,484	**6,537,565**	6,302,552
	$ 39,712,572	**$36,408,264**	$ 34,725,698

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TOWN OF WHITECOURT

SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2023
(Schedule 5)

	General Government	Protective Services	Transportation Services	Environmental Services	Public Health and Welfare	Planning & Development	Recreation & Culture	**Total**
REVENUES								
Net municipal taxes	$ 15,961,830	$ -	$ -	$ -	$ -	$ -	$ -	**$ 15,961,830**
Sales, user charges and fines	102,224	1,558,189	176,618	6,209,409	42,206	762,786	1,728,311	**10,579,742**
Government transfers	46,572	851,325	931,359	29,702	1,044,280	-	1,103,025	**4,006,262**
Penalties and costs on taxes	293,555	-	-	17,970	-	-	-	**311,526**
Franchise and concession contracts	1,620,743	-	-	-	-	-	-	**1,620,743**
Development levies	-	-	24,400	23,443	-	-	-	**47,844**
Investments income	1,727,827	-	74,749	158,512	-	-	4,734	**1,965,822**
Rentals	-	55,709	-	-	-	37,679	524,700	**618,088**
Other revenues	87,082	140,439	7,343	-	281,293	-	244,571	**760,727**
	19,839,834	2,605,661	1,214,468	6,439,036	1,367,780	800,464	3,605,341	**35,872,584**
EXPENDITURES								
Salaries, wages and benefits	2,485,627	1,857,370	2,265,009	1,954,700	1,403,251	953,949	4,423,843	**15,343,749**
Contracted and general services	770,310	3,231,152	1,326,350	1,133,632	277,964	249,322	1,123,700	**8,112,431**
Materials, goods, supplies and utilities	245,800	472,516	735,236	1,710,304	257,774	52,972	1,856,154	**5,330,757**
Transfers to local boards and agencies	-	21,967	43,457	-	3,028	76,350	453,725	**598,527**
Bank charges and short term interest	60,212	1,041	-	6,001	-	-	18,847	**86,101**
Interest on long term debt	-	-	64,235	20,904	-	198,578	34,866	**318,583**
Other	69,285	-	-	9,519	-	-	1,748	**80,552**
	3,631,234	5,584,047	4,434,287	4,835,059	1,942,018	1,531,172	7,912,882	**29,870,699**
NET REVENUE (DEFICIT), BEFORE AMORTIZATION	16,208,600	(2,978,386)	(3,219,819)	1,604,739	(574,238)	(730,707)	(4,307,542)	**6,001,885**
Amortization of tangible capital assets	51,814	349,371	2,837,991	1,747,234	46,425	20,860	1,483,870	**6,537,565**
NET REVENUE (DEFICIT)	**$ 16,156,786**	**$ (3,327,757)**	**$ (6,057,809)**	**$ (142,495)**	**$ (620,663)**	**$ (751,568)**	**$ (5,791,411)**	**$ (535,680)**

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TOWN OF WHITECOURT

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2023
(Schedule 6)

	Unrestricted Surplus (Deficit)	Restricted Surplus	Equity in Tangible Capital Assets	**2023**	2022
BALANCE, BEGINNING OF YEAR	**$ -**	**$ 35,545,926**	**$ 141,228,958**	**$ 176,774,884**	$ 175,156,838
Annual Surplus (Deficit)	3,075,272	-	-	**3,075,272**	1,618,046
Unrestricted funds designated for future use	(8,665,116)	8,665,116	-	**-**	-
Restricted funds used for tangible capital assets		(4,965,049)	4,965,049	**-**	-
Current year funds used for tangible capital assets	(498,043)	-	498,043	**-**	-
Current year funds used for asset retirement obligation			-		
Asset retirement obligation adoption	(578,852)	-	578,852	**-**	-
Net book value of tangible capital assets disposed of	18,118	-	(18,118)	**-**	-
Annual amortization expense	6,537,565	-	(6,537,565)	**-**	-
Long term debt related to tangible capital assets issued	597,956		(597,956)		
Long term debt repaid - recoverable	24,185	-	(24,185)	**-**	-
Long term debt repaid - capital	(511,085)	-	511,085	**-**	-
Change in accumulated surplus	0	3,700,067	(624,795)	**3,075,272**	1,618,046
BALANCE, END OF YEAR	**$ -**	**$ 39,245,993**	**$ 140,604,163**	**$ 179,850,156**	$ 176,774,884

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TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SIGNIFICANT ACCOUNTING POLICIES

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

a. Reporting Entity

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

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

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

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

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b. Basis of Accounting

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

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

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

c. Use of Estimates

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

d. Cash and cash equivalents

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

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

e. Valuation of Financial Assets and Liabilities

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

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

f. Investments

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

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

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

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g. Loans Receivable

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

h. Debt Charges Recoverable

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

i. Long-term debt

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

j. Requisition Over-levy and Under-levy

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

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

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

k. Inventories for Resale

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

l. Tax Revenue

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

m. Local Improvement

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

n. Contaminated Sites

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

o. Revenue Recognition

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

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

p. Government Transfers

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

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

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q. Asset Retirement Obligation

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

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

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

r. Non-financial Assets

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

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

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

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

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

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

iv. Cultural and Historical Tangible Capital Assets
Works of art for display are not recorded as tangible capital assets but are disclosed.

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

2. CASH AND CASH EQUIVALENTS

	2023	2022
Cash	**$ 21,449,606**	$ 21,823,834
Temporary investments	**30,787,812**	25,803,625
	$ 52,237,418	$ 47,627,459

Cash and temporary investments have an average effective interest rate of 5.47% (2022 - 2.73%). Temporary investments include guaranteed investment certificates earning interest at rates ranging from 5.54% to 6.04% maturing May 5, 2025, November 6, 2025 and November 6, 2026

3. TRADE & OTHER RECEIVABLES

	2023	2022
Property Taxes		
Current Taxes	**$ 606,162**	$ 424,765
Arrears	**309,084**	277,609
Allowance for doubtful accounts	**-**	-
	$ 915,246	$ 702,374
Other		
Trade receivables	**$ 2,197,939**	$ 990,380
Government grants	**3,462,685**	6,238,492
Utilities	**832,063**	919,500
Goods and Services Tax	**228,794**	235,390
	$ 6,721,482	$ 8,383,762
	$ 7,636,728	$ 9,086,136

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4. LOCAL IMPROVEMENTS

	2023	2022
Local improvements Bylaw 1465 with maturity date of 2041 earning interest at a rate of 3.245%	**$ 1,925,214**	$ 2,002,903

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

5. LOANS RECEIVABLE

	2023	2022
Whitecourt Golf & Country Club Loan	**$ 1,015,305**	$ 1,133,256
SG Saints NFP Society	**153,846**	215,385
Friends of Whitecourt Society - Physician Loans	**58,398**	35,482
Tennille's Hope Kommunity Kitchen	**26,867**	10,969
Pumpjack Players	**4,668**	4,668
	$ 1,259,084	$ 1,399,760

Under the authority of Bylaw 1456, the Town incurred indebtedness by the issuance of a debenture in the amount of $1,748,000 for the purpose of lending money to a non-profit organization for the construction of a new golf course clubhouse, the appropriate site and course improvements, and the retiring of existing debt. The debenture is for a period of 20 years ending in 2030. The Town will receive funds from the Whitecourt Golf and Country Club in each year sufficient to pay the indebtedness, with the exception of an interest free portion of the loan. The Town has acquired adequate security in case of default. The loan to Whitecourt Golf & Country Club is repayable in semi-annual payments of $64,596 to June 1, 2030 including interest at 4.124%.

The Town of Whitecourt entered into renovation contribution agreement with Stark Sports Society to share the cost of constructing a dressing room for use by the Whitecourt Wolverines Junior A Hockey Team at JDA Place. On July 15, 2021 the Team was purchased by SG Saints NFP Society and the renovation contribution agreement was transferred to the new owner. The final cost of the project is $800,000 with the club's 50% share at $400,000 on a reimbursement payment schedule of quarterly interest-free payments over 6.5 years upon completion.

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

Under the authority of Bylaw 1441 & 1512, the Town of Whitecourt has loaned two amounts totaling $51,000 at 0% to Tennille's Hope Kommunity Kitchen a non-profit society to assist with capital upgrades to the building to facilitate its use as a community kitchen. Tennille's Hope Kommunity Kitchen will repay the Town in annual equal installments over a ten year period ending 2026.

The Town of Whitecourt issued a loan of $5,000 at 0% on May 15, 2008 to the Pumpjack Players a non-profit society for operating expenditures.

DRAFT

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

6. EMPLOYEE BENEFIT OBLIGATIONS

	2023	2022
Vacation and overtime	**$ 873,290**	$ 838,389
Sick leave benefits	**756,101**	728,590
	$ 1,629,392	$ 1,566,979

Vacation

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

Sick leave benefits

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

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7. DEFERRED REVENUE

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

	2023	2022 (restated)
Government grants	**$ 15,107,242**	$ 15,998,532
Other	**622,399**	682,479
Requisition over/(under) levy	**(5)**	126
	$ 15,729,635	$ 16,681,137

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

7. DEFERRED REVENUE (CONTINUED)

Deferred Government grants comprise funding from the following sources:

	2022 (restated)	Additions	Revenue recognized	**2023**
Municipal Sustainability Initiative (MSI) Operating & Capital Grant	$ 14,329,516	$ 1,158,928	$ 2,066,123	**$ 13,422,321**
Canada Community Building Fund	772,127	679,622	661,742	**790,007**
Emergency Preparedness Grant	-	25,000	-	**25,000**
Relief for Shortfalls for Transit Operations (RESTOR) Grant	20,000	-	20,000	**-**
Alberta Labour Market	11,600	-	11,600	**-**
Alberta Community Partnership (ACP) Landfill Commission Study Grant	37,500	-	-	**37,500**
Fire Hazard - Forest Resource Improvement Association of Alberta (FRIAA)	5,778	-	1,841	**3,937**
Supporting Psychological Health in First Responders (SPHIFR) Grant	-	17,000	14,600	**2,400**
Mountain Pine Beetle Grant	5,154	16,633	21,787	**-**
Western Economic Development Grant	3,045	-	3,045	**-**
Family Community Support Services (FCSS)	813,812	16,950	4,685	**826,077**
	$ 15,998,532	$ 1,914,132	$ 2,805,422	**$ 15,107,242**

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TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

8. ASSET RETIREMENT OBLIGATION

Landfill

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

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

Undiscounted future cash flows expected are a closure cost of cell one in year 2024 of $986,585 with annual post-closure activities starting in year 2024 of $18,893 per year, increasing at an annual inflation rate of 2%, for 25 years to year 2049. The estimated total net liability of $597,956 is based on the sum of discounted future cash flows for closure and post-closure activities using a discount rate of 3% and assuming annual inflation of 2% less any obligations settled.

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Total asset retirement obligations

	2023
BALANCE, BEGINNING OF YEAR	-
Asset retirement obligation closure liability - present value at end of 2023	977,007
Asset retirement obligation post closure liability - present value at end of 2023	89,403
Total asset retirement obligation - present value at end of 2023	1,066,409
Less: liabilities settled during year	(193,862)
BALANCE, END OF YEAR	872,547
TOWN PORTION OF TOTAL LIABILITY (68.53%)	597,957

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

9. LONG TERM DEBT

	2023	2022
Supported by general tax levies	**$ 7,417,268**	$ 8,049,707
Supported by utility rates	**1,189,298**	1,266,148
Supported by special levies - operating	**1,925,214**	2,002,903
	10,531,780	11,318,758

The current portion of the long-term debt amounts to $810,071 (2022 - $786,978). Operating Debt is $2,973,561 (2022 - $3,249,453). Capital Debt is $7,558,219 (2022 - $8,069,305). (note 11)

Principal and interest repayments are due as follows:	Principal	Interest	Total
2024	810,071	306,919	1,116,990
2025	833,867	283,122	1,116,989
2026	802,747	258,601	1,061,348
2027	770,631	235,075	1,005,706
2028	794,308	211,399	1,005,707
Thereafter	6,520,156	904,295	7,424,451
	$ 10,531,780	$ 2,199,411	$ 12,731,191

Debenture debt is repayable to Government of Alberta and bears interest at rates ranging from 2.081% to 4.124% per annum, and mature in periods 2024 through 2041. Debenture debt is issued on the credit and security of the Town of Whitecourt at large.

Total cash payments on long-term debt interest amounted to $330,012 (2022 - $363,364). Interest on long-term debt expense amounted to $318,582 (2022 - $350,940).

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10. DEBT LIMITS

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

	2023	2022
Total debt limit	**$ 53,808,876**	$ 49,112,427
Total debt	**10,531,780**	11,318,758
Amount of debt limit unused	**$ 43,277,096**	$ 37,793,669
Debt servicing limit	**$ 8,968,146**	$ 8,185,405
Debt servicing	**1,116,990**	1,116,990
Amount of debt servicing limit unused	**$ 7,851,156**	$ 7,068,415

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

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

11. EQUITY IN TANGIBLE CAPITAL ASSETS

	2023	2022
Tangible capital assets (schedule 1)	**$ 291,261,912**	$ 285,309,621
Accumulated amortization (schedule 1)	**(142,801,689)**	(136,335,659)
Asset retirement obligation (note 8)	**(597,957)**	-
Long term debt - capital (note 9)	**(7,558,219)**	(8,069,305)
Debt charges recoverable	**300,116**	324,301
	$ 140,604,163	$ 141,228,958

12. ACCUMULATED SURPLUS

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

	2023	2022
Restricted surplus		
Tax rate stabilization	**$ 10,898,609**	$ 8,558,162
Land fund and reclamation of gravel pit	**527,808**	628,791
Utility offsite levy and infrastructure	**11,971,202**	10,739,487
Equipment replacement	**5,026,394**	4,592,607
Committed expenditures	**2,431,216**	2,756,450
Major recreational land and facility	**8,296,525**	8,180,924
Municipal in Lieu	**94,239**	89,505
	$ 39,245,993	$ 35,545,926
Equity in tangible capital assets (note 11)	**140,604,163**	141,228,958
Accumulated surplus	**$ 179,850,156**	$ 176,774,884

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13. FRANCHISE FEES

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

	Budget (note 16)	**2023**	2022
Fortis Alberta	$ 780,600	**$ 715,144**	$ 664,470
ATCO Gas Ltd.	1,013,813	**905,600**	955,140
	$ 1,794,413	**$ 1,620,743**	$ 1,619,610

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

14. SALARY & BENEFITS DISCLOSURE

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

	2023			2022
	Salary[1]	Benefits & Allowances[2]	**Total**	Total
Councillors:				
Baker	$ 42,776	$ 7,446	**$ 50,222**	$ 61,025
Chauvet	38,936	7,260	**46,196**	53,608
Lanctot	48,902	6,602	**55,504**	49,946
Lapointe	49,866	7,894	**57,761**	56,099
McAree	36,371	4,078	**40,449**	40,038
Schlosser	38,306	2,719	**41,024**	42,753
Pickard	86,641	6,493	**93,134**	88,552
Chief Administrative Officer	$ 280,706	$ 41,952	**$ 322,658**	$ 303,320

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

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

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15. FINANCIAL INSTRUMENTS

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

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

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

TOWN OF WHITECOURT

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

16. BUDGET

The budget data presented in these financial statements is based on the operating and capital budgets approved by the Town of Whitecourt Council on April 11, 2023. The chart below reconciles the approved financial plan to the figures reported in these consolidated financial statements.

		2023
Annual surplus (per consolidated statement of operations)	$	1,664,436
Amortization of tangible capital assets		6,277,484
Acquisition of tangible capital assets		(7,164,588)
Debenture repayment		(710,128)
Total transfers from restricted surplus (per below)		(67,205)
		-
Acquisition of tangible capital assets funded from restricted surplus		316,620
Net other transfers from restricted surplus		(383,825)
Total transfers from restricted surplus	$	(67,205)

17. LOCAL AUTHORITIES PENSION PLAN

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

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

The Town is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.23% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.23% on pensionable salary above this amount.

Total current and past service contributions by the Town to the LAPP in 2023 were $851,219 (2022 - $771,872). Total current and past service contributions by the employees of the Town to the LAPP in 2022 were $758,979 (2022 - $701,273).

At December 31, 2022 the Plan disclosed an actuarial surplus of $12.6 billion (2021 - $11.9 billion).

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TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

18. SUPPLEMENTARY RETIREMENT PLANS

APEX

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

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

The current service contributions by the Town of Whitecourt to APEX in 2023 were $28,773 (2022 - $31,181). Total current service contributions by the employees of the Town of Whitecourt to APEX for 2023 were $23,524 (2022 - $21,139).

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

MUNISERP

The Town of Whitecourt joined the MuniSERP supplemental employee retirement plan, a plan sponsored by Alberta Municipalities. MuniSERP is a voluntary, non-contributory plan that provides benefits to a prescribed class of employees. Included in accrued liabilities in 2023 is $514,625 (2022 - $315,393) held by the Town on the behalf of the beneficiary. The actuarial valuation of the plan for service accrued to December 31, 2023 is estimated to be $476,712 (2022 - $440,291).

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19. SEGMENTED DISCLOSURE

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

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

20. CONTINGENCIES

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

The Town of Whitecourt is involved in various legal disputes at December 31, 2023, the outcomes of which are not determinable at the year end. Any related settlements not covered by insurance will be recorded as an expense, when the amount can be reasonably estimated and settlement is likely.

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

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

21. GOVERNMENT PARTNERSHIPS

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

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

Based on this agreement, the Town's financial statements portion of the partnership is based on per-capital and reflects 68.53% of the results of 2023 operations (2022 - 68.53%).

	2023	2022
REVENUE		
Solid waste charges and salvage fees	**2,206,591**	$ 1,315,791
Requisitions	**1,398,646**	1,368,966
Gain on disposal of tangible capital assets	**-**	-
	3,605,237	2,684,757
EXPENDITURES		
Landfill operations	**$ 1,794,993**	$ 935,294
General administration	**355,915**	153,366
Transfer station operations	**291,909**	247,493
Provision for landfill closure and post-closure	**55,634**	91,364
Interest on long-term debt	**30,503**	32,349
Amortization	**989,300**	582,065
	3,518,254	2,041,931
ANNUAL SURPLUS (DEFICIT)	**$ 86,983**	**$ 642,826**

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	2023	2022
ASSETS		
Cash and cash equivalents	**$ 100**	$ 100
Cash and cash equivalents held in trust	**2,075,183**	2,417,235
Due from Town of Whitecourt	**2,417,839**	2,704,899
Receivables	**329,563**	411,528
	4,822,685	5,533,762
LIABILITIES		
Accounts Payable	**$ 6,809**	$ 25,802
Deferred Revenue	**37,500**	37,500
Long-term debt	**1,189,298**	1,266,148
Landfill closure and post-closure	**-**	957,953
Asset retirement obligation (note 8)	**872,547**	-
	2,106,154	2,287,403
NET FINANCIAL ASSETS	**$ 2,716,531**	$ 3,246,359

TOWN OF WHITECOURT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

21. GOVERNMENT PARTNERSHIPS (CONTINUED)

	2023	2022
NON-FINANCIAL ASSETS		
Tangible Capital Assets	**$ 3,558,341**	$ 2,941,529
ACCUMULATED SURPLUS	**$ 6,274,871**	$ 6,187,888
ACCUMULATED SURPLUS, BEGINNING OF YEAR	**$ 6,187,888**	$ 5,545,062
Add: Annual Surplus	**86,983**	$ 642,826
ACCUMULATED SURPLUS, END OF YEAR	**$ 6,274,871**	$ 6,187,888

22. CONTRACTUAL RIGHTS AND OBLIGATIONS

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

Anticipated future receipts under these agreements are:

2024	$ 137,550
2025	117,100
2026	95,600
Thereafter	86,000
	$ 436,250

The Town of Whitecourt, as of December 31, 2023, has contractual obligations of $3,637,412 over the next

	2023
Administration	$ 25,281
Infrastructure	3,612,131
	$ 3,637,412

23. CREDIT FACILITY

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

24. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

DRAFT

REQUEST FOR DECISION

Date: April 17, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Judy Barney, Director of Corporate Services
Title: **2024 ASSESSMENT**

PROPOSAL AND BACKGROUND:

The Town of Whitecourt's appointed assessor Mike Krim, AMAA, from Tanmar Consulting Inc., will be in attendance at the Council meeting to present the property assessment and the average changes in Whitecourt for the 2024 taxation year.

REFERENCES:

- Assessment Overview – attached
- Whitecourt Assessment for 2024 – to be presented

BENEFITS/DISADVANTAGES AND OPTIONS:

The overview provides background information to support the 2024 tax rate bylaw.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

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

RECOMMENDATION:

That Council accept the 2024 Whitecourt Assessment Report as information.

APPROVAL:

Department Director: _____

CAO: P Smyl

Town of Whitecourt

Assessment Presentation

April 22, 2024

Presenter:

Mike Krim, Tanmar Consulting Inc.

Assessment vs Taxation

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

Who governs assessment?

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

Valuation Standards

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

Market Value Standard

- Market Value Defined:
  - ‘Market Value’ is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market

- Key Characteristics
  - It is the most probable price, not the highest, lowest, or average price
  - It assumes a willing buyer and a willing seller, with no advantage being taken by either party
  - It assumes a transaction between unrelated parties in the open market

Market Value Standard (continued)

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

Preparing Assessments

- Property that is assessable
  - A parcel of land
  - An improvement (ie: a building)
  - A parcel of land and the improvements to it

- Assessors use ‘Mass Appraisal’
  - This is the process of valuing large groups of properties as of a given date, using common data, mathematical models, and statistical tests
  - The focus is on the larger group, not on a specific property

Preparing Assessments (continued)

- Data Collection
  - Assessors collect data through site inspections, blueprints, written request, etc

- Data Elements
  - Residential properties
    - Land area, building size, location, # of bathrooms, age, basement finish, fireplaces, renovations, etc

  - Non-Residential properties
    - Land area, building size, location, age, fencing, paving, etc
    - Income data

Preparing Assessments (continued)

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

Assessment Classes

- All properties are assigned an assessment class according to their use
  - Class 1 – Residential
    - Can be divided into subclasses
  - Class 2 – Non Residential
    - Can be divided into subclasses
  - Class 3 – Farmland
  - Class 4 – Machinery & Equipment

- The assessment class determines the tax rate that will be applied to each property

Property owner rights

- Right to assessment information
  - Through direct contact with the assessors
  - Through Tanmar Consulting Website (tanmarconsulting.com)
  - Through Town of Whitecourt

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

Assessment Review Boards

- Quasi-judicial administrative board
  - Created, empowered and staffed according to the legislation laid out in the Municipal Government Act
  - Like a court – the Board can order something to be done, such as a change to the assessment of a property

- 3 Boards
  - LARB – Local Assessment Review Board (for residential)
  - CARB – Composite Assessment Review Board (for non-residential)
  - LPRT – Land & Property Rights Tribunal (for DI properties)

Property Taxes

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

The Primary Goal

- A level of market value, and fair process, across all properties….not a pin-pointed single appraised value

- If everyone's assessment value is calculated using the same uniform methods and techniques, while using sales within the municipality as a benchmark….then a level of market value will be achieved and the tax distribution should be fair and equitable

REQUEST FOR DECISION

Date: April 18, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Krista Spivak, Controller
Judy Barney, Director of Corporate Services
Title: **BYLAW 1575 – TAX RATE**

PROPOSAL AND BACKGROUND:

Council must pass a Tax Rate Bylaw annually as per the Municipal Government Act S. 353(1). Administration has prepared Tax Rate Bylaw 1575 to levy for municipal requirements as per the approved 2024 Operating and Capital Budget, and for the Lac Ste. Anne Foundation, Education, and Designated Industrial (DI) Property Assessment requisitions.

The municipal tax rate has increased by 3.77% to reflect the municipal funding requirement of $16,646,969 for the 2024 Operating Budget that was approved by Council at the April 8, 2024 Regular Meeting of Council.

As outlined in the attached charts,

- the estimated amount of funds required for education requisition has decreased 0.96% from $5,062,818 in 2023 to $5,014,146 (2024) that includes the under levy from the prior year; and
- the amount required for the Seniors Foundation requisition has increased 17.6% from $399,286 (2023) to $469,569 (2024) that includes the under levy from the prior year.

The DI Property assessment requisition increased from $21,011 (2023) to $21,982 (2024) to be collected from all DI property owners.

As per the attached 2023 - 2024 Property Tax Comparison spreadsheet:

- Total Residential taxes for a home that is valued at $300,000 will be approximately $82.80 more, representing a total tax rate increase of 2.96% compared to the previous year. The total tax rate (combined municipal, education and Seniors Foundation requisition rates) is lower than the anticipated budget increase of 3.77% due to the impact of market growth and requisitions.
- Total Non-Residential taxes for a business that is valued at $500,000 will be $177.07 more, representing a total tax rate increase of 2.32% compared to the previous year. The total tax rate is lower than the anticipated budget increase of 3.77% due to the impact of market growth and requisitions.

REFERENCES:

- Tax Rate Bylaw 1575 – attached
- 2023 – 2024 Property Tax Comparison (based on market growth/decline) – attached
- Assessment/Tax Comparison (2021 to 2023) – attached
- Education Requisition Applied to Property Taxes Chart – attached
- Seniors Foundation Requisition Applied to Property Taxes Chart – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

Adoption of the Tax Rate Bylaw will enable Administration to distribute tax notices, and give ratepayers more time to pay prior to the June 28, 2024 deadline. Administration tentatively plans to mail notices by mid-May.

COST AND SOURCE OF FUNDING:

2024 Budget

COMMENTS:

Bylaw 1575 includes the annexed properties from Woodlands County to the Town of Whitecourt that was effective January 1, 2020. Taxation rates for these properties shall be the lower of the residential and non-residential rates of the Town of Whitecourt and Woodlands County for a fifteen-year period to the end of December 31, 2034 unless the annexed land becomes a new parcel of land created as a result of subdivision.

Normally residential and non-residential tax rate comparison charts are provided to Council; however, the comparable municipalities have not approved their tax rate bylaws for 2024. Administration will provide a copy of the comparisons by the end of May.

RECOMMENDATION:

That Council adopt Tax Rate Bylaw 1575.

APPROVAL:

Department Director:

CAO:

BYLAW NO. 1575

TOWN OF WHITECOURT IN THE PROVINCE OF ALBERTA

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF WHITECOURT FOR THE 2024 TAXATION YEAR.

WHEREAS, the Town of Whitecourt has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held on April 22, 2024; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Whitecourt for 2024 total **$100,387,234**; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at **$83,740,265** and the balance of **$16,646,969** is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	$2,519,842
Non-Residential	2,115,201
Living Waters Catholic Regional School Division No. 42	
Residential/Farmland	216,561
Non-Residential	160,420
Sub Total School Requisitions	$5,012,024
Add 2023 under levy	2,122
Total School Requisitions	**$5,014,146**
Seniors Foundation	$ 469,546
Add 2023 under levy	23
Total Seniors Foundation	**$469,569**
Designated Industrial Assessment Requisition	**$21,982** ; and

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

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

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

Residential & Farmland	$1,067,926,380
Non-Residential	634,169,470
Machinery & Equipment	198,337,640
Total Taxable Assessment	**$1,900,433,490**

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

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

		Tax Levy	Assessment	Tax Rate
General Municipal	Residential/Farmland	$7,135,357	$1,067,256,580	6.6857
	Residential/Farmland – Annexed 2019	2215	669,800	3.3062
	Non-Residential/M&E	9,425,864	830,457,950	11.3502
	Non-Residential – Annexed 2019	23258	2,049,160	11.3502
	Mobile Homes- Minimum	60,275		
ASFF	Residential/Farmland	2,520,180	983,301,404	2.5631
	Non-Residential	2,116,985	579,184,320	3.6622
Living Waters	Residential/Farmland	216,561	84,243,275	2.5631
	Non-Residential	160,420	42,820,440	3.6622
Seniors Foundation		469,569	1,887,887,080	0.2487
Designated Industrial Assessment		21,982	287,188,670	0.0765
	Total	**$22,152,666**		

2. The minimum amount payable as property tax for mobile homes for general municipal purposes shall be $402.

3. There shall be assessed, imposed and collected for the year 2024, on those properties annexed to the Town which are still subject to the following Orders in Council, those rates which are provided in the Order in Council 276/2019 dated December 3, 2019.

4. That this Bylaw shall take effect on the date of third and final reading.

READ a first time this day of , 2024.

READ a second time this day of , 2024.

READ a third and final time this day of , 2024.

TOWN OF WHITECOURT

_____
Mayor

TOWN OF WHITECOURT

_____
Chief Administrative Officer

Signed by the Mayor and Chief Administrative Officer this _____ day of _____, 2024.

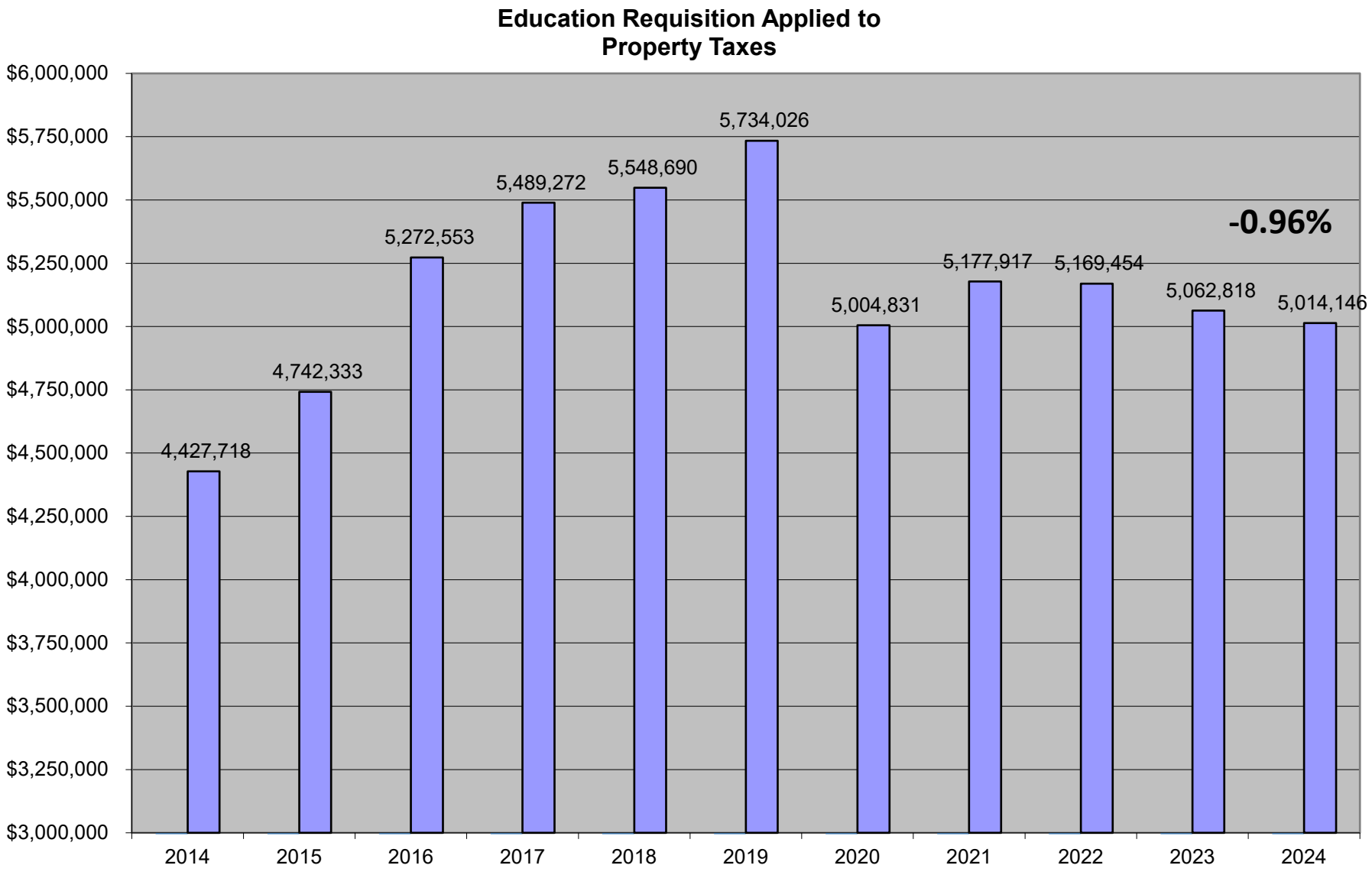
Assessment / Tax Comparison (2022-2024)

Includes Municipal, School and Seniors Tax

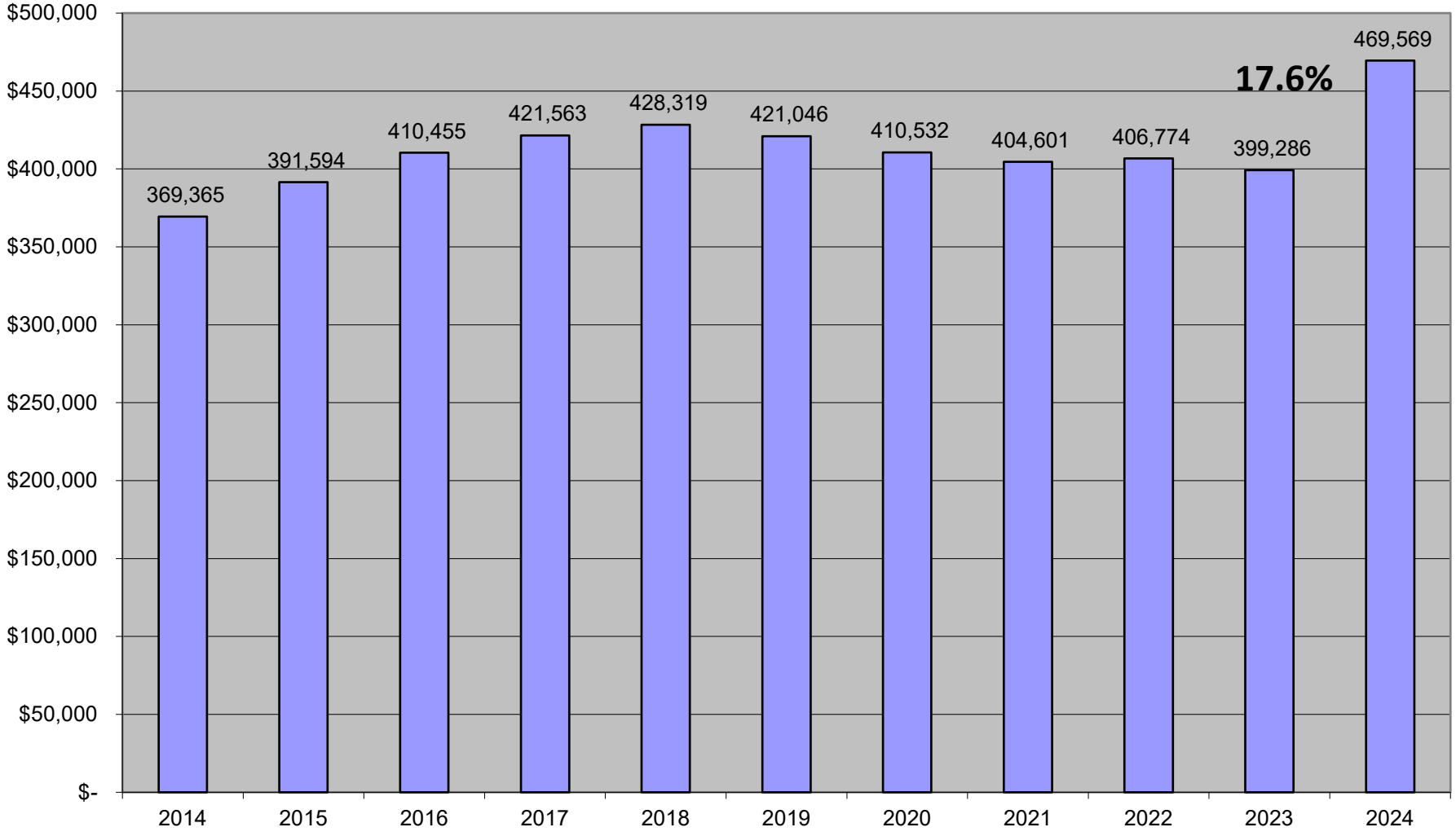
Assessment Changes								Taxes Changes				
#	Type	Address	2022 Assessment	2023 Assessment	2024 Assessment	Assessment Change	% of Change	2022 Taxes	2023 Taxes	2024 Taxes	Tax Increase/ Decrease	% of Change
1	Residential	Ravine Drive	$ 625,500	$ 634,600	$ 656,900	$ 22,300	3.5%	$ 5,741.59	$ 5,923.99	$ 6,238.91	$ 314.92	5.32%
2	Residential	Park Circle	$ 406,900	$ 411,800	$ 420,800	$ 9,000	2.2%	$ 3,735.02	$ 3,844.15	$ 3,996.55	$ 152.39	3.96%
3	Residential	Baly Road	$ 339,300	$ 348,200	$ 353,400	$ 5,200	1.5%	$ 3,114.50	$ 3,250.45	$ 3,356.42	$ 105.97	3.26%
4	Residential	Wedow Dr.	$ 347,200	$ 350,300	$ 354,800	$ 4,500	1.3%	$ 3,187.02	$ 3,270.05	$ 3,369.71	$ 99.66	3.05%
5	Residential Mobile	Rivervalley Estates	$ 51,200	$ 49,100	$ 50,200	$ 1,100	2.2%	$ 469.98	$ 458.35	$ 476.77	$ 18.43	4.02%
6	Row House	Kimzey Crossing	$ 184,300	$ 184,300	$ 186,400	$ 2,100	1.1%	$ 1,691.73	$ 1,720.44	$ 1,770.33	$ 49.89	2.90%
7	Row House	Baxter Crescent	$ 153,700	$ 153,700	$ 153,100	$ (600)	-0.4%	$ 1,410.84	$ 1,434.79	$ 1,454.07	$ 19.28	1.34%
8	Apartment	Cornell Apartments	$ 2,585,900	$ 2,619,000	$ 2,619,000	$ -	0.0%	$ 23,736.49	$ 24,448.37	$ 24,873.95	$ 425.59	1.74%
9	Commercial Dwn Town	52 Street	$ 593,600	$ 585,800	$ 633,900	$ 48,100	8.2%	$ 8,889.04	$ 8,929.17	$ 9,674.01	$ 744.84	8.34%
10	Commercial Highway	37 Street	$ 449,100	$ 454,700	$ 478,500	$ 23,800	5.2%	$ 6,725.18	$ 6,930.86	$ 7,302.44	$ 371.58	5.36%
11	Hotel	49 St	$ 5,054,800	$ 4,730,400	$ 5,475,000	$ 744,600	15.7%	$ 75,694.62	$ 72,104.07	$ 83,554.52	$ 11,450.45	15.88%
12	Hotel	Kepler St	$ 2,879,000	$ 2,959,000	$ 2,959,000	$ -	0.0%	$ 43,112.45	$ 45,103.15	$ 45,157.59	$ 54.45	0.12%
13	Industrial Hilltop	34 Avenue	$ 1,296,000	$ 1,283,500	$ 1,310,000	$ 26,500	2.1%	$ 19,407.34	$ 19,564.01	$ 19,992.04	$ 428.04	2.19%
14	Major Industrial	Sawmill	$ 21,534,110	$ 22,364,830	$ 22,523,940	$ 159,110	0.7%	$ 322,468.99	$ 340,900.39	$ 343,740.10	$ 2,839.71	0.83%

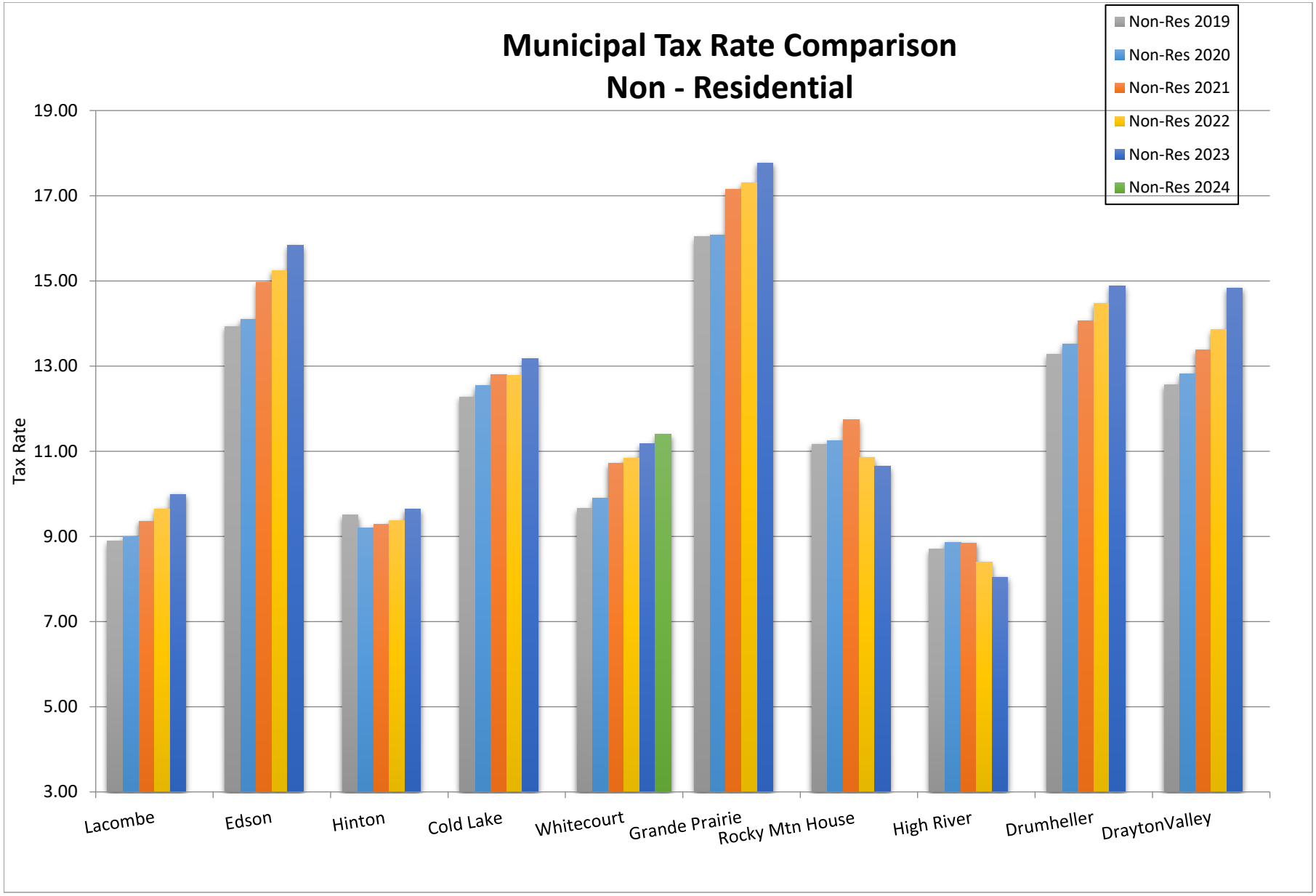
2023-2024 Property Tax Comparison Based on Market Growth

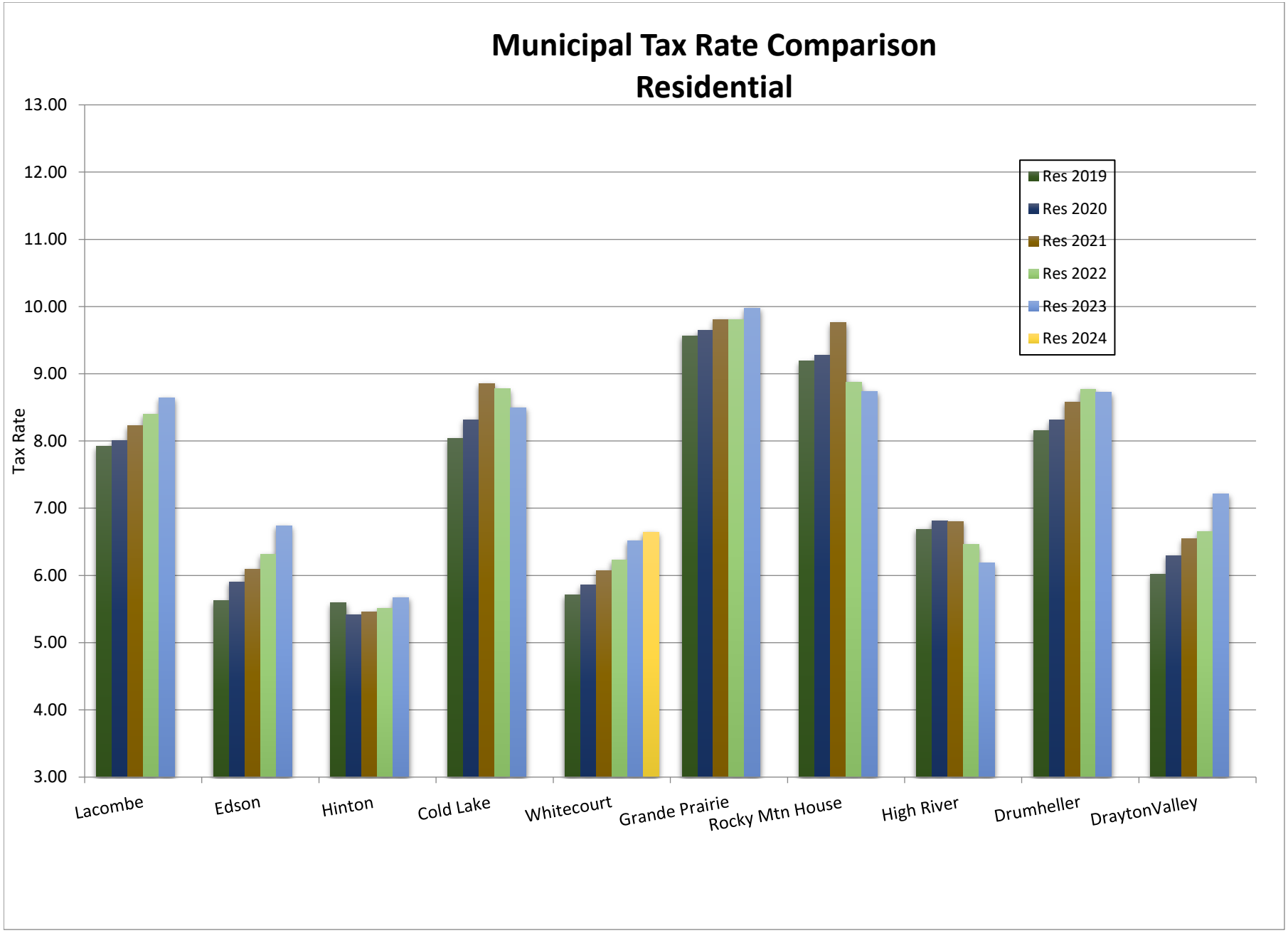
Market Value Change	Year	Classification	Assessment	General Municipal		Education Requisition		Seniors Foundation		Total Taxes	
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
-20.0%	2024	Residential-	*240,000.00*	1,604.57		615.14		*59.69*		2,279.40	
				(350.80)	-17.94%	(165.19)	-21.17%	(5.11)	-7.89%	**(521.10)**	**-18.61%**
	2023	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
-20.0%	2024	Non-Residential-	*400,000.00*	4,540.08		1,464.88		*99.48*		6,104.44	
				(1,047.32)	-18.74%	(461.07)	-23.94%	(8.52)	-7.89%	**(1,516.91)**	**-19.90%**
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
-10.0%	2024	Residential-	*270,000.00*	1,805.14		692.04		*67.15*		2,564.33	
				(150.23)	-7.68%	(88.29)	-11.31%	2.35	3.63%	**(236.18)**	**-8.43%**
	2022	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
-10.0%	2023	Non-Residential-	*450,000.00*	5,107.59		1,647.99		*111.92*		6,867.50	
				(479.81)	-8.59%	(277.96)	-14.43%	3.92	3.63%	**(753.86)**	**-9.89%**
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
-5.0%	2024	Residential-	*285,000.00*	1,905.42		730.48		*70.88*		2,706.79	
				(49.95)	-2.55%	(49.85)	-6.39%	6.08	9.38%	**(93.71)**	**-3.35%**
	2023	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
-5.0%	2024	Non-Residential-	*475,000.00*	5,391.35		1,739.55		*118.13*		7,249.02	
				(196.05)	-3.51%	(186.41)	-9.68%	10.13	9.38%	**(372.33)**	**-4.89%**
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
1.20%	2024	Residential-	*303,585.00*	2,029.68		778.12		*75.50*		2,883.30	
				74.31	3.80%	(2.21)	-0.28%	10.70	16.51%	**82.80**	**2.96%**
	2023	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
2.20%	2024	Non-Residential-	*511,000.00*	5,799.95		1,871.38		*127.09*		7,798.42	
				212.55	3.80%	(54.57)	-2.83%	19.09	17.67%	**177.07**	**2.32%**
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
5.0%	2024	Residential-	*315,000.00*	2,106.00		807.38		*78.34*		2,991.71	
				150.63	7.70%	27.05	3.47%	13.54	20.90%	**191.21**	**6.83%**
	2023	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
5.0%	2024	Non-Residential-	*525,000.00*	5,958.86		1,922.66		*130.57*		8,012.08	
				371.46	6.65%	(3.30)	-0.17%	22.57	20.90%	**390.73**	**5.13%**
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
10.0%	2024	Residential-	*330,000.00*	2,206.28		845.82		*82.07*		3,134.18	
				250.91	12.83%	65.49	8.39%	17.27	26.65%	**333.68**	**11.91%**
	2023	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
10.0%	2024	Non-Residential-	*550,000.00*	6,242.61		2,014.21		*136.79*		8,393.61	
				655.21	11.73%	88.26	4.58%	28.79	26.65%	**772.26**	**10.13%**
	2023	Residential-	*300,000.00*	1,955.37		780.33		*64.80*		2,800.50	
20.0%	2024	Residential-	*360,000.00*	2,406.85		922.72		*89.53*		3,419.10	
				451.48	23.09%	142.39	18.25%	24.73	38.17%	**618.60**	**22.09%**
	2023	Non-Residential-	*500,000.00*	5,587.40		1,925.95		*108.00*		7,621.35	
20.0%	2024	Non-Residential-	*600,000.00*	6,810.12		2,197.32		*149.22*		9,156.66	
				1,222.72	21.88%	271.37	14.09%	41.22	38.17%	**1,535.31**	**20.14%**


Education Requisition Applied to
Property Taxes
$6,000,000
$5,750,000
$5,500,000
$5,250,000
$5,000,000
$4,750,000
$4,500,000
$4,250,000
$4,000,000
$3,750,000
$3,500,000
$3,250,000
$3,000,000
4,427,718
4,742,333
5,272,553
5,489,272
5,548,690
5,734,026
5,004,831
5,177,917
5,169,454
5,062,818
5,014,146
-0.96%
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024

Seniors Foundation Requisition
Applied to Property Taxes




Municipal Tax Rate Comparison
Non - Residential
Non-Res 2019
Non-Res 2020
Non-Res 2021
Non-Res 2022
Non-Res 2023
Non-Res 2024
Tax Rate
19.00
17.00
15.00
13.00
11.00
9.00
7.00
5.00
3.00
Lacombe
Edson
Hinton
Cold Lake
Whitecourt
Grande Prairie
Rocky Mtn House
High River
Drumheller
DraytonValley


Municipal Tax Rate Comparison
Residential
Tax Rate
13.00
12.00
11.00
10.00
9.00
8.00
7.00
6.00
5.00
4.00
3.00
Res 2019
Res 2020
Res 2021
Res 2022
Res 2023
Res 2024
Lacombe
Edson
Hinton
Cold Lake
Whitecourt
Grande Prairie
Rocky Mtn House
High River
Drumheller
DraytonValley

REQUEST FOR DECISION

Date: April 11, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Lee Hardman, Director of Community Safety
Title: **WHITECOURT FIRE DEPARTMENT 2023 ANNUAL REPORT**

PROPOSAL AND BACKGROUND:

Each year, the Whitecourt Fire Department (WFD) completes an Annual Report that is presented to Council. The Annual Report highlights the significant contributions that the WFD has in our communities.

REFERENCES:

- Whitecourt Fire Department 2023 Annual Report – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

The Annual Report provides Council an update on WFD activities in our communities.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

The Fire Chief will be presenting the Report to Council.

RECOMMENDATION:

That Council accept the Whitecourt Fire Department 2023 Annual Report as information.

APPROVAL:

Department Director: _____

CAO: _____

Whitecourt

2023 ANNUAL REPORT

WHITECOURT FIRE DEPARTMENT

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Fire Chief's Message

Welcome to the Whitecourt Fire Department (WFD) 2023 Annual Report. The WFD has been serving Whitecourt and surrounding area since 1958. Within our response area in the Town of Whitecourt and a portion of Woodlands County, the WFD has faced multiple challenges that require different skills to cover the risks. Whether it is in a residential, commercial, industrial, transportation, or wildland environment, we have always strived to be well prepared to respond to the emergency needs of our communities. Our goal at the WFD has always remained the same: to reduce the loss of life and property and protect the environment for ourselves and our community partners.

2023 has been a great year for the Whitecourt Fire Department. We had a strong group of recruits that joined the department, we persevered throughout a busy wildfire and flood season, and continued to engage with our communities.

The following report is a synopsis of the WFD in 2023. We will continue to strive to create a culture of pride, professionalism, teamwork, diversity and safety to overcome great challenges; and continue to make our community a safe place to live, work and play.

Aaron Floyd
Deputy Fire Chief

Brian Wynn
Fire Chief

Taya Green
Deputy Fire Chief
& Safety Coordinator

In Memory of Chief Bruce Parrent

This year's Annual Report is dedicated in memory of Bruce Parrent, Fire Chief for the Town of Whitecourt from 1992 until his retirement in 2010. Chief Parrent passed away on April 29, 2023.

Bruce dedicated his life to the Fire Service with a career that spanned over 30 years. He embodied The Department's values of Pride and Professionalism and led with compassion. Bruce always considered Whitecourt to be home and our community's Emergency Services First Responders his family.

In memoriam of Bruce, the Whitecourt Fire Department's Training Grounds have been renamed to the Bruce Parrent Training Grounds. The training grounds will train current and future generations of Firefighters to come.

"Thank you for your service, Bruce. We will take it from here."

About The Department

The Whitecourt Fire Department (WFD) consists of 3 full-time staff (1 Fire Chief, 1 Deputy Chief and 1 Deputy Chief/Safety Coordinator), 1 part-time Fire Clerk, 6 volunteer Officers, 1 Health and Safety Officer and 42 volunteer Firefighters. In addition, the Department also has local volunteers that provide operations support: 3 public education coordinators, 1 photographer and 2 videographers.

“With pride and professionalism, we provide emergency services and education to Whitecourt and surrounding area.”

2023 Recruits & Retirements

In 2023, the Whitecourt Fire Department recruited 11 volunteers to join the team. 8 of those volunteers have completed their training, and are officially a part of the Whitecourt Fire Department as Firefighter I's.

In addition to adding new recruits to the Department, 5 of our volunteer Firefighters retired in 2023.

Promotions

- Chris Green was promoted to Captain
- Johnley Camposano was promoted to Captain
- Bill McAree was promoted to Chaplain
- Jerry Adam was promoted to Health & Safety Officer
- Denis Beaudoin was promoted to Lieutenant
- Chris Keay was promoted to Lieutenant
- Chad Hagen was promoted to Senior Firefighter
- Jess Brown was promoted to Firefighter II
- Terry Corke was promoted to Firefighter II
- Justin Labine was promoted to Firefighter II
- Beomjun 'Ben' Jeon was promoted to Firefighter II
- Austin Komar was promoted to Firefighter II
- Andrew Kentner was promoted to Firefighter II

Awards Night

The Whitecourt Fire Department hosts an annual Awards Night ceremony to recognize the achievements and contributions of our members.

5 Years
Curtis Visser (Retired)
Colton Barrett

15 Years
Johnley Camposano
Jerry Adam

30 Years
Brian Wynn

35 Years
Robert Bell

Alberta Emergency Services Medal
Jerry Adam - 40 Years
Colton Barrett - 12 Years

Federal Exemplary Service
Jerry Adam - 40 Years
Brian Wynn - 30 Years

Pete Heck Award
Samantha Robb

Larry Lopes Memorial Fire Prevention Award
Terry Corke

Rookie of the Year
Justine Labine

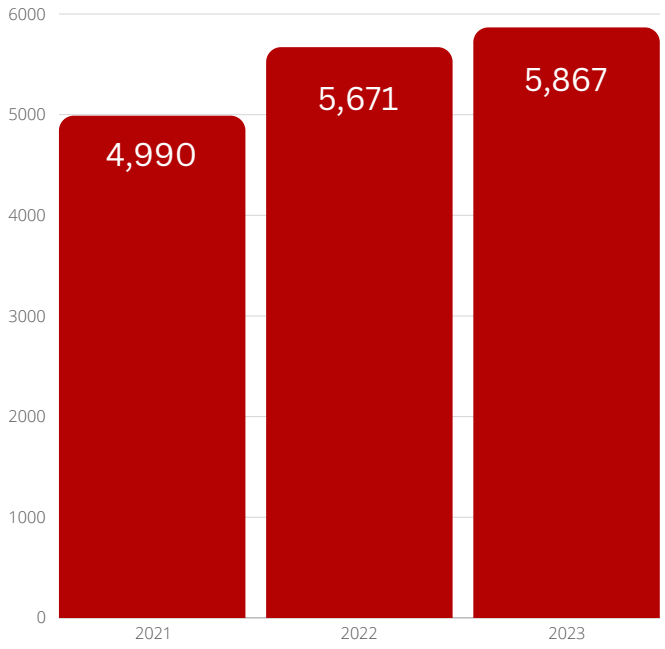
Officer of the Year
Christopher Green

Firefighter of the Year
Terry Corke

Training

2023 was an active year for training with an emphasis on recruiting, developing Firefighter leadership and skills, and promoting psychological health. With the increased needs of the community, advancing technology and continuously changing safety considerations, training is the core of preparedness.

In 2023, 5,867 hours were spent training amongst Whitecourt Fire Department members. Below is a 3 year comparison of training hours amongst WFD members.



Deployments

The Province of Alberta and North West Territories experienced an extreme fire season in 2023. Due to wildfires around the surrounding area, the Whitecourt Fire Department was called to deploy both members and the Sprinkler Protection Unit (SPU), Engine 4 and Engine 1 across numerous locations.

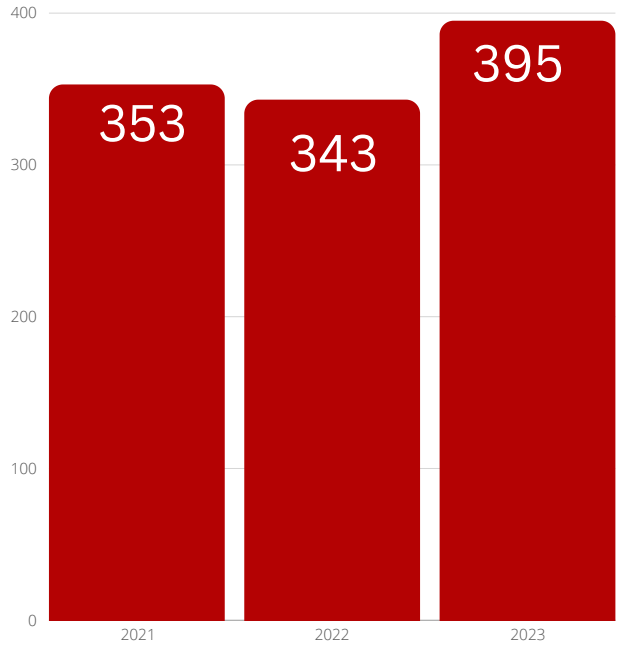
Equipment Deployments			
Location	No. of Days - SPU	No. of Days - Engine 1	No. of Days - Engine 4
Anselmo - Woodlands County	1	0	0
Fort Smith	0	0	27
Fox Creek - 1st Deployment	2	0	0
Fox Creek - 2nd Deployment	16	0	0
Edson	10	0	0
Parkland County	0	6	0

2023 Deployments			
Location	**No. of Days**	No. of Hours	**No. of Personnel**
Entwistle/Parkland County	6	509	13
Fox Creek	1	28	4
Edson	3	112.5	5
Fort Smith - NWT	28	1,703	11
Totals	**38**	**2,352.5**	**33**

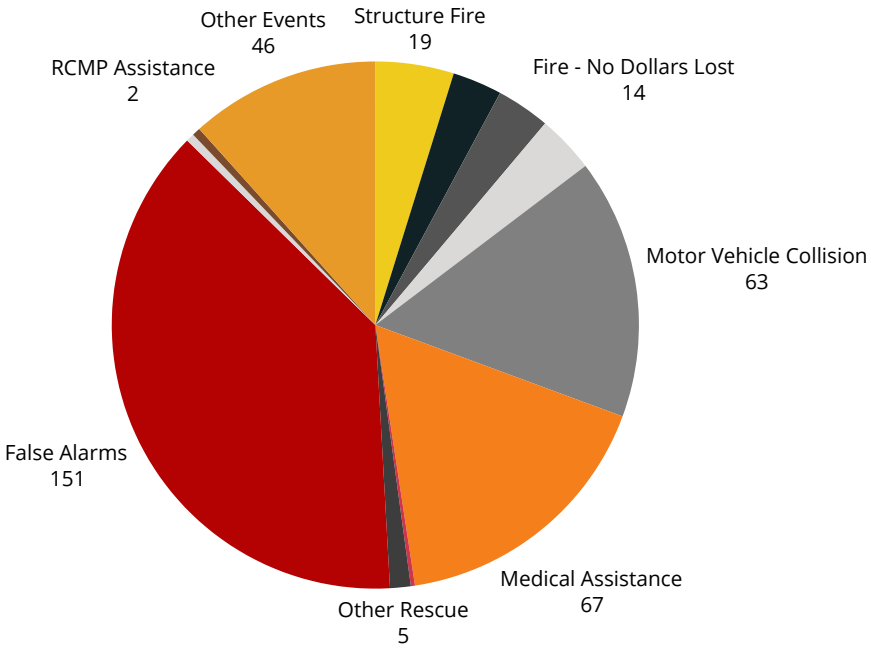
"33 Members totaled 2,352.5 deployment hours in 2023"

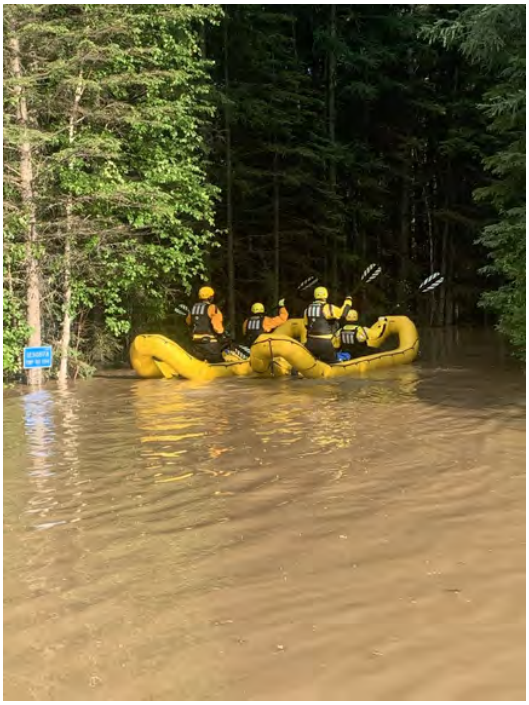
3 Year Trends

The statistics below reflect the number of incidents the Whitecourt Fire Department responded to in 2021, 2022 and 2023.



The statistics below reflect the types of calls the Whitecourt Fire Department responded to in 2023. The most common types are highlighted in the chart.

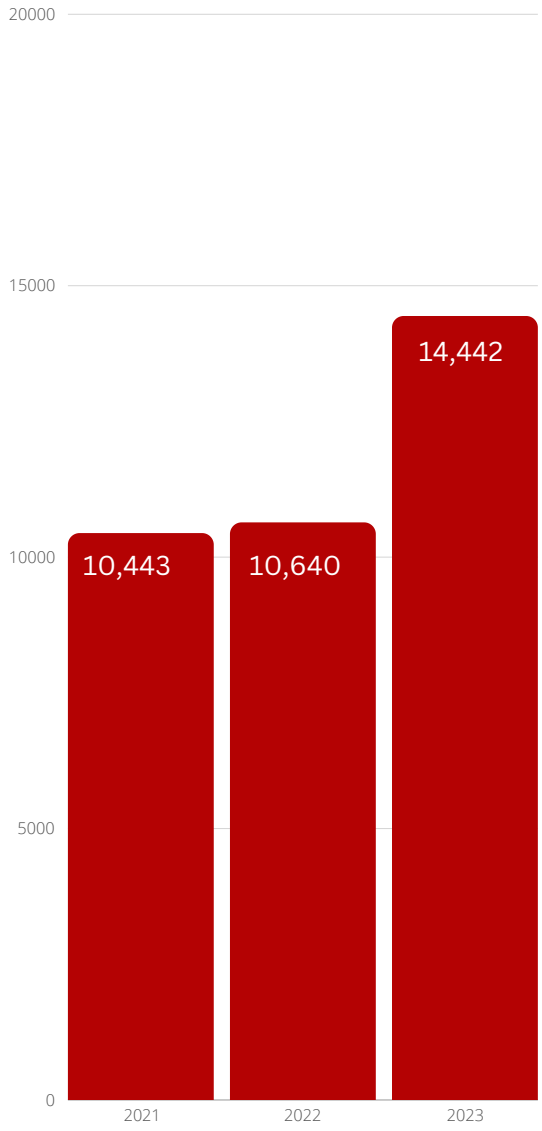




Member Hours

The Whitecourt Fire Department's Member Hours have increased nearly 36% in 2023.

These increased hours are attributed to the deployments and increased training of our members.



Member Hours	
In Area Response (Whitecourt, Woodlands County)	4,354
Out of Area Deployments	2,411
Working Hours	6,766
Meetings	680
Training	5,867
Work Parties	594
Public Education	533
Total Member Hours	**14,442**

"14,442 total hours were logged by Whitecourt Fire Department Members in 2023."

FireSmart

FireSmart programming and practices continued to remain a top priority of the Whitecourt Fire Department in 2023. There was no summer vegetation crew hired in 2023; because of this, the Department focused on completing FireSmart home assessments through the FireSmart Home Assessment Program. FireSmart Home Assessment specialists completed a total of 41 home assessments during 2023.

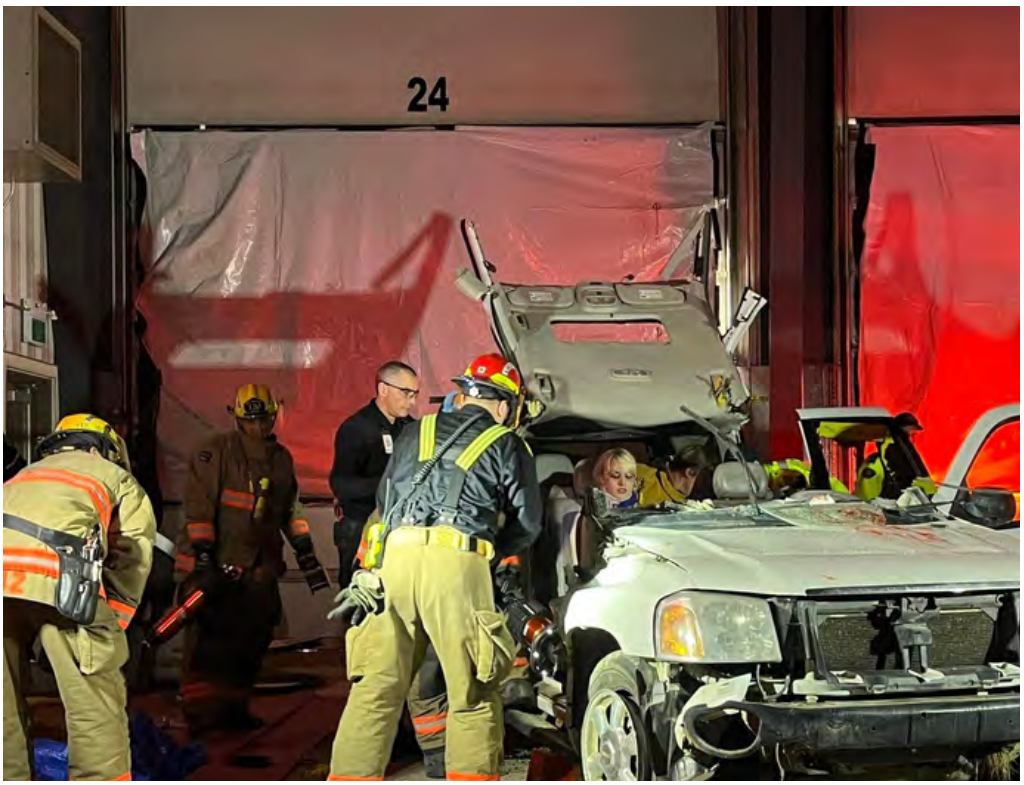
For a full synopsis of FireSmart activities in 2023, visit the Town of Whitecourt's website at www.whitecourt.ca and search '2023 FireSmart Annual Report'.

ALBERTA FireSmart™

Public Education

In 2023, the WFD participated in numerous events and initiatives to educate the public on fire prevention practices (including, but not limited to):

- 2023 Whitecourt & District Chamber of Commerce Annual Trade Fair
- 2023 Dominos Pizza Delivery & Fire Education Event
- RISK Program (Presented to Grade 9 and 12 Students)
- School Presentations (Presented to 1,371 Students in Ever K-6 Class in both NGPS and Living Waters School Divisions)



Community Spirit

The Whitecourt Fire Department is not only just known for service to our community, but also for our community spirit. The WFD participated in (and hosted) numerous events in 2023 (including, but not limited to):

- Run 4 Fun
- Canada Day Celebration & Pancake Breakfast
- First Responders Appreciation BBQ
- Trunk or Treat
- Remembrance Day

Looking Ahead in 2024

The Whitecourt Fire Department had a great year in 2023. With increased member hours, high commitment to training and deployments from our members, and with support from Town Council, the WFD is looking forward to another great year in 2024.

“The Whitecourt Fire Department is proud to serve Whitecourt and surrounding area.”

WHITECOURT FIRE RESCUE

WWW.WHITECOURT.CA

REQUEST FOR DECISION

Date: April 16, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Lee Hardman, Director of Community Safety
Title: **FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA (FRIAA) – PROJECT SUPPORT FOR FIRESMART PROGRAM**

PROPOSAL AND BACKGROUND:

In December 2023, the Forest Resource Improvement Association of Alberta (FRIAA) published a request for expression of interest for FireSmart programs.

Administration submitted a proposal to FRIAA for vegetation management for 2025. This will include FireSmart Summer Crew/Mulching Maintenance on Town and Crown land. This work would take place in Blocks 23 and 24 on the attached FireSmart Map. The proposal also seeks a 4-person hand crew to continue maintenance and community education in the summer of 2025. This project is to reduce risk of forest wildfires in the community.

FRIAA has requested a full proposal be submitted by May 6, 2024 and has requested that Council issue a motion of support for the project to further shortlist applicants of the program.

REFERENCES:

- FireSmart Map – attached

BENEFITS / DISADVANTAGES AND OPTIONS:

FireSmart initiatives, including vegetation management, significantly reduce the threat of wildfires in the community and surrounding area.

COST AND SOURCE OF FUNDING:

The funding requested for the FRIAA grant is $199,000.

If the grant is approved, the Town will also utilize supplemental staff along with Town equipment as support in kind for the project.

COMMENTS:

N/A

RECOMMENDATION:

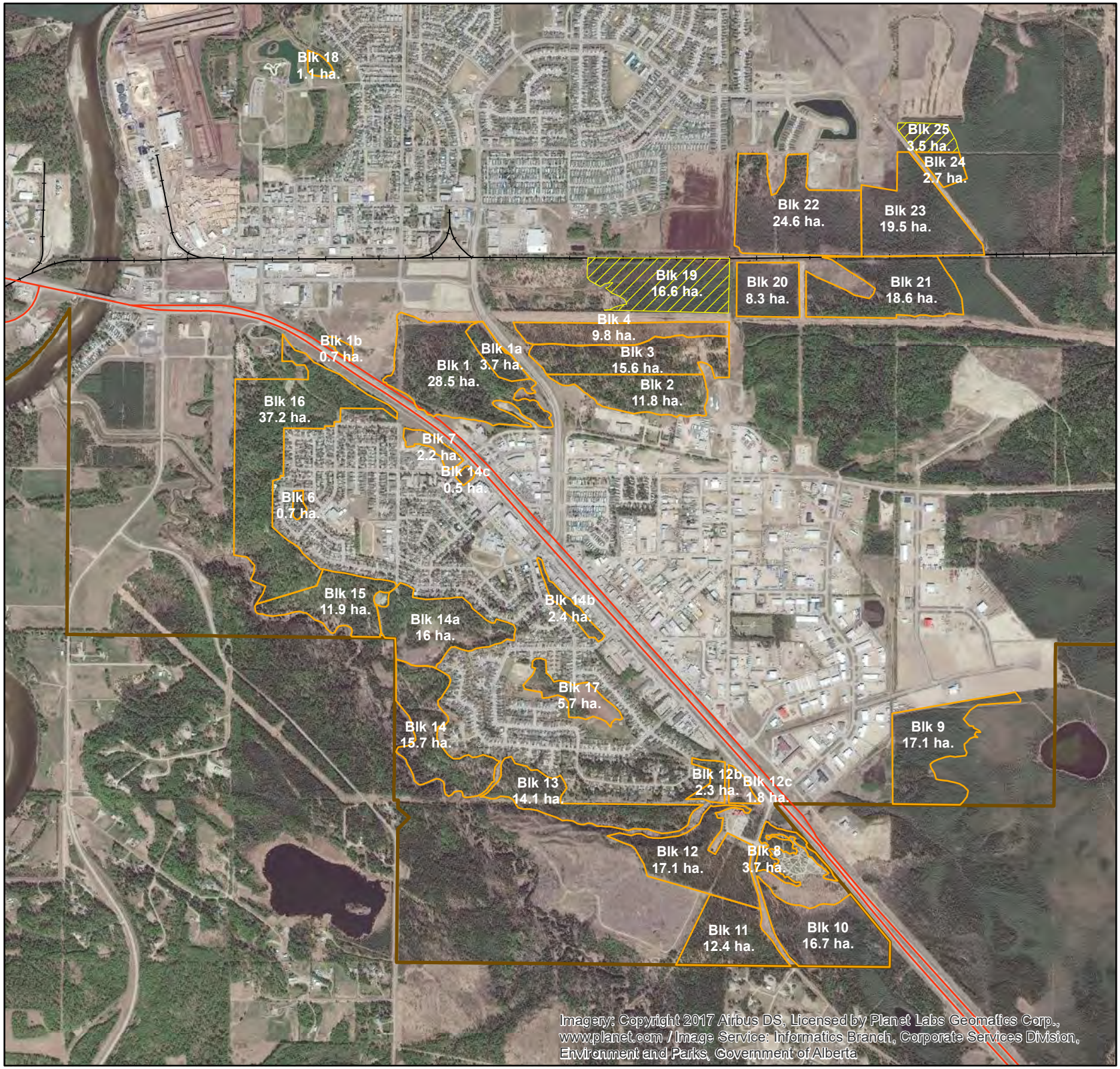
That Council support the Town of Whitecourt 2025 Vegetation Management – Mulching/Summer Crew – EOI-24-06 Forest Resource Improvement Association of Alberta project.

APPROVAL:

Department Director: _____

CAO: _____

Whitecourt Forest Area FireSmart



Legend

Whitecourt FireSmart

- Private
- Provncial

WILDFIRE MANAGEMENT
Alberta

1:25,000

Alberta

Informatics Team, Alberta Ministry of Environment and Sustainable Resource Development

Produced by UAR Branch, Operations Division
Base Map Data provided by the Government of Alberta under the Alberta Open Government Licence. November, 2014
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REQUEST FOR DECISION

Date: April 16, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Lee Hardman, Director of Community Safety
Title: **PIERCE AERIAL PUMPER (TOWER 1) – WOODLANDS COUNTY 2024 USAGE UPDATE**

PROPOSAL AND BACKGROUND:

On January 22, 2024 at the Regular Meeting of Council, Council accepted the Pierce Aerial Pumper (Tower 1) Woodlands County 2024 Usage as information. The following is a synopsis of that report:

> By January 1 of each calendar year, the Arbitrator Award sets the requirement for the Manager of Protective Services for Woodlands County or designate to inform the Whitecourt Fire Chief of the preference of the County with respect to the use of the Tower/Pumper. The preference of the County has to be provided in writing and say one of the following:
>
> 1. That the Whitecourt Fire Department (WFD) Fire Chief has discretion to use the Pumper as required;
> 2. That the County does not want the Pumper used on any fires within the County; or
> 3. That the WFD Fire Chief can use the Pumper on specific types of fires, described in terms agreed upon by the Woodlands County Manager of Protective Services and WFD Fire Chief.
>
> If no written input is provided by the County, the WFD Fire Chief has discretion to use the Pumper as required and the County shall contribute for each hour of use.
>
> On December 5, 2023, Chief Wynn received a letter from the Woodlands County Manager of Protective Services indicating that the County requests that Tower 1 not be utilized on any fires within Woodlands County or for any 911 fire calls within the fire/rescue response area(s).

Since the January 22 meeting, further correspondence has occurred between the Town of Whitecourt and Woodlands County in regard to Tower 1, as follows:

> On February 26, 2024, a meeting was held with Town of Whitecourt Administration along with Woodlands County Administration. Town Administration requested that if the County would like any changes to service levels in respect to Tower 1, that it follow one of the options as outlined in the Arbitrator Award and to provide such notice in writing.
>
> On March 26, 2024, another letter was received by the Woodlands County Protective Services Manager. The letter provided approval for the Town of Whitecourt to enter into separate third-party mutual-aid agreements for the usage of the Tower 1.

REFERENCES:

- Woodlands County Letter December 5, 2023 – attached
- January 22, 2024 Regular Meeting of Council Request for Decision – Pierce Aerial Pumper (Tower 1) – Woodlands County 2024 Usage
- Woodlands County Letter March 26, 2024 – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

Due to possible increased liability and insurance requirements, it may not be feasible for the Town to enter into separate third party agreements for the use of Tower 1. The Intermunicipal Collaboration Framework Award specifies three options in regard to the use of Tower 1, as previously noted.

COST AND SOURCE OF FUNDING:

2024 Budget

COMMENTS:

N/A

RECOMMENDATION:

That Council accept the Pierce Aerial Pumper (Tower 1) Woodlands County 2024 Usage Update as information and direct Administration to respond to Woodlands County advising the Town would abide by the terms of the Intermunicipal Collaboration Framework Arbitration Award.

APPROVAL:

Department Director:

CAO:

Municipal Office
PO Box 60, 1 Woodlands Lane
Whitecourt, AB T7S 1N3
Telephone: 780-778-8400
woodlands.ab.ca

WOODLANDS COUNTY

Regional Municipal Office
PO Box 33
Fort Assiniboine, AB T0G 1A0
Telephone: 780-584-3866

05 December 2023

Town of Whitecourt
Whitecourt Fire Department
Chief Brian Wynn
PO Box 509
Whitecourt, AB
T7S 1N6

RE: 2024 Usage - Pierce Aerial Pumper (Tower 1)

As per the Town of Whitecourt and Woodlands County arbitration award, s. 327, be advised Woodlands County requests the Pierce Aerial Pumper (Tower 1) not be utilized on any fires within Woodlands County or for any 911 fire calls within the fire/rescue response area(s), for the 2024 calendar year.

Should you have any questions, please let us know.

Regards,

Sheldon Schoepp
Manager, Protective Services

cc: Gordon Frank, Chief Administrative Officer, Woodlands County
Lee Hardman, Director of Community Safety, Town of Whitecourt

Municipal Office
PO Box 60, 1 Woodlands Lane
Whitecourt, AB T7S 1N3
Telephone: 780-778-8400
woodlands.ab.ca

WOODLANDS COUNTY

Regional Municipal Office
PO Box 33
Fort Assiniboine, AB T0G 1A0
Telephone: 780-584-3866

26 March 2024

Town of Whitecourt
Mr. Lee Hardman
Director of Community Safety
Box 509, 5004 – 52 Ave,
Whitecourt, AB T7S 1N6

RE: WHITECOURT PIERCE AERIAL PUMPER – TOWER 1 & INDUSTRY PARTNERS

Further to the letter regarding level of services for the Pierce Aerial Pumper – Tower 1, dated December 5, 2023, and conversations between Woodlands County Administration and Town of Whitecourt Administration on February 26, 2024; Woodlands County informs the Town of Whitecourt that industry partners within Woodlands County may enter into separate third-party mutual-aid agreements for the usage of the Whitecourt Pierce Aerial Pumper – Tower 1.

Should mutual-aid agreements between parties be established, Woodlands County requests copies of final documentation for its records.

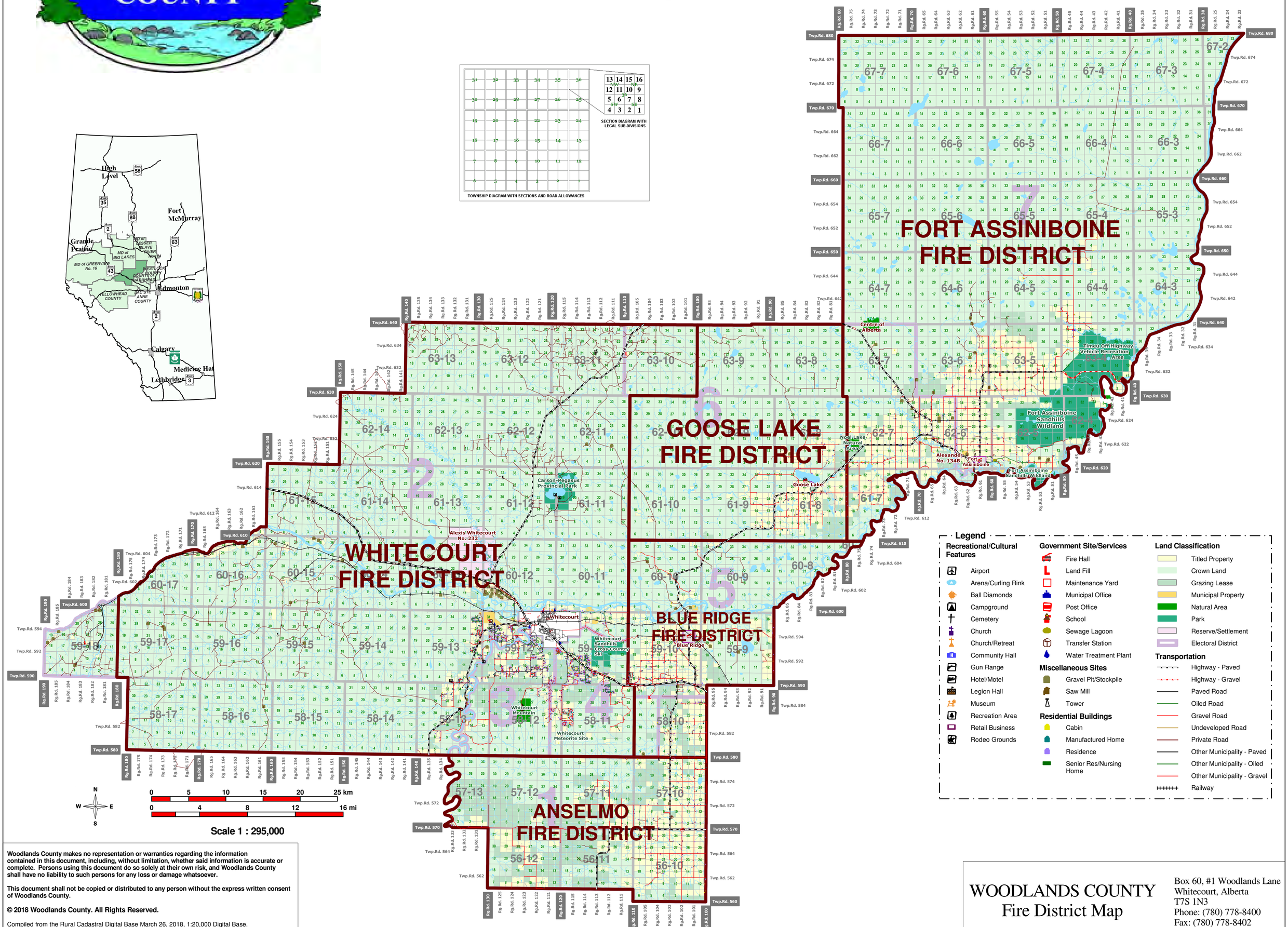
Regards,

Sheldon Schoepp
Manager, Protective Services

cc: Gordon Frank, CAO, Woodlands County
Joan Slootweg, Director, Community Services, Woodlands County
Peter Smyl, CAO, Town of Whitecourt

WOODLANDS COUNTY

2018 Fire District Map



Legend

Recreational/Cultural Features
- Airport
- Arena/Curling Rink
- Ball Diamonds
- Campground
- Cemetery
- Church
- Church/Retreat
- Community Hall
- Gun Range
- Hotel/Motel
- Legion Hall
- Museum
- Recreation Area
- Retail Business
- Rodeo Grounds

Government Site/Services
- Fire Hall
- Land Fill
- Maintenance Yard
- Municipal Office
- Post Office
- School
- Sewage Lagoon
- Transfer Station
- Water Treatment Plant

Miscellaneous Sites
- Gravel Pit/Stockpile
- Saw Mill
- Tower

Residential Buildings
- Cabin
- Manufactured Home
- Residence
- Senior Res/Nursing Home

Land Classification
- Titled Property
- Crown Land
- Grazing Lease
- Municipal Property
- Natural Area
- Park
- Reserve/Settlement
- Electoral District

Transportation
- Highway - Paved
- Highway - Gravel
- Paved Road
- Oiled Road
- Gravel Road
- Undeveloped Road
- Private Road
- Other Municipality - Paved
- Other Municipality - Oiled
- Other Municipality - Gravel
- Railway

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Compiled from the Rural Cadastral Digital Base March 26, 2018, 1:20,000 Digital Base.
Land Ownership compiled from municipal tax data, March 26, 2018.
Building/Site/Feature information compiled from municipal assessment data, December, 2017.
Due to name length and parcel size some parcels cannot be labeled.
NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

WOODLANDS COUNTY
Fire District Map

Box 60, #1 Woodlands Lane
Whitecourt, Alberta
T7S 1N3
Phone: (780) 778-8400
Fax: (780) 778-8402

Projection: **10TM NAD 83**

Date: **April 6, 2018**

REQUEST FOR DECISION

Date: April 15, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Lee Hardman, Director of Community Safety
Title: **AUTOMATED TRAFFIC ENFORCEMENT 2023 ANNUAL REPORT**

PROPOSAL AND BACKGROUND:

Each year, the Director of Community Safety completes an Annual Report that is sent to the Alberta Solicitor General highlighting statics and revenue for the Town's Automatic Traffic Enforcement (ATE) program. As of 2024, this Annual Report is scheduled to be presented to Council each year to inform Councillors of ongoing operations within the ATE program.

REFERENCES:

- Automated Traffic Enforcement 2023 Annual Report – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

The Annual Report provides Council an update on ATE activities within our community.

COST AND SOURCE OF FUNDING:

The Automated Traffic Enforcement Program generated $202,872 of revenue in 2023. Revenue is allocated to enhancing crime prevention and education, along with other community projects. Revenue from the program is for supplemental services and purposes; and is not used to fund basic Town operations.

COMMENTS:

The Director of Community Safety will be presenting the Report to Council.

RECOMMENDATION:

That Council accept the Automated Traffic Enforcement 2023 Annual Report as information.

APPROVAL:

Department Director: _____

CAO: P Smyl

Whitecourt

2023 ANNUAL REPORT

Automated Traffic Enforcement

Presented by the

Town of Whitecourt

Community Safety Department

OPERATING IN THE TOWN OF WHITECOURT SINCE 2009

ABOUT AUTOMATED TRAFFIC ENFORCEMENT

The program's objective is to facilitate the safe flow of vehicle and pedestrian traffic resulting in safer roadways throughout Whitecourt.

OPERATIONS STATISTICS

All ATE operations in 2023 were completed by Global Traffic Ltd. All Mobile Traffic Enforcement Officers are Peace Officers as appointed by the Government of Alberta's Solicitor General. Operations are performed by the guidance of the local RCMP's Traffic Safety Plan.

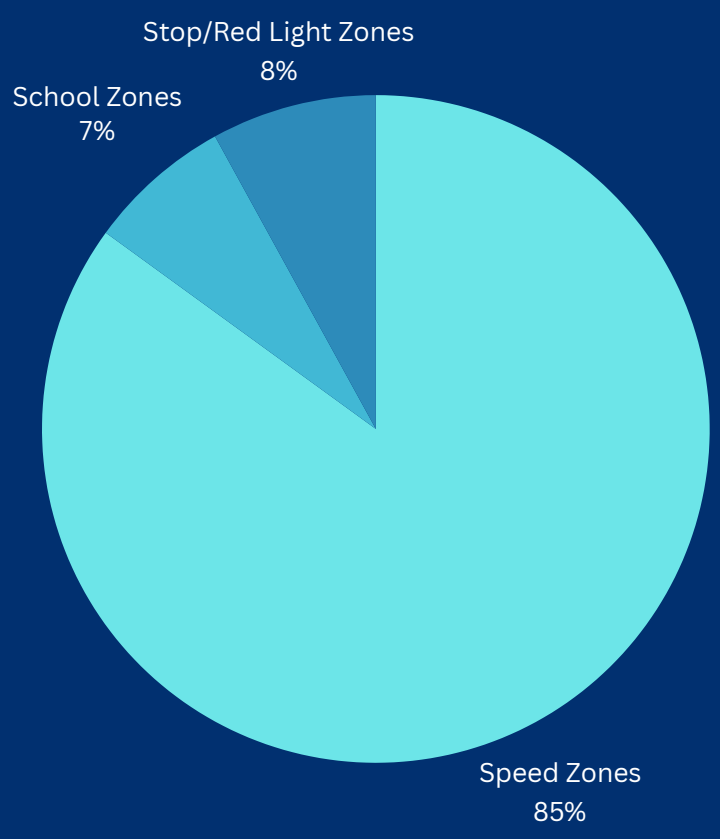
Total Number of Vehicles Monitored in 2023: 1,248,249

Total Number of ATE Devices Used in 2023: 1 Truck

Total Number of ATE Locations Used in 2023: 34

Total Number of Deployment Hours in 2023: 7,512.42

OPERATION LOCATIONS BY ZONE TYPE



NOTICES

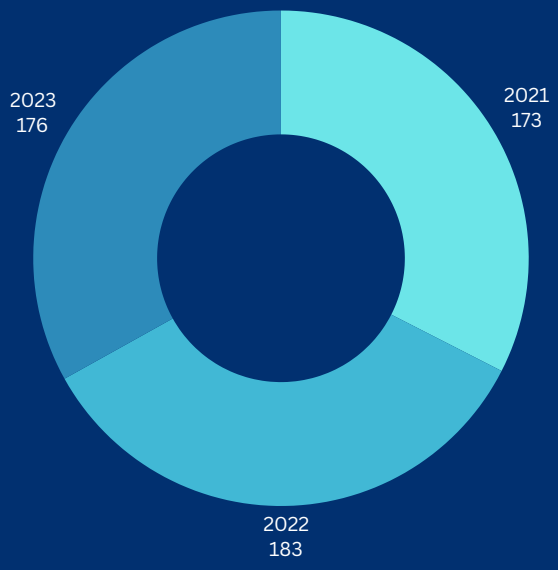
Number of notices issued by type in 2023:

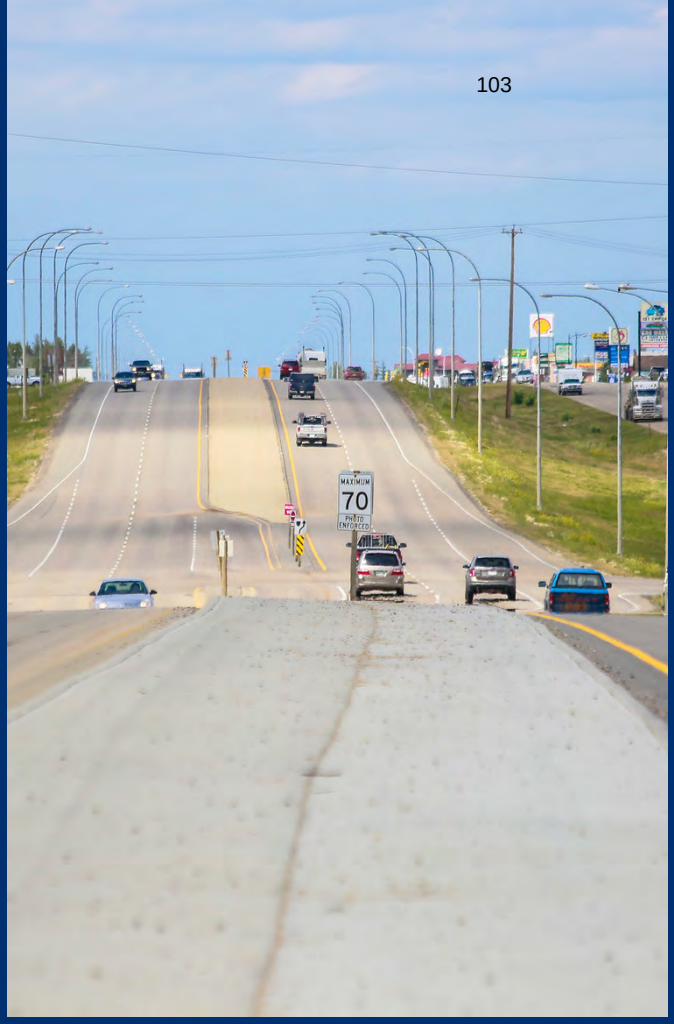
CONTRAVENTIONS

Number of contraventions issued by type in 2023:

COLLISIONS, INJURIES & FATALITIES

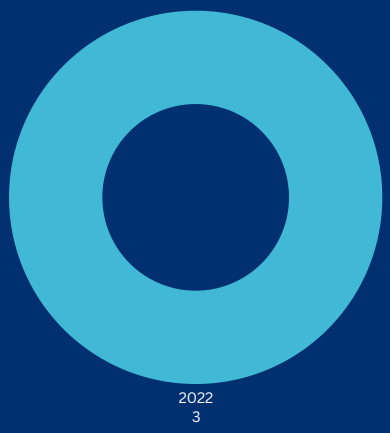
The following chart identifies the total number of collisions in Whitecourt in 2021, 2022 and 2023:





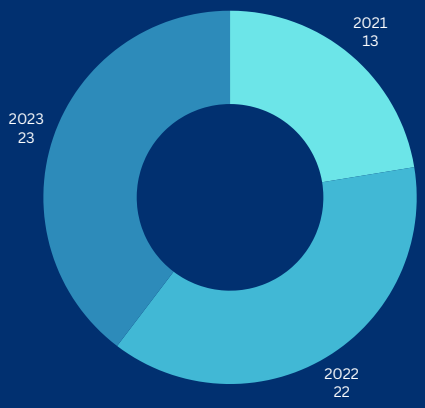
The average of collisions in Whitecourt based on data in the above chart is approximately 178 collisions per year. Based on this average, Whitecourt's total collisions is just below this average marker, with a total of 176 collisions in the year 2023.

The following chart identifies the total number of collision-based fatalities in Whitecourt in 2021, 2022 and 2023:



Note there were no collision-based fatalities in 2021 or 2023.

The following chart identifies the total number of collision-based injuries in Whitecourt in 2021, 2022 and 2023:



The RCMP classifies the collisions into five main groups:
· Fatal,
· Non-Fatal Injury,
· Property Damage – Reportable,
· Property Damage – Non-Reportable, and
· Fail to Stop or Remain at Scene.

The data collected from the RCMP shows that the majority of accidents in our community fall into the Property Damage – Reportable category.

Classification	2021	2022	2023
F - Fatal	0	3	0
NF-I - Non-Fatal Injury	13	22	23
PD-R - Property Damage - Reportable	103	119	113
PD-NR - Property Damage – Non-Reportable	7	17	22
FSRAS - Fail to Stop or Remain at Scene	49	20	18
Unknown	1	2	-
Totals	173	183	176

The average number of collision-based fatalities in Whitecourt based on data in the above charts is approximately 1 per year. Based on this average, Whitecourt's total fatalities is below average, with no fatalities reported.

The average number of collision-based injuries in Whitecourt based on data in the above charts is approximately 19 per year. Based on this average, Whitecourt's total collision-based injuries is slightly above average with 23 reported in 2023. The numbers are comparable to the total of 22 reported in 2022.

REVENUE

The Town of Whitecourt's Automated Traffic Enforcement Program earned a total of $202,872.00 in 2023.

Revenue is not the intent of the program as the funds the Town receives are allocated to enhancing crime prevention and education, along with other community projects. Revenue from the program is for supplemental services and purposes and is not used to fund basic Town operations.

PERFORMANCE TARGETS

Our municipality's vision for the Automated Traffic Enforcement Program is to facilitate the safe flow of vehicle and pedestrian traffic resulting in safer roadways throughout Whitecourt. Based on the data provided in this report, we are on the trajectory of achieving this vision, and have seen a downturn in the number of fatalities and slight decrease in average collisions.

SUMMARY

The annual report highlights the statistics of the Town of Whitecourt's Automated Traffic Enforcement Program over the past three years. We have seen steady improvements in collision and fatality trends.

Our position on safety and mitigating vehicular incidents remains strong, with a commitment to keeping our streets and sidewalks safe for traffic and pedestrians.

WHAT'S NEXT?

The Town of Whitecourt plans to continue the Automated Traffic Enforcement Program in 2024. Conduent Enforcement Solutions was awarded the contract to run ATE operations for Whitecourt.

KEEP IN TOUCH

- www.whitecourt.ca
- leehardman@whitecourt.ca
- Phone: +780-778-2273
- 5004 52 Ave, Whitecourt, AB

Whitecourt

www.whitecourt.ca

REQUEST FOR DECISION

Date: April 4, 2023
Meeting: April 22, 2023 Regular Meeting of Council
Originated by: Emma Harper, Youth Development & Family Support Coordinator
Title: **2024 SPIRIT OF YOUTH AWARDS PROGRAM**

PROPOSAL AND BACKGROUND:

The Spirit of Youth Awards Program uses the developmental asset framework for recognizing and promoting the advancement of the contributions that teens aged 12 to 18 make in and around Whitecourt and Woodlands County. This program provides an opportunity to acknowledge and celebrate our exemplary youth citizens that display advocacy, leadership, community engagement, arts and culture, perseverance, and peer support. This year's program is gearing up to honour youth nominated by the community.

On May 23, an in person celebration will take place at Central School commencing at 7:00pm. Nominees and their guardians, nominators, and members of Council will be invited to attend. This celebration will include congratulatory greetings on behalf of Council from the Mayor of the Town of Whitecourt and Reeve of Woodlands County, as well as a guest speaker presentation.

Nominated youth will receive an award with the spirit of youth logo engraved on it and a certificate of accomplishment signed by the Mayor and Reeve.

REFERENCES:

- Spirit of Youth Advertisement – attached
- Youth Week Advertisement – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

This asset-based program provides an opportunity for community adults to nominate youth to be recognized for the great things they are doing, for nominated youth to feel valued for their contributions, and for other community youth to bear witness to the leadership of their peers.

COST AND SOURCE OF FUNDING:

2024 Youth Development Budget

COMMENTS:

Youth Week was added to programming in 2024 stemming from the Community Services Advisory Board identifying it as a priority. Youth Week is an opportunity to celebrate youth in our community through providing fun activities and events for them to participate in. It also provides an opportunity for different organizations to showcase their youth programming and supports as well as for youth to try new activities. The Spirt of Youth Awards is a continuation of this celebration.

RECOMMENDATION:

That Council Members be authorized to attend the 2024 Spirit of Youth Award Program on May 23, 2024.

APPROVAL:

Department Director: _____

CAO: P Smyl

REQUEST FOR DECISION

Date: April 4, 2023
Meeting: April 22, 2023 Regular Meeting of Council
Originated by: Emma Harper, Youth Development & Family Support Coordinator
Title: **2024 SPIRIT OF YOUTH AWARDS PROGRAM**

PROPOSAL AND BACKGROUND:

The Spirit of Youth Awards Program uses the developmental asset framework for recognizing and promoting the advancement of the contributions that teens aged 12 to 18 make in and around Whitecourt and Woodlands County. This program provides an opportunity to acknowledge and celebrate our exemplary youth citizens that display advocacy, leadership, community engagement, arts and culture, perseverance, and peer support. This year's program is gearing up to honour youth nominated by the community.

On May 23, an in person celebration will take place at Central School commencing at 7:00pm. Nominees and their guardians, nominators, and members of Council will be invited to attend. This celebration will include congratulatory greetings on behalf of Council from the Mayor of the Town of Whitecourt and Reeve of Woodlands County, as well as a guest speaker presentation.

Nominated youth will receive an award with the spirit of youth logo engraved on it and a certificate of accomplishment signed by the Mayor and Reeve.

REFERENCES:

- Spirit of Youth Advertisement – attached
- Youth Week Advertisement – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

This asset-based program provides an opportunity for community adults to nominate youth to be recognized for the great things they are doing, for nominated youth to feel valued for their contributions, and for other community youth to bear witness to the leadership of their peers.

COST AND SOURCE OF FUNDING:

2024 Youth Development Budget

COMMENTS:

Youth Week was added to programming in 2024 stemming from the Community Services Advisory Board identifying it as a priority. Youth Week is an opportunity to celebrate youth in our community through providing fun activities and events for them to participate in. It also provides an opportunity for different organizations to showcase their youth programming and supports as well as for youth to try new activities. The Spirt of Youth Awards is a continuation of this celebration.

RECOMMENDATION:

That Council Members be authorized to attend the 2024 Spirit of Youth Award Program on May 23, 2024.

APPROVAL:

Department Director: _____

CAO: _____

SPIRIT OF YOUTH

The Spirit of Youth is awarded to Whitecourt youth who are devoted to helping others within the community and who display leadership and dedication in their involvement in programs, activities, and all they do. By recognizing these successes in youth, we are supporting them in their pursuit to build developmental assets. Highlight these youth by nominating them for a Spirit of Youth Award.

Thank you to all that nominate and take the time to recognize the contributions and achievements of these outstanding community ambassadors.

WHITECOURT YOUTH ARE DOING GREAT THINGS AND WE WANT TO HEAR ABOUT THEM!

The Spirit of Youth recognizes exemplary youth citizens that display:

ADVOCACY
LEADERSHIP
COMMUNITY ENGAGEMENT
ARTS AND CULTURE
PERSEVERANCE
PEER SUPPORT WITHIN THEIR COMMUNITY

Nomination forms are available at www.whitecourt.ca or by calling Emma at 780-706-0202 or by email emmaharper@whitecourt.ca

NOMINATION DEADLINE:

Tuesday, April 9, 2024

Whitecourt

WOODLANDS COUNTY

YOUTH WEEK MAY 1-8 2024

OPEN TO EVERYONE IN GRADE 6-12

Join us for our first annual celebration of youth!

PRIZES

Door prizes at each event!
GRAND PRIZE DRAWS!
The more events you attend, the more chances to win!

ALL WEEK LONG

FREE Transit for Youth!
FREE Drop-In Sports at the Allan & Jean Millar Centre throughout the week.

WEDNESDAY MAY 1

Let's Taco 'Bout Mental Health

FREE Drop In Event
Time: 6:30-8:30pm

Location: BGC Whitecourt & District

Let's talk about mental health in a fun and safe environment while enjoying taco in a bag!

bgc Whitecourt & District
Wellspring Family Resource & Crisis Centre

THURSDAY MAY 2

Backpack Bling: DIY Design Workshop

FREE Registered Event
Time: 6:00-7:30pm

Location: Whitecourt & District Public Library

Blend art with personal expression by designing your own unique backpack charms. Participants will learn various crafting techniques and pick from a variety of materials to create their design.

Course ID: 9269

Whitecourt & District Public Library

FRIDAY MAY 3

Youth Pool Party

FREE Drop In Event
Time: 7:00-9:00pm

Location: Allan & Jean Millar Centre

Join us for a free evening of swimming, music, prizes, and games!

Sponsored by Youth Advisory Committee

Whitecourt's YOUTH ADVISORY Committee

SATURDAY MAY 4

May The 4th Be With You Dodgeball Tournament

Cost: $10/team (6-8 players)
Time: 12:00pm-4:00pm

Location: Allan & Jean Millar Centre

To dodge or not to dodge? That is the question. Get your team together for a fun dodgeball tournament! There will be prizes, snacks, and themed drinks!

Registration required.

Min. 4 teams/Max. 8 teams

Course ID: 9270

Allan & Jean Millar Centre

SUNDAY MAY 5

Gymnastics Free Play

FREE Registered Event
Time: 1:30-2:30pm

Location: Rivers Rec Gymnastics Club

Join the Rivers Rec Gymnastics Club for an hour of free play in their club! Whether you're a seasoned gymnast or complete newbie you will get the opportunity to test out equipment, try new moves, and have a blast!

Course ID: 9271

Rivers Rec Gymnastics Club

WEDNESDAY MAY 8

Retro Neon Cycle Night

FREE Registered Event
Time: 4:30-5:30pm

Location: Allan & Jean Millar Centre

Join Meaghan in our FitStudio for a retro themed cycle class! We'll have funky lighting, retro music, fun giveaways, and draw prizes, all while getting a sweat on!

Course ID: 9272

Allan & Jean Millar Centre

Set Yourself up for Success Career Planning

FREE Lunch & Learn with the Youth Employment Program

THURSDAY MAY 2
École St. Joseph School

TUESDAY MAY 7
Hilltop High School

Choosing a career you love that matches your personality, skills, and values is one of the biggest decisions of your life. This Lunch and Learn will help students in grades 9-12 consider some of the factors involved in guiding their path towards a fulfilling career while enjoying a free pizza lunch.

Call or text Meagan Walsh at 780-779-7286 for registration and more information.

Whitecourt Employment Services Inc. | yep!

Get out there, connect with your community, dive into a new activity, and have fun!

whitecourt.ca
TownofWhitecourt
youthofwhitecourt

Whitecourt | Woodlands County | Whitecourt's YOUTH ADVISORY Committee | Whitecourt & District Public Library | bgc Whitecourt & District | Team for Success

REQUEST FOR DECISION

Date: April 10, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Emma Harper, Youth Development & Family Support Coordinator
Title: **TOWN HALL MEETINGS AT PERCY BAXTER MIDDLE SCHOOL AND ÉCOLE ST. MARY SCHOOL**

PROPOSAL AND BACKGROUND:

Each year, Youth Advisory Committee members are required to participate in the coordination and implementation of a Town Hall Meeting at the middle schools. The purpose of the Town Hall meeting is to educate youth on municipal governance. The meeting also provides an opportunity for members of Council to engage with community youth.

The Town Hall Meeting is scheduled for grade six students at the following schools:

Date	Schools	Time
Monday, May 13	Percy Baxter Middle School	9:00am
Monday, May 13	École St. Mary School	11:00am

REFERENCES:

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

BENEFITS/DISADVANTAGES AND OPTIONS:

Town Hall meetings show the significance of youth voices in our community. By assisting in the planning and being involved in presenting information at the meetings, the Youth Advisory Committee members build leadership skills. It also provides an opportunity for the members to gain knowledge in how leaders build community. As part of the process, Youth Advisory Committee members showcase the role of the Committee in our community and explain how interested youth can become part of the Committee, as well as become more involved in the community in general.

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

Leading up to the Town Hall Meeting, teachers review municipal government and youth leadership within their classrooms. This event provides an educational opportunity for school. After discussions with school administrations and Youth Advisory members, the focus of this year’s Town Hall Meetings will be the importance of youth voices and opportunities for youth leadership in our community.

RECOMMENDATION:

That Council Members be authorized to attend Town Hall Meetings at Percy Baxter Middle School and École St. Mary School on May 13, 2024.

APPROVAL:

Department Director: _____

CAO: _____

REQUEST FOR DECISION

Date: April 8, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Rhonda Woods, Economic Development Officer
Title: **SMALL COMMUNITY OPPORTUNITY PROGRAM GRANT AWARD**

PROPOSAL AND BACKGROUND:

The Town has received $70,000 in grant funding under the Small Community Opportunity Program (SCOP) to support a Business Market Analysis Attraction & Retention Strategy.

The SCOP program provides grants between $20,000 and $100,000, to tackle challenges and tap into opportunities in rural areas, for local projects that build capacity in the agriculture industry and small business. For a project to be eligible, the project must align with one or more of these strategic directions in the Economic Development in Rural Alberta Plan (the Plan):

- Rural business supports and entrepreneurship;
- Support for labour force and skills development;
- Marketing and promoting rural tourism; and/or
- Rural economic development capacity building.

In addition, the project must address one or more of these priority areas:

- Entrepreneurship and mentorship;
- Skills development;
- Small business supports; and/or
- Partnerships, interconnectivity and collaboration.

As per the Economic Development Strategic Plan, an application was submitted to conduct a comprehensive market analysis of the local business environment and to identify consumer spending, service leakage, gaps in the market, and opportunities for business retention, expansion and attraction. In addition, the project will highlight detailed findings on the agriculture sector to better understand consumer and producer partnership opportunities.

The program funding will provide an opportunity to work with a professional consultant, through a Request for Proposal process, with the following outcomes:

- Detailed business and industry database of employers, their workforce needs, anticipated future skills gaps, and current product and service offerings.
- Information will be gathered on the agricultural sector and opportunities for partnerships including consumer and producer direct links.
- A full report documenting the retail, commercial and industrial gaps within a 50km radius of Whitecourt, including benchmarking of comparative communities.
- A summary report/document will be provided with high-level overview and key findings.
- An economic gap analysis will be conducted indicating the leakage resulting from the loss of consumer spending.
- Final report outlining targeted recruitment strategies or recommendations to attract retail and commercial businesses including the downtown core. Recommendations to include opportunities to expand on agriculture partnerships with producers/consumers.
- Development of three business case proposals for attracting or expanding products and services relevant to Whitecourt.

Administration will be working closely with business support organizations, local realtors, and the business community as the project advances to identify opportunities to further expand on opportunities and recommendations presented.

REFERENCES:

- March 28, 2024 Letter from Minister of Alberta Agriculture & Irrigation re Grant Approval – Business Market Analysis Attraction and Retention Strategy – attached
- https://www.alberta.ca/small-community-opportunity-program

BENEFITS/DISADVANTAGES AND OPTIONS:

A thorough market analysis helps allocate resources efficiently by focusing on areas with the highest potential for growth and return on investment. The insights gained from a market analysis and business environment scan are essential for strategic planning. They provide a foundation for setting goals, defining strategies, and developing action plans.

The development of business cases relevant to Whitecourt that support a consumer need and also represents a gap in the market provides a ready-made package to market to entrepreneurs looking at investing in the community.

COST AND SOURCE OF FUNDING:

$80,000 – Funding is provided for 90% of eligible project costs through the SCOP grant ($70,000) and 10% ($10,000) is covered through the 2024 Economic Development Budget.

COMMENTS:

Projects must be completed within two years from the date the grant agreement is signed with the Government of Alberta.

RECOMMENDATION:

That Council accept the accept the Small Community Opportunity Program Grant Award as information.

APPROVAL:

Department Director: CAO:

ALBERTA
AGRICULTURE AND IRRIGATION

Office of the Minister
MLA, Highwood

MAR 28 2024

Rhonda Woods
Economic Development Manager
Town of Whitecourt
5004 - 52 Avenue, PO Box 509
Whitecourt, AB T7S 1N6
rhondawoods@whitecourt.ca

Dear Rhonda Woods:

I am pleased to confirm that I have approved grant funding of $70,000 to the Town of Whitecourt. This funding will support the Business Market Analysis Attraction and Retention Strategy.

The funding will be provided in accordance with the Ministerial Grants Regulation following execution of a funding agreement between the Town of Whitecourt and Alberta Agriculture and Irrigation.

For further details on arranging the funding agreement, please contact Scott Long, Executive Director, Rural Economic Development Branch, at 780-427-6483 or scott.long@gov.ab.ca.

Best wishes for the successful completion of this project.

Sincerely,

Honourable RJ Sigurdson
Minister, Agriculture and Irrigation

cc: Scott Long, Executive Director, Rural Economic Development
scott.long@gov.ab.ca

REQUEST FOR DECISION

Date: April 8, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Rhonda Woods, Economic Development Officer
Title: **TOURISM ENHANCEMENT GRANT PROGRAM**

PROPOSAL AND BACKGROUND:

The Tourism Enhancement Grant Program was established to encourage partnerships with local non-profit organizations to enhance tourism-related events and/or products. The program is intended to create a partnership in promoting local events and provide financial assistance to help develop projects and initiatives that support the tourism sector. Funds can be applied for by any non-profit organization that is enhancing tourism in the area.

Marketing for the program was completed over the past several months through advertisements in the local papers, through social media websites, business visits, Business Support Network, Community Futures Yellowhead East, Whitecourt & District Chamber of Commerce, Economic Development Newsletter, and by direct e-mail. Applications are accepted throughout the year on a first come first serve basis or until program funding has been expended. Administration has received one application from the Canadian Motorcycle Tourism Association (CMTA).

The CMTA is requesting support in the amount of $2,500 to help support the event on a regional basis with one overnight stay in Whitecourt on June 7 and a public event being hosted at the Whitecourt Legion.

The Three Day Ride Schedule map is attached and has been included in the package outlining the community stops and activities. This will be the first year for this event and the intention is to continue this ride annually and enhancing the stop points and activities each year as the event grows. Recognition for the funding support will be provided by:

- 25 radio advertisement tags;
- Website advertisement;
- Poster presence/community or organization recognition;
- Name mentions at the event;
- Name mention in Commemorative Brochure;
- 4 tickets to the June 8 Dinner Event; and
- 4 tickets to the Barbeque Luncheon on June 9.

Based on the application review and policy guidelines, the Economic Development Committee is recommending $2,500 be allocated to Canadian Motorcycle Tourism Association (CMTA) to support the tourism event. All of the applications received are subject to review of financial records to ensure compliance with grant criteria.

REFERENCES:

CMTA Event Map – attached
www.whitecourt.ca/Government/Municipal-Grant-Opportunities

BENEFITS/DISADVANTAGES AND OPTIONS:

Support provided by the Town of Whitecourt will continue to enhance tourism in the area and support efforts to grow the tourism sector in our community.

Sponsoring a regional event can provide several benefits by increasing Whitecourt Tourism recognition among the event attendees, local community, and through event promotion and coverage. This exposure can help raise awareness of Whitecourt and its offerings.

Regional events provide opportunities for content creation, such as social media posts, blog articles, press releases, and videos.

COST AND SOURCE OF FUNDING:

$15,000 – 2024 Budget

COMMENTS:

Administration has had several inquiries on the Tourism Enhancement Grant Program; however, no further applications have been submitted. Administration will be re-advertising for the Program in the upcoming weeks.

RECOMMENDATION:

That Council accept the Economic Development Committee's recommendation to allocate $2,500 to the Canadian Motorcycle Tourism Association from the Whitecourt Tourism Enhancement Grant Program to support the regional tourism event.

APPROVAL:

Department Director: _____

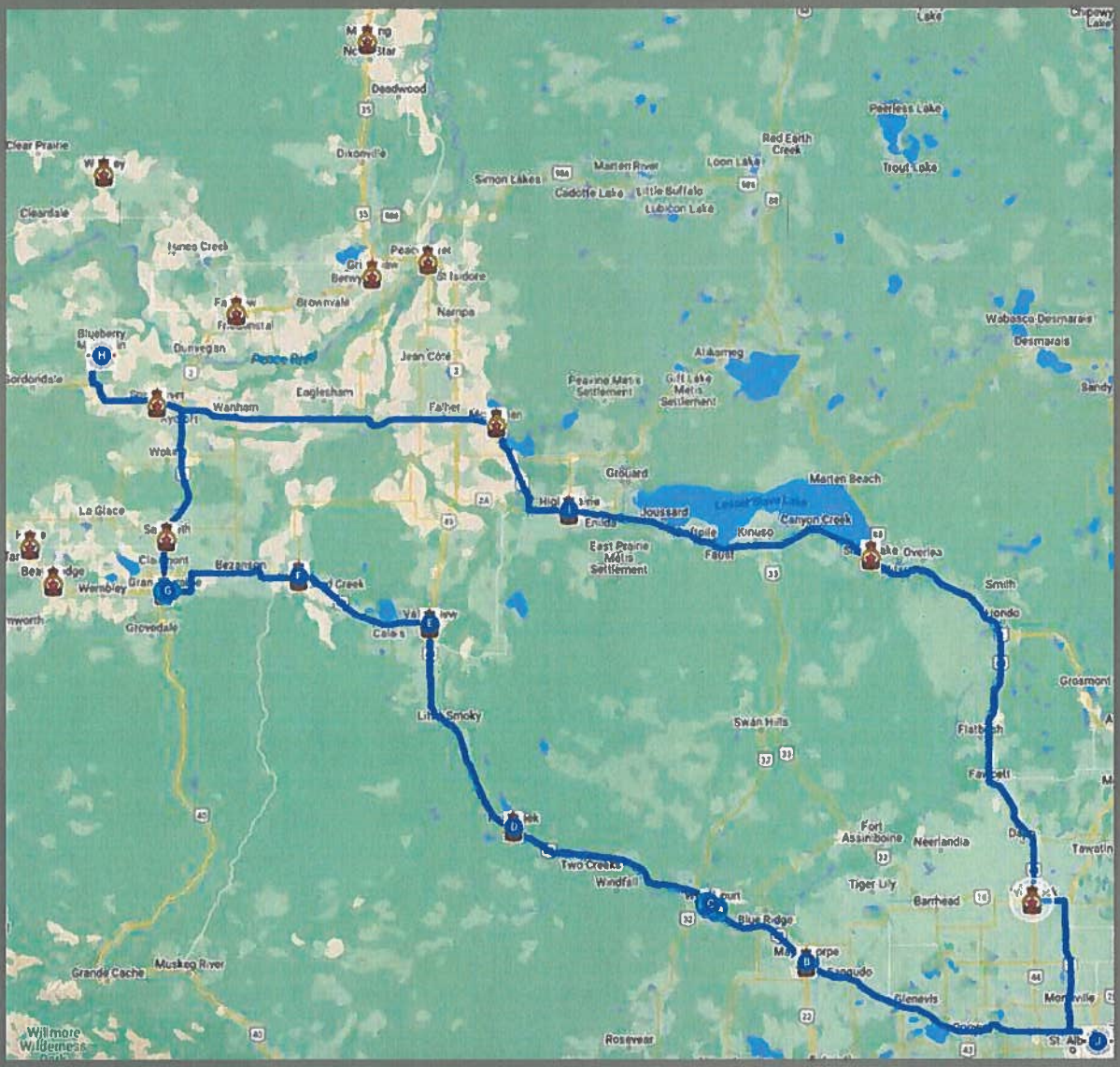
CAO: _____

THE THREE DAY CIRCLE TOUR

Live Link to the Map
Click Here

Ride for Vision & Valour

Ride with Heart, Inspire Valour



SPONSORSHIP PROPOSAL | 2024

REQUEST FOR DECISION

Date: April 17, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Juan Grande, Infrastructure Services Manager
Title: **WHEEL LOADER REPLACEMENT**

PROPOSAL AND BACKGROUND:

A Request for Proposal (RFP) for the purchase of a wheel loader was issued with a closing date of March 12, 2024 at 2:00pm. The RFP was advertised through Alberta Purchasing Connection (APC), and via direct invitation through Canoe Procurement Group of Canada. Administration received seven proposals from qualified vendors responding to the advertisement. One non-compliant submission was received.

The purchase of the wheel loader is to replace a damaged loader.

REFERENCES:

N/A

BENEFITS/DISADVANTAGES AND OPTIONS:

The RFP for a new wheel loader focused on acquiring a reliable and efficient unit to replace the damaged loader. The RFP outlined key specifications that prioritized durability, cost-effectiveness, and the assurance of readily available parts for maintenance. Additionally, the RFP emphasized the importance of fuel efficiency, low operational costs, comprehensive warranty, and accessible support services in the evaluation process. This approach aims to ensure that the new wheel loader serves the Town's needs effectively while also being a prudent financial investment.

CRITERIA	POINT WEIGHTING
Cost of the equipment and delivery	25
Cost of warranty, servicing, training, operating costs	15
Compliance with identified requirements and specifications	25
Completeness of warranty and servicing plan	10
Quality of service, personnel and facilities	15
Efficacy of delivery (reasonable timelines)	10
TOTAL	100

The rankings for the submissions were:

Company	Make	Score
Brandt Tractor	John Deere	86
Finning	Cat	77
Rocky Mountain Equipment	Case	74
Japa Machinery Group	XCMG	73
Lift Boss	JCB	69
SMS Equipment	Komatsu	69
Chinook Equipment	Hyundai	68

Proposal Review – Top Proposal - Wheel Loader – 2024 Brandt Tractor

The proposal from Brandt Tractor ranked the highest with an overall rating of 86/100. In support of the proposal were the following:

- Brandt, a reliable parts supplier, offers a comprehensive range of parts deliverable within 24 hours, minimizing downtime.
- With Brandt's trained maintenance technicians located in Whitecourt, travel costs are lowered, and repair times are expedited.
- Operator feedback rates the unit highly for comfort and ergonomic design.
- The unit is designed for easy access, facilitating maintenance and repair activities.
- Brandt provides extensive operator and maintenance training, enhancing equipment handling and upkeep.
- The proposed unit satisfies or surpasses all requirements specified in the Request for Proposals.
- Brandt Tractor's guaranteed buyback value for the unit ensures a secure investment.
- A delivery timeline of 9-10 weeks from the order date aligns with industry standards for this type of machinery.

COST AND SOURCE OF FUNDING:

Insurance Proceeds

COMMENTS:

N/A

RECOMMENDATION:

That Council accept the proposal from Brandt Tractor Ltd. to supply a 2024 John Deere Model 624P for a cost $435,000 plus GST, to be funded from insurance proceeds.

APPROVAL:

Department Director: _____

CAO: _____

REQUEST FOR DECISION

Date: April 17, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Peter Smyl, CAO and Acting Director of Infrastructure Services
Title: **COMMUNITY CLEANUP PROGRAM 2024**

PROPOSAL AND BACKGROUND:

Each year, the Town of Whitecourt allocates funds to facilitate a Community Cleanup Program. Non-profit groups, sports, and community organizations are able to access the program to raise funds, while providing a valuable service to the Town by cleaning roadside ditches, playgrounds, and sports fields.

REFERENCES:

Policy 31-010 – Community Cleanup Program

BENEFITS/DISADVANTAGES AND OPTIONS:

The Community Cleanup Program provides a valuable opportunity for local sport, youth, community, and church groups to come together and raise funds for special projects. The program provides each group with a maximum of $1,200, based on the number of hours worked. As per the community clean up guide, all participants are required to have adult supervision, wear safety vests and take a mandatory safety course prior to the start of the event.

Signage will be placed at various locations to alert motorists of the cleanup event and markers will be supplied to be placed beside hazardous or heavy objects which require special handling or attention by Town staff.

The Town of Whitecourt recently advertised seeking local youth and adult non-profit organizations to participate in the 2024 Community Cleanup Program. To date, the following groups have applied:

1. École St. Mary School Grade Six Classes
2. St. Patrick's Anglican Church
3. Whitecourt Social Experience
4. U13 Whitecourt Warriors Boys Soccer Team
5. U13 Whitecourt Warriors Girls Soccer Team
6. U15 Whitecourt Warriors Boys Soccer Team
7. U15 Whitecourt Warriors Girls Soccer Team
8. U17 Whitecourt Warriors Boys Soccer Team
9. U17 Whitecourt Warriors Girls Soccer Team
10. U19 Whitecourt Warriors Boys Soccer Team
11. U19 Whitecourt Warriors Girls Soccer Team
12. Scuba Diving Team for Festival Park Pond Cleaning.

The budget can accommodate eight groups, if all groups provide the maximum of 100 hours.

COST AND SOURCE OF FUNDING:

2024 Budget

COMMENTS:

Response to the initial advertisement for the program was positive with more applicants than spaces available. The policy prioritizes youth groups as funding recipients. Administration recommends that all youth groups that applied receive funding as not all groups will reach the maximum allotted hours.

RECOMMENDATION:

That Council award the 2024 Community Cleanup Program to the following groups:

1. École St. Mary School Grade Six Classes
2. U13 Whitecourt Warriors Boys Soccer Team
3. U15 Whitecourt Warriors Girls Soccer Team
4. U17 Whitecourt Warriors Boys Soccer Team
5. U19 Whitecourt Warriors Girls Soccer Team
6. U13 Whitecourt Warriors Girls Soccer Team
7. U15 Whitecourt Warriors Boys Soccer Team
8. U17 Whitecourt Warriors Girls Soccer Team
9. U19 Whitecourt Warriors Boys Soccer Team

and authorize Administration to select from the following groups if required:

10. Scuba Diving Team for Festival Pond Cleaning
11. St. Patrick's Anglican Church
12. Whitecourt Social Experience

APPROVAL:

Department Director: _____

CAO: P Smyl

REQUEST FOR DECISION

Date: April 18, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Wendy Grimstad-Davidson, Executive Assistant
Title: **COUNCILLOR REPORTS**

PROPOSAL AND BACKGROUND:

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

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

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

REFERENCES:

- Community Services Advisory Board – March 12, 2024

BENEFITS/DISADVANTAGES AND OPTIONS:

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

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

N/A

RECOMMENDATION:

That Council accept the Councillor Reports item as information.

APPROVAL:

Department Director: CAO:

MINUTES OF THE REGULAR MEETING OF
Community Services Advisory Board
Tuesday, March 12, 2024 at 7:00 p.m.
Allan & Jean Millar Centre – Crown & Anchor Pub Boardroom

Present:

Chair: Brigette Moore; Members: Dave Arcand, Raelene Day, Crystal Szybunka, Stacey White, Jeremy Wilhelm; Director of Community Services: Chelsea Grande; Recording Secretary: Rhiannon Bisson.

Amended by Motion no 24-016: Time: 7:00 p.m.

Member Derek Schlosser was present via phone call.

The Board welcomed Youth Advisory Committee Liaison Logan Glidden.

Call to Order:

The Meeting was called to order with Chair B. Moore presiding. Time: 0:00 p.m.

Adoption of Agenda:

24-009 Moved by: D. Arcand
That the Agenda be adopted as presented.

- CARRIED.

Adoption of Minutes from the February 13, 2024 Regular Meeting:

24-010 Moved by: R. Day
That the Minutes from the February 13, 2024 Regular Meeting be adopted as presented.

- CARRIED.

2024 National Volunteer Week:

Director of Community Services C. Grande presented the 2024 National Volunteer Week Item to the Board.

It was noted that Members of the Community Services Advisory Board could sign up to volunteer for the 'You've Bean Great' event on April 16, 2024.

24-011 Moved by: C. Szybunka
That the Community Services Advisory Board accept the 2024 National Volunteer Week item as information.

- CARRIED.

2024 Community Services Advisory Board Annual Planning Session Pre-Exercise:

Director of Community Services C. Grande presented the 2024 Community Services Advisory Board Annual Planning Session Pre-Exercise item to the Board.

It was noted that Board members are to complete their Pre-Exercises by 12:00 noon on April 24, 2024.

24-012 Moved by: D. Arcand
That the Community Services Advisory Board accept the 2024 Community Services Advisory Board Annual Planning Session Pre-Exercise as information; and that all Board Members complete the Pre-Exercise by April 24, 2024.

- CARRIED.

Information Items:

Director of Community Services C. Grande provided highlights from the February 2024 Coordinator Reports; and background on upcoming events and initiatives, including the Volunteer Income Tax Clinic, Whitecourt Community Garden AGM and Spirit of Youth Awards.

It was noted that the following items would be brought to future Community Services Advisory Board Meetings:

- Playground Replacement Plan and map review;

- Policy review;
- Woodlands County Community Services Advisory Board update; and
- Culture & Events Centre update.

24-013 Moved by: S. White
That the Community Services Advisory Board accept the Information Items as information.

- CARRIED.

Adjournment:

24-014 Moved by: D. Schlosser
That the Regular Meeting of the Community Services Advisory Board be adjourned. Time: 7:21 p.m.

- CARRIED.

Brigette Moore
Chair

REQUEST FOR DECISION

Date: April 18, 2024
Meeting: April 22, 2024 Regular Meeting of Council
Originated by: Wendy Grimstad-Davidson, Executive Assistant
Title: **ITEMS OF INFORMATION**

PROPOSAL AND BACKGROUND:

The following items are included in the April 22, 2024 Council package as information items:

a. Town Accounts – Cheques 87730 – 87900 (Council Members to contact the Director of Corporate Services prior to Regular Meeting with any questions regarding Town accounts);
b. April 16, 2024 – Alberta Health News Release re Get Involved in Alberta's Health Advisory Councils;
c. Town of Whitecourt 2024 Press Releases:
    i. April 8 – Water Main Repair Underway on 55 Avenue/Wagoner Crescent;
    ii. April 9 – Centennial Park Trail Closures in Effect April 9 – 16, 2024;
    iii. April 10 – Whitecourt Town Council Update;
    iv. April 17 – Whitecourt Welcomes New Director of Infrastructure;
    v. April 19 – Fire Ban Issued;
d. Woodlands County 2024 Press Releases:
    i. April 16 – Council Recap of April 15 Meeting;
e. Mayor's Calendar; and
f. Council Calendar.

RECOMMENDATION:

That Council accept the Items of Information as information.

APPROVAL:

Department Director: CAO:

Town of Whitecourt
System: 4/17/24 10:55:32 AM VENDOR CHEQUE REGISTER REPORT Page: 1
User Date: 4/17/24 Payables Management User ID: STACYN

Ranges:	From:	To:		From:	To:
Cheque Number	87730	87900			
Vendor ID	First	Last	Cheque Date	First	Last
Vendor Name	First	Last	Chequebook ID	First	Last

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
87730	ABAS001	CANOE PROCUREMENT GROUP OF CAN	4/09/24	SCOTIA	PMCHQ00003120	$42,129.17
87731	ABELE001	ALBERTA ELEVATING DEVICES	4/09/24	SCOTIA	PMCHQ00003120	$394.50
87732	ABMUN004	ASSOCIATION OF ALBERTA MUNICIP	4/09/24	SCOTIA	PMCHQ00003120	$315.00
87733	ALTOG001	ALTOGETHER SHREDDING SERVICES	4/09/24	SCOTIA	PMCHQ00003120	$420.00
87734	APPL002	APPLIED SCIENCE TECHNOLOGISTS	4/09/24	SCOTIA	PMCHQ00003120	$341.25
87735	AUMABEN001	AUMA	4/09/24	SCOTIA	PMCHQ00003120	$109,597.99
87736	AUMAUT001	ALBERTA MUNICIPAL SERVICES COR	4/09/24	SCOTIA	PMCHQ00003120	$181,654.05
87737	BLACK003	BLACKSTOCK, TAMARA	4/09/24	SCOTIA	PMCHQ00003120	$48.00
87738	CAMPO001	CAMPOSANO, JOHNLEY	4/09/24	SCOTIA	PMCHQ00003120	$40.00
87739	CANN002	CANNIFF AND ASSOCIATES	4/09/24	SCOTIA	PMCHQ00003120	$100.00
87740	CARI001	CARIGNAN, KATIE	4/09/24	SCOTIA	PMCHQ00003120	$44.65
87741	CASE004	CASE + POINT: MEDIA	4/09/24	SCOTIA	PMCHQ00003120	$1,035.19
87742	CHAUV001	CHAUVET, PAUL	4/09/24	SCOTIA	PMCHQ00003120	$252.00
87743	CONE002	CONE, NICOLE	4/09/24	SCOTIA	PMCHQ00003120	$20.00
87744	DANI002	DANIELS, TANNER	4/09/24	SCOTIA	PMCHQ00003120	$1,264.00
87745	ENTAN001	ENTANDEM	4/09/24	SCOTIA	PMCHQ00003120	$3,306.64
87746	GHOST003	GHOSTKEEPER, CARRIE	4/09/24	SCOTIA	PMCHQ00003120	$30.00
87747	GLOBAL003	GLOBAL TRAFFIC GROUP LTD.	4/09/24	SCOTIA	PMCHQ00003120	$1,019.61
87748	GOVABLAND001	GOVERNMENT OF ALBERTA	4/09/24	SCOTIA	PMCHQ00003120	$176.36
87749	GRY001	GRYWACHESKI, KARA	4/09/24	SCOTIA	PMCHQ00003120	$119.26
87750	HARP003	HARPER, AMANDA (EMMA)	4/09/24	SCOTIA	PMCHQ00003120	$452.28
87751	HILLE003	HILLE, TEIGAN	4/09/24	SCOTIA	PMCHQ00003120	$45.94
87752	HUT8H001	HUT8 HIGH PERFORMANCE COMPUTIN	4/09/24	SCOTIA	PMCHQ00003120	$2,342.31
87753	INFOR001	INFOR (CANADA), LTD.	4/09/24	SCOTIA	PMCHQ00003120	$683.82
87754	INSP001	THE INSPECTIONS GROUP INC.	4/09/24	SCOTIA	PMCHQ00003120	$2,569.63
87755	JASON001	JASON THOMAS ENTERPRISES LTD.	4/09/24	SCOTIA	PMCHQ00003120	$1,277.48
87756	JEON001	JEON, BEOMJUN	4/09/24	SCOTIA	PMCHQ00003120	$153.14
87757	KUCH001	KUCHARCHUK ENTERPRISES LTD	4/09/24	SCOTIA	PMCHQ00003120	$31.50
87758	LOOMIS001	LOOMIS EXPRESS	4/09/24	SCOTIA	PMCHQ00003120	$136.28
87759	MAPP001	MAPPIN, KOLBY	4/09/24	SCOTIA	PMCHQ00003120	$20.00
87760	MARTS001	MARTIN, SASHA	4/09/24	SCOTIA	PMCHQ00003120	$227.90
87761	MCDONA002	MCDONALD PHONE SERVICE	4/09/24	SCOTIA	PMCHQ00003120	$2,387.54
87762	MCNA002	MCNAUGHTON, WILLIAM	4/09/24	SCOTIA	PMCHQ00003120	$438.57
87763	MVD001	MVD WHITECOURT	4/09/24	SCOTIA	PMCHQ00003120	$160.00
87764	NSC001	NSC MINERALS	4/09/24	SCOTIA	PMCHQ00003120	$15,197.31
87765	ORION001	ORION ENVIRONMENTAL SERVICES L	4/09/24	SCOTIA	PMCHQ00003120	$9,641.63
87766	RALCOM001	RALCOMM LTD.	4/09/24	SCOTIA	PMCHQ00003120	$446.25
87767	REEV001	REEVES, AMTON	4/09/24	SCOTIA	PMCHQ00003120	$52.49
87768	RIVERS002	RIVERS EDGE CUSTOM COVERS & GE	4/09/24	SCOTIA	PMCHQ00003120	$2,306.85
87769	SIL001	SILENT ICE CHARTERS INC	4/09/24	SCOTIA	PMCHQ00003120	$1,811.25
87770	STITCH001	STITCH N TIME CUSTOM EMBROIDER	4/09/24	SCOTIA	PMCHQ00003120	$36.17
87771	SUPER006	SUPERIOR SAFETY CODES INC.	4/09/24	SCOTIA	PMCHQ00003120	$408.02
87772	TELE003	TELECONNECT INTERNATIONAL	4/09/24	SCOTIA	PMCHQ00003120	$548.10
87773	TRIGG003	TRIGG, BLAINE	4/09/24	SCOTIA	PMCHQ00003120	$20.00
87774	VALIU001	VALIUSHKA, ULADZIMIR	4/09/24	SCOTIA	PMCHQ00003120	$68.24
87775	VITA001	VITAL SIGNS & AUTOGRAPHICS	4/09/24	SCOTIA	PMCHQ00003120	$441.84
87776	VOLUN0001	VOLUNTEER CANADA	4/09/24	SCOTIA	PMCHQ00003120	$2,000.00
87777	WHITECOMM001	WHITECOURT COMMUNICATIONS	4/09/24	SCOTIA	PMCHQ00003120	$105.00
87778	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	4/09/24	SCOTIA	PMCHQ00003120	$701.16
87779	XEN001	XENALI INC	4/09/24	SCOTIA	PMCHQ00003120	$11,150.08
87780	A CHARM001	A CHARMED AFFAIR	4/16/24	SCOTIA	PMCHQ00003121	$278.78
87781	ABCA001	ALBERTA CARE	4/16/24	SCOTIA	PMCHQ00003121	$630.00
87782	ABMUN005	ALBERTA MUNICIPAL SERVICES COR	4/16/24	SCOTIA	PMCHQ00003121	$441.38
87783	ABWAT001	ALBERTA WATER & WASTE-WATER	4/16/24	SCOTIA	PMCHQ00003121	$1,218.00
87784	APEX003	APEX SUPPLEMENTARY PENSION TRU	4/16/24	SCOTIA	PMCHQ00003121	$1,734.25
87785	APEX005	APEX SUPPLEMENTARY PENSION TRU	4/16/24	SCOTIA	PMCHQ00003121	$1,673.45
87786	ARCA007	ARCAND, DAVE	4/16/24	SCOTIA	PMCHQ00003121	$103.10
87787	ARMS002	ARMSTRONGS	4/16/24	SCOTIA	PMCHQ00003121	$252.00
87788	ARTIS001	ARTIS INC	4/16/24	SCOTIA	PMCHQ00003121	$4,065.48
87789	AVAN001	AVANTI SOFTWARE INC.	4/16/24	SCOTIA	PMCHQ00003121	$1,442.70
87790	BELL004	BELL MOBILITY INC.	4/16/24	SCOTIA	PMCHQ00003121	$71.53
87791	BELLC001	BELL CANADA	4/16/24	SCOTIA	PMCHQ00003121	$942.90
87793	CAMPO001	CAMPOSANO, JOHNLEY	4/16/24	SCOTIA	PMCHQ00003121	$20.00
87794	CANN002	CANNIFF AND ASSOCIATES	4/16/24	SCOTIA	PMCHQ00003121	$375.00
87795	CARI001	CARIGNAN, KATIE	4/16/24	SCOTIA	PMCHQ00003121	$48.25
87796	CASE004	CASE + POINT: MEDIA	4/16/24	SCOTIA	PMCHQ00003121	$300.56
87797	COFFEE001	THE COFFEE COURIER	4/16/24	SCOTIA	PMCHQ00003121	$364.05
87798	DAY004	DAY, RAELENE	4/16/24	SCOTIA	PMCHQ00003121	$103.10
87799	DIRECT002	DIRECT ENERGY	4/16/24	SCOTIA	PMCHQ00003121	$1,942.07

System: 4/17/24 10:55:32 AM Town of Whitecourt Page:2
User Date: 4/17/24 VENDOR CHEQUE REGISTER REPORT User ID:STACYN
* Voided Cheques Payables Management

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
87800	EMERG001	EMERGENCY SERVICES MARKETING C	4/16/24	SCOTIA	PMCHQ00003121	$660.00
87801	GART002	GARTNER, SANDY	4/16/24	SCOTIA	PMCHQ00003121	$249.85
87802	GOVER001	GOVEREAU, THEO	4/16/24	SCOTIA	PMCHQ00003121	$300.00
87803	HARP003	HARPER, AMANDA (EMMA)	4/16/24	SCOTIA	PMCHQ00003121	$80.00
87804	INDIGO001	INDIGO COUNSELLING AND CONSULT	4/16/24	SCOTIA	PMCHQ00003121	$650.00
87805	KOOP001	KOOPMANS, COURTNEY	4/16/24	SCOTIA	PMCHQ00003121	$119.14
87806	LAJEU001	LAJEUNESSE, MARTIN	4/16/24	SCOTIA	PMCHQ00003121	$57.73
87807	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	4/16/24	SCOTIA	PMCHQ00003121	$69,228.61
87808	LOCAL002	LOCAL AUTHORITIES PENSION PLAN	4/16/24	SCOTIA	PMCHQ00003121	$1,009.70
87809	MCEWAN001	MCEWAN, RUTH	4/16/24	SCOTIA	PMCHQ00003121	$1,968.10
87810	MOORE009	MOORE, ALEXANDER	4/16/24	SCOTIA	PMCHQ00003121	$20.00
87811	MVD001	MVD WHITECOURT	4/16/24	SCOTIA	PMCHQ00003121	$60.00
87812	NICH008	NICHOLS ENVIRONMENTAL (CANADA)	4/16/24	SCOTIA	PMCHQ00003121	$44,500.21
87813	PELL004	PELLETIER, DANIEL	4/16/24	SCOTIA	PMCHQ00003121	$20.00
87814	PEPSI001	THE PEPSI BOTTLING GROUP (CANA	4/16/24	SCOTIA	PMCHQ00003121	$2,563.43
87815	PROD002	PRODANIUK, TINA	4/16/24	SCOTIA	PMCHQ00003121	$1,167.92
87816	PUROLA001	PUROLATOR INC.	4/16/24	SCOTIA	PMCHQ00003121	$331.95
87817	RARI001	RARICK, JOLENE	4/16/24	SCOTIA	PMCHQ00003121	$698.09
87818	RECEIV001	RECEIVER GENERAL FOR CANADA	4/16/24	SCOTIA	PMCHQ00003121	$165,562.50
87819	ROGERS001	ROGERS	4/16/24	SCOTIA	PMCHQ00003121	$22.90
87820	RORG001	RORY GARDINER	4/16/24	SCOTIA	PMCHQ00003121	$988.00
87821	SIBM001	SI BRIAN MCLAREN	4/16/24	SCOTIA	PMCHQ00003121	$550.00
87822	SIMARD002	SIMARD, JACKIE	4/16/24	SCOTIA	PMCHQ00003121	$630.00
87823	SOCI001	SOCIETY OF LOCAL GOVERNMENT	4/16/24	SCOTIA	PMCHQ00003121	$25.00
87824	STANDI003	STANDISH, COLE	4/16/24	SCOTIA	PMCHQ00003121	$60.00
87825	STJO002	ST. JOSEPH PARISH	4/16/24	SCOTIA	PMCHQ00003121	$500.00
87826	SZYB001	SZYBUNKA, CRYSTAL	4/16/24	SCOTIA	PMCHQ00003121	$103.10
87827	TELUS001	TELUS COMMUNICATIONS	4/16/24	SCOTIA	PMCHQ00003121	$6,376.26
87828	TELUS005	TELUS SERVICES INC.	4/16/24	SCOTIA	PMCHQ00003121	$288.75
87829	TEMP00000005865	SIMPSON, EUGENE	4/16/24	SCOTIA	PMCHQ00003121	$15.76
87830	TEMP00000005866	FURNITURE DEN LTD.	4/16/24	SCOTIA	PMCHQ00003121	$7.01
87831	TEMP00000005867	TOCHENIUK, DEAN	4/16/24	SCOTIA	PMCHQ00003121	$13.99
87832	TEMP00000005868	ARMSTRONG, PHILLIP	4/16/24	SCOTIA	PMCHQ00003121	$273.27
87833	TEMP00000005869	CID TRUCKING LTD.	4/16/24	SCOTIA	PMCHQ00003121	$2,008.00
87834	TRIGG003	TRIGG, BLAINE	4/16/24	SCOTIA	PMCHQ00003121	$20.00
87835	TRL001	TRL GAS CO-OP LTD.	4/16/24	SCOTIA	PMCHQ00003121	$789.10
87836	VIDAD001	VIDAD, RYAN	4/16/24	SCOTIA	PMCHQ00003121	$176.30
87837	WCTWOOD002	WHITECOURT WOODLANDS WINTER	4/16/24	SCOTIA	PMCHQ00003121	$40,000.00
87838	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	4/16/24	SCOTIA	PMCHQ00003121	$564.58
87839	WHITEST001	WHITE, STACEY	4/16/24	SCOTIA	PMCHQ00003121	$133.10
87840	XEROX001	XEROX CANADA LTD.	4/16/24	SCOTIA	PMCHQ00003121	$1,937.71
87841	YOUNG001	YOUNG, LESLEY	4/16/24	SCOTIA	PMCHQ00003121	$50.00
87842	ABSAW001	ALBERTA SAW & KNIFE LTD.	4/17/24	SCOTIA	PMCHQ00003122	$94.50
87843	ANDREW001	ANDREW SHERET LIMITED	4/17/24	SCOTIA	PMCHQ00003122	$21,899.18
87844	AQUAM001	AQUAM INC.	4/17/24	SCOTIA	PMCHQ00003122	$332.31
87845	ARBOR002	ARBORICULTURE CANADA TRAINING	4/17/24	SCOTIA	PMCHQ00003122	$230.16
87846	ARC002	ARC SUPPLIES INC	4/17/24	SCOTIA	PMCHQ00003122	$45.89
87847	ASSOC005	ASSOCIATED FIRE SAFETY	4/17/24	SCOTIA	PMCHQ00003122	$1,916.25
87848	AUTOMA001	AUTOMATED AQUATICS CANADA LTD.	4/17/24	SCOTIA	PMCHQ00003122	$8,309.70
87849	BGE002	BGE INDOOR AIR QUALITY SOLUTIO	4/17/24	SCOTIA	PMCHQ00003122	$1,069.08
87850	BROG002	BROGAN FIRE & SAFETY	4/17/24	SCOTIA	PMCHQ00003122	$15,301.15
87851	CANADI003	CANADIAN RED CROSS	4/17/24	SCOTIA	PMCHQ00003122	$250.00
87852	CARB001	CARBONEX CONTRACTORS LTD.	4/17/24	SCOTIA	PMCHQ00003122	$4,305.26
87853	CARO001	CARO ANALYTICAL SERVICES	4/17/24	SCOTIA	PMCHQ00003122	$615.30
87854	CARR010	CARRIER ENTERPRISE CANADA, LP	4/17/24	SCOTIA	PMCHQ00003122	$473.45
87855	CASE004	CASE + POINT: MEDIA	4/17/24	SCOTIA	PMCHQ00003122	$392.86
87856	CLEAR001	CLEAR TECH INDUSTRIES INC.	4/17/24	SCOTIA	PMCHQ00003122	$11,536.30
87857	DAC001	D.A.C. WELDING	4/17/24	SCOTIA	PMCHQ00003122	$1,989.61
87858	EAGLE001	EAGLE RIVER CHRYSLER LTD.	4/17/24	SCOTIA	PMCHQ00003122	$775.95
87859	EDMTR002	EDMONTON TRAILER SALES & LEASI	4/17/24	SCOTIA	PMCHQ00003122	$2,939.50
87860	ELECT002	ELECTRICAL & INSTRUMENTATION	4/17/24	SCOTIA	PMCHQ00003122	$26.31
87861	ENGA001	ENGINEERED AIR	4/17/24	SCOTIA	PMCHQ00003122	$17,819.78
87862	FAST001	FASTENAL CANADA	4/17/24	SCOTIA	PMCHQ00003122	$49.45
87863	FIRST001	FIRST CHOICE HUSKY	4/17/24	SCOTIA	PMCHQ00003122	$331.21
87864	GREGG001	GREGG DISTRIBUTORS LP	4/17/24	SCOTIA	PMCHQ00003122	$846.52
87865	HERC001	HERC RENTALS	4/17/24	SCOTIA	PMCHQ00003122	$833.58
87866	IDEAL001	IDEAL AUTOMOTIVE & IND. SUPPLY	4/17/24	SCOTIA	PMCHQ00003122	$5,222.40
87867	INDUST001	INDUSTRIAL MACHINE INC.	4/17/24	SCOTIA	PMCHQ00003122	$1,543.16
87868	JARO001	JARON WATER HAULING LTD.	4/17/24	SCOTIA	PMCHQ00003122	$240.00
87869	JASON001	JASON THOMAS ENTERPRISES LTD.	4/17/24	SCOTIA	PMCHQ00003122	$4,805.33
87870	JOBS001	JOBSITE WORKWEAR WHITECOURT	4/17/24	SCOTIA	PMCHQ00003122	$155.38
87871	K&C001	K & C GRAPHICS (2008) INC.	4/17/24	SCOTIA	PMCHQ00003122	$147.00
87872	KWMECH001	K.W. MECHANICAL	4/17/24	SCOTIA	PMCHQ00003122	$2,018.31
87873	LAWS001	LAWSON PRODUCTS INC.	4/17/24	SCOTIA	PMCHQ00003122	$264.97
87874	LIFE0001	LIFESAVING SOCIETY	4/17/24	SCOTIA	PMCHQ00003122	$270.00
87875	LIFT001	LIFT BOSS INC.	4/17/24	SCOTIA	PMCHQ00003122	$5,533.41

System: 4/17/24 10:55:32 AM Town of Whitecourt Page:3
User Date: 4/17/24 VENDOR CHEQUE REGISTER REPORT User ID:STACYN
* Voided Cheques Payables Management

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
87876	LINDE001	LINDE CANADA INC.	4/17/24	SCOTIA	PMCHQ00003122	$90.63
87877	MART003	MARTIN DEERLINE	4/17/24	SCOTIA	PMCHQ00003122	$11,584.05
87878	MEGA002	MEGA-TECH	4/17/24	SCOTIA	PMCHQ00003122	$58.38
87879	MPE002	MPE ENGINEERING LTD	4/17/24	SCOTIA	PMCHQ00003122	$3,135.30
87880	MRC002	MRC CANADA ULC	4/17/24	SCOTIA	PMCHQ00003122	$43.19
87881	NORTO04	NORTHERN METALIC SALES	4/17/24	SCOTIA	PMCHQ00003122	$5,176.24
87882	ORKIN001	ORKIN CANADA CORPORATION	4/17/24	SCOTIA	PMCHQ00003122	$189.00
87883	PLC001	PLC SUDS & SERVICES LTD.	4/17/24	SCOTIA	PMCHQ00003122	$126.00
87884	RALCOM001	RALCOMM LTD.	4/17/24	SCOTIA	PMCHQ00003122	$1,885.39
87885	ROB001	ROB WRIGHT BUILDING MATERIALS	4/17/24	SCOTIA	PMCHQ00003122	$2,535.76
87886	ROYAL004	ROYAL CARETAKING SUPPLIES INC	4/17/24	SCOTIA	PMCHQ00003122	$10,690.92
87887	SCRE001	SCREAM'IN EAGLE SALES LTD.	4/17/24	SCOTIA	PMCHQ00003122	$200.01
87888	SHAW002	SHAW'S ENTERPRISES LTD.	4/17/24	SCOTIA	PMCHQ00003122	$13,940.14
87889	SMALL002	SMALL POWER BARRHEAD LTD.	4/17/24	SCOTIA	PMCHQ00003122	$6.56
87890	SMYL001	SMYL CHEVROLET BUICK GMC LTD.	4/17/24	SCOTIA	PMCHQ00003122	$245.59
87891	STITCH001	STITCH N TIME CUSTOM EMBROIDER	4/17/24	SCOTIA	PMCHQ00003122	$9.45
87892	TERRY001	1754529 ALBERTA LTD.	4/17/24	SCOTIA	PMCHQ00003122	$1,799.34
87893	TRIM002	TRIMLINE DESIGN LTD.	4/17/24	SCOTIA	PMCHQ00003122	$3,202.50
87894	VIKING001	VIKING FIRE PROTECTION INC.	4/17/24	SCOTIA	PMCHQ00003122	$2,835.00
87895	VITA001	VITAL SIGNS & AUTOGRAPHICS	4/17/24	SCOTIA	PMCHQ00003122	$1,942.50
87896	WCTSTA002	WHITECOURT STATIONERY LTD	4/17/24	SCOTIA	PMCHQ00003122	$893.63
87897	WHITEFORD001	WHITECOURT FORD INC.	4/17/24	SCOTIA	PMCHQ00003122	$1,033.31
87898	WHITEIGA001	WHITECOURT IGA	4/17/24	SCOTIA	PMCHQ00003122	$1,723.13
87899	WHITEMACH001	WHITECOURT MACHINE & WELDING	4/17/24	SCOTIA	PMCHQ00003122	$228.58
87900	WHITETRAN001	WHITECOURT TRANSPORT INC.	4/17/24	SCOTIA	PMCHQ00003122	$3,265.03

Total Cheques: 170 Total Amount of Cheques: $938,378.00

Wendy Davidson

From: Wendy Davidson
Sent: April 19, 2024 11:29 AM
To: Wendy Davidson
Subject: FW: News Release: Get involved in Alberta's health advisory councils

From: Alberta News [mailto:alberta.news@gov.ab.ca]
Sent: Tuesday, April 16, 2024 1:06 PM
To: Tara Gallant <taragallant@whitecourt.ca>
Subject: News Release: Get involved in Alberta's health advisory councils

Get involved in Alberta's health advisory councils

April 16, 2024 Media inquiries

Albertans across the province are encouraged to apply to join new advisory councils dedicated to improving health care in their communities.

In November, Alberta's government announced plans to refocus the health care system to improve overall outcomes for Albertans, and to support health care workers who are the backbone of care in the province. Part of that commitment to a better health care system was to make sure local voices were heard and could contribute to better health care outcomes for their communities.

One of the guiding principles of refocusing the health system is to support local decision-making and regional advice. The creation of 12 regional advisory councils and one Indigenous advisory council will make sure regional voices and perspectives are a valued part of the health care system. Members of these councils will represent a wide range of lived and professional experiences, and include everyday Albertans receiving health care services, as well as health care workers, community leaders and municipal representatives.

> "We need to do a better job of listening to local communities about their health care needs. As we continue to refocus Alberta's health care system, we are taking steps to ensure the diverse perspectives of Albertans, including First Nations, Métis and Inuit people, are represented and that the unique challenges of each region and community are addressed. Improving local decision-making and listening to regional

advice will help build a stronger, unified health care system that responds to the needs of the communities it serves."

Adriana LaGrange, Minister of Health

Each of the councils will directly advise Alberta's government and the new primary care, acute care, continuing care and mental health and addiction – Recovery Alberta – organizations on clinical, capital and workforce planning in their regions. The councils will explore potential solutions to local challenges and identify opportunities for the health system to better support local decision-making.

In addition to amplifying the voices of Indigenous communities and suggesting how to improve health care for First Nations, Métis and Inuit peoples, the Indigenous advisory council will inform the design and delivery of culturally appropriate health care programs and service delivery. It will also explore opportunities to integrate and embed traditional Indigenous healing practices and teachings within Alberta's health care delivery system.

Individuals interested in joining a regional advisory council or the Indigenous advisory council can apply online. Those who apply by April 30 will be considered for appointment this spring. Applications received by Aug. 30 will be considered for appointment by the end of 2024.

Quick facts

- Each regional advisory council will consist of a maximum of 16 members. Each member will be assigned to one of the 12 councils that represent the region where they reside.
- Indigenous advisory councils will consist of a maximum of 22 members. Members may also be dually appointed to a regional advisory council based on the region where they reside.
- Advisory council members will be reimbursed for travel to council meetings.
- There will be a mix of appointed and public members to both councils.
- Both councils have an advisory role and are subject to the *Alberta Public Agencies Governance Act*.

Related information

- Refocusing health care in Alberta
- Public Agency Secretariat
- Regional Advisory Council Application Form
- Indigenous Advisory Council Application Form

Related news

- Refocusing on patient-centred care (Nov. 8, 2023)

Media inquiries

Andrea Smith

780-405-0775
Press Secretary, Health

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PRESS RELEASE

APRIL 8, 2024

WATER MAIN REPAIR UNDERWAY ON 55 AVENUE/WAGONER CRESCENT

Whitecourt utility crews are working to repair a water main break on Wagoner Crescent and 55 Avenue.

55 Avenue will be closed between 45 Street and 46 Street to vehicle and pedestrian traffic starting Monday, April 8. Barricades and fencing are posted, and motorists are asked to use alternate routes in the downtown area. Once the water main has been repaired, the road will be reopened to traffic.

Water service in the area will be interrupted between 8am and 8pm on Tuesday, April 9 to area properties. All properties affected by this interruption have been notified directly, and water service will resume as soon as repairs on the water main have been completed.

Crews will be taking all necessary steps to ensure the safety of the worksite, and the patience and cooperation of motorists and residents is appreciated.

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

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PRESS RELEASE

APRIL 9, 2024

CENTENNIAL PARK TRAIL CLOSURES IN EFFECT APRIL 9-16, 2024

Access to Centennial Park trail from Sakwatamau Drive through to the 47 Street entrance will be closed April 9 through April 16, 2024. The area will be closed so that tree clearing can be completed in preparation for Phase 1 of the Centennial Park Pathway Improvement Project.

- Residents that back on to the project area, including Sakwatamau Drive, Baxter Drive, Feero Drive and Chickadee Drive, may hear and see activity in the park area behind their property.
- The trail closure (Pumphouse Trail) will be marked with signs and barricades. Please do not enter the work site and avoid the active work zone as tree clearing will be completed through the closure period.

Questions can be directed to Andre Blanchard, an E-Construction representative, at 780-983-3244.

The Centennial Park Pathway Improvement Project will be completed in phases over the next three years and will involve widening of the pathway, as well as surface and drainage improvements. This project is funded in part by the Government of Canada.

Residents are encouraged to use alternate walking routes in the area. For further information on the trail system please refer to the Whitecourt Trail Map on our website.

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

Whitecourt
5004 52 Avenue, Box 509, Whitecourt AB T7S 1N6
Phone / 780.778.2273 Fax / 780.778.2062
www.whitecourt.ca

PRESS RELEASE

APRIL 10, 2024

WHITECOURT TOWN COUNCIL UPDATE

Whitecourt Town Council has approved the 2024 Budget. The budget supports priorities identified by Council and its intention to sustain service levels, while at the same time making the right investments for the future to ensure the continued sustainability and growth of the community. A 3.77% tax rate increase is required to support the budget. Based on the approved budget, Administration is preparing the Tax Rate Bylaw which will be presented to Council at the April 22, 2024 Regular Meeting. The 2024 Budget Report will subsequently be published at the end of April, and will be posted online at www.whitecourt.ca and paper copies will be made available at the Town Office.

Whitecourt is applying to the Forest Resource Improvement Association of Alberta (FRIAA) for funding a community fireguard program. FRIAA recently announced that it will be allocating funds to communities across the province to construct fireguards in high-risk areas to reduce the risk of wildfires.

The 2023 Whitecourt FireSmart Annual Report is available to download on the Whitecourt website. The report details projects undertaken in 2023, and goals for the upcoming year.

The Whitecourt & District Chamber of Commerce will be hosting the Carnival in downtown Whitecourt May 3-5. To allow for set up and take down, area roads will be closed to traffic from April 30 through May 6. Details on the road closures will be posted closer to the event date.

For more information, please contact:
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Legislative Manager
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PRESS RELEASE

APRIL 17, 2024

WHITECOURT WELCOMES NEW DIRECTOR OF INFRASTRUCTURE

The Town of Whitecourt is proud to announce the appointment of Drew Hadfield as the new Director of Infrastructure.

For Drew, this will be a return to our community. Drew previously worked for the Town of Whitecourt (between 1997 and 2006) in supporting the development and engineering functions of the community before heading to BC. Since that time, he has worked with the Alberni-Clayoquot Regional District, Comox Valley Regional District and, for the past 14 years, with the City of Campbell River as the Director of Operations.

"I am excited to be returning to Whitecourt in this role," said Drew Hadfield. "The community has grown significantly since I left in 2006, and I look forward to supporting the Town operations in this continued growth."

As the Director of Infrastructure, Mr. Hadfield will oversee public works operations; fleet maintenance; infrastructure and road maintenance operations; utilities operations; engineering services; parks and open spaces maintenance; and, the Whitecourt Cemetery.

"Drew brings a wealth of experience in municipal operations and infrastructure services," added Peter Smyl, Chief Administrative Officer. "I look forward to working with him as part of our senior management team."

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

PRESS RELEASE

APRIL 19, 2024

FIRE BAN ISSUED FOR THE TOWN OF WHITECOURT

In consideration of current weather conditions, Whitecourt has instituted a full fire ban, effective Friday, April 19 at 9:00am. No fire permits will be issued, and all existing fire permits will be suspended until conditions improve within Whitecourt.

The fire ban includes the following but is not limited to:

- Backyard fire pits,
- Campground fire pits,
- All open burning,
- Fireworks,
- Flame propelled floating lanterns,
- Charcoal briquettes,
- Turkey fryers,
- Tiki torches.

Allowed for use during the fire ban:

- CSA approved or ULC certified gas or propane barbeques used for cooking,
- CSA approved or ULC certified Wood Pellet Smokers,
- Propane and natural gas fire pits,
- Catalytic or infrared-style heaters,
- Electric or propane meat smokers.

The fire ban will remain in effect until conditions improve.

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

Updates on the fire ban will be posted on www.whitecourt.ca and on Whitecourt's Facebook page. For details on fire bans across Alberta, visit www.albertafirebans.ca.

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

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woodlands.ab.ca

MEDIA RELEASE

16 April 2024

WOODLANDS COUNTY COUNCIL RECAP – MONDAY, APRIL 15, 2024

Woodlands County Council discussed the following items at their recent meeting of Council:

Bylaw 612-24 Procedures Bylaw was adopted and outlines procedures for Council and Committee meetings ensuring clear and functional governance. New to Woodlands County is a Public Input Session during the Governance and Priorities Committee meeting offering the public an opportunity to speak to members of Council. Individuals wishing to speak during the Public Input Session are encouraged to register through the CAO's office, though walk-in speakers are welcome if the allotted 15-minute time has not been exhausted by the registered speakers.

Woodlands County is providing a letter of support to Minister of Transportation and Economic Corridors Devin Dreeshen requesting the **Province to increase awareness and support for local and regional airports in Alberta.** Following an RMA municipal working group meeting, the following key areas were identified as opportunities to support local and regional airports:

- Increase in Provincial contributions to the Community Airport Program (CAP) to support both maintenance and expansion of airport development.
- Increase the scope and eligibility of projects under CAP.
- Increase support and collaboration with the province to enhance the prominence of local and regional airports.

Upcoming scheduled meetings:

- **Governance and Priorities** – Wednesday, April 17, 5:00 pm
- **Regular Council** – Wednesday, April 24, 9:30 am

Meetings are held in-person at the Municipal Office in Whitecourt and streamed on the Woodlands County YouTube channel. Agenda packages are available on the Woodlands County CivicWeb Portal.

-end-

For Further Information:
Communications Department
communications@woodlands.ab.ca

April 2024

April 2024

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May 2024

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2 9:00am Party In The Park Band Announcement 4:00pm Special Council Meeting - Budget	3 11:30am BSN - AI and Cyber-Security (FIC) - Wendy Davidson	4	5	6
7	8 4:00pm Council Meeting (FIC) - Wendy Davidson	9	10 11:30am Chamber (Casino) - Wendy Davidson	11 12:00pm Seniors' Circle "Over 80" Celebration	12	13
14	15	16 8:00am You've Bean Great (Tim Horton's Hilltop) - Wendy 1:30pm Economic Development	17	18	19	20
21	22 4:00pm Town Council (FIC) - Wendy Davidson	23	24	25 10:30am CRAA Executive Member 1:10pm Whitecourt Regional Landfill 2:00pm Whitecourt	26 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - 1:30pm SVL Birthdays (SV Lodge) - Wendy	27
28	29	30	May 1	2	3	4

May 2024

May 2024

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1 1:00pm ICF Workshop (Large Board Room) - Wendy Davidson	2 10:00am Intact Insurance (Mayor's Office/Zoom) - Wendy Davidson	3	4
5	6	7	8	9	10 7:00pm Chamber Trade Fair Mixer (JDA Place) - Wendy Davidson	11 12:30pm Trade Fair 2024 (JDA Place) - Tara Gallant
12	13 4:00pm Council Meeting (FIC) - Wendy Davidson	14	15	16	17	18
19	20	21 8:00am 1:30pm Economic Development 4:00pm P&P (Town Office Large Board	22 11:30am BSN (FIC) - Wendy Davidson	23 7:00pm Spirit of Youth Awards Ceremony (Central School) - Tara Gallant	24	25
26	27 4:00pm Town Council (FIC) - Wendy Davidson	28	29	30	31 1:30pm SVL Birthdays (SV Lodge) - Wendy Davidson	Jun 1

April 2024

April 2024

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May 2024

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1	2 4:00pm Special Council Meeting (FIC)	3	4	5	6
7	8 4:00pm Council Meeting (FIC)	9 7:00pm Community Services Advisory Board (DS) (AJMC Board Room)	10 11:30am Chamber (BL) (Casino)	11	12	13
14	15 4:00pm Policies & Priorities Committee Meeting (Large Boardroom Town Office)	16 7:00am You've Bean 12:00pm Eagle Tower 1:30pm EDC (PC, BL, TP) 6:00pm Library (SL) 7:00pm CIB (TB) (AJMC)	17	18 1:00pm CFYE (SL) 5:30pm MDP/LUB Open House (PC, DS)	19	20
21	22 4:00pm Council Meeting (FIC)	23 4:00pm Youth Advisory Committee (SL, DS) (AJMC Board Room)	24 11:00am Emergency Advisory Committee (TB, BM) (Large BR)	25 1:30pm WRSWMA (TP, PC, BL)	26	27
28	29	30	May 1	2	3	4

May 2024

May 2024

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June 2024

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1 1:00pm Council Workshop (Large Board Room)	2	3	4 9:00am CSAB Planning Session (DS) (FIC)
5	6 12:00pm HPARC (TB, DS) (Large Board Room)	7	8	9 4:00pm MPC (BL, DS)	10 7:00pm Trade Fair Mixer (TP, PC, BM, SL, DS) (JDA Place)	11 Trade Fair (JDA Place)
12 Trade Fair (JDA Place)	13 4:00pm Council Meeting (FIC)	14 1:30pm Ec Dev (TP, PC, BL) (Lg BR) 7:00pm Community Services Advisory Board (DS) (AJMC	15	16 1:00pm CFYE (SL)	17	18
19	20	21 12:00pm Eagle Tower (TB) (Provincial 1:30pm EDC (PC, BL, TP) (Large Board Room) 4:00pm Policies &	22	23 4:00pm MPC (BL, DS)	24	25
26	27 4:00pm Council Meeting (FIC)	28 4:00pm Youth Advisory Committee (SL, DS) (AJMC Board Room)	29	30	31	Jun 1