

MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Whitecourt
held on Monday, April 22, 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 Gallant.
Call to Order & Mayor's Address:	The Meeting was called to order at 4:00pm; Mayor Pickard presiding. Mayor Pickard congratulated the Whitecourt Wolverines on making the 2024 Alberta Junior Hockey League Finals.
Adoption of Agenda:	<p><u>24-111 Moved by Deputy Mayor Lanctot</u></p> <p>That the Agenda be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Minutes from the April 8, 2024 Regular Meeting:	<p><u>24-112 Moved by Councillor Chauvet</u></p> <p>That the Minutes from the April 8, 2024 Regular Meeting be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Public Input Session:	There were no members of the public wishing to make a presentation.
Development Permit Application 24-018 Shoppers Drug Mart 4420 52 Avenue:	<p>The Chief Administrative Officer introduced the Director of Planning & Development and Senior Development Officer to provide information on the application for a Development Permit for construction of a Shoppers Drug Mart. The Senior Development Officer reviewed the application and accompanying variance requests. She noted that a representative of the applicant, the Senior Manager of Real Estate with Loblaws, was present to answer any questions.</p> <p><u>24-113 Moved by Councillor Chauvet</u></p> <p>That Council approve Application 24-018 to construct a 17,000 sq. ft. commercial building at 4420 52 Avenue with the following variances to Land Use Bylaw 1506:</p> <ul style="list-style-type: none">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. <p>and subject to the following conditions:</p> <ul style="list-style-type: none">1. This permit is issued for the development of a 17,000 sq. ft. commercial building for a Shoppers 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.

- CARRIED UNANIMOUSLY.

2023 Financial Statements

The Chief Administrative Officer introduced the Director of Corporate Services, Controller, Assistant Controller, and Curtis Friesen, Auditor from Metrix Group, to present the 2023 Financial Statements. The Auditor reviewed the Audit Findings and Financial Statements.

24-114 Moved by Deputy Mayor Lanctot

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

- CARRIED UNANIMOUSLY.

2024 Assessment:

The Chief Administrative Officer introduced the Director of Corporate Services and the Town’s Assessor from Tanmar Consulting, Mike Krim. Mr. Krim presented Whitecourt’s 2023 property assessment and the average changes in Whitecourt for the 2024 taxation year.

Bylaw 1575 – Tax Rate:

24-115 Moved by Councillor Lapointe

That Council accept the 2024 Whitecourt Assessment Report as information.

- CARRIED UNANIMOUSLY.

The Chief Administrative Officer introduced the Director of Corporate Services and Controller who reviewed details of Bylaw 1575 – Tax Rate.

24-116 Moved by Councillor Schlosser

That Bylaw 1575 be given first reading.

- CARRIED UNANIMOUSLY.

24-117 Moved by Councillor Chauvet

That Bylaw 1575 be given second reading.

- CARRIED UNANIMOUSLY.

24-118 Moved by Councillor Lapointe

That Council proceed to third and final reading of Bylaw 1575.

- CARRIED UNANIMOUSLY.

24-119 Moved by Deputy Mayor Lanctot

That Bylaw 1575 be given third and final reading.

- CARRIED UNANIMOUSLY.

Whitecourt Fire Department 2023 Annual Report:

The Chief Administrative Officer introduced the Director of Community Safety and Deputy Fire Chief who reviewed highlights of the Whitecourt Fire Department 2023 Annual Report.

Councillor McAree arrived to the meeting. Time: 4:48pm.

24-120 Moved by Councillor Lapointe

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

- CARRIED UNANIMOUSLY.

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

The Chief Administrative Officer noted that Whitecourt submitted an expression of interest to the Forest Resource Improvement Association of Alberta (FRIAA) for funding of a vegetation management project proposed for next year, and FRIAA subsequently requested that Whitecourt submit a full proposal for the project. He introduced the Director of Community Safety who provided further details on the proposed project.

24-121 Moved by Councillor Lapointe

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

- CARRIED UNANIMOUSLY.

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

The Chief Administrative Officer reported that a letter was received from Woodlands County suggesting that Whitecourt could enter into third party agreements with private businesses located in Woodlands County for use of the Whitecourt Fire Department's Tower 1. Providing contract services to third parties would increase the Town's liability, and was not recommended by Administration. If Whitecourt was to provide use of Tower 1 within Woodlands County, it should be done through the options outlined in the Intermunicipal Collaboration Framework Arbitration Award. The Chief Administrative Officer provided background information on Woodlands County's preference for use of Tower 1 as it related to the Intermunicipal Collaboration Agreement Arbitration Award.

In response to questions from Council, the Director of Community Safety and Deputy Fire Chief noted features and service capabilities of Tower 1.

24-122 Moved by Councillor Baker

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 that the Town would abide by the terms of the Intermunicipal Collaboration Agreement Arbitration Award.

- CARRIED UNANIMOUSLY.

Automated Traffic Enforcement 2023 Annual Report:

The Chief Administrative Officer introduced the Director of Community Safety to provide highlights of the 2023 Automated Traffic Enforcement Annual Report.

24-123 Moved by Councillor Schlosser

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

- CARRIED UNANIMOUSLY.

2024 Spirit of Youth Awards Program:

The Chief Administrative Officer introduced the Director of Community Services who reviewed information on the Spirit of Youth Awards Program, and Youth Week scheduled for May 1-8, 2024.

24-124 Moved by Councillor Schlosser

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

- CARRIED UNANIMOUSLY.

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

The Chief Administrative Officer introduced the Director of Community Services who reported that the Youth Advisory Committee was hosting Town Hall Meetings at Percy Baxter Middle School and Ecole St. Mary School on May 13, 2024.

24-125 Moved by Councillor Chauvet

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

- CARRIED UNANIMOUSLY.

Small Community Opportunity Program Grant Award:

The Chief Administrative Officer noted that Whitecourt received \$70,000 in grant funding from the Small Community Opportunity Program, and introduced the Economic Development Officer who provided details on the approved project.

24-126 Moved by Deputy Mayor Lanctot

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

- CARRIED UNANIMOUSLY.

Tourism Enhancement Grant Program:

The Chief Administrative Officer noted that an application was received for funding under the Tourism Enhancement Grant Program. He introduced the Economic Development Officer who reviewed details of the application from the Canadian Motorcycle Tourism Association.

24-127 Moved by Councillor Chauvet

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

- CARRIED UNANIMOUSLY.

Wheel Loader Replacement:

The Chief Administrative Officer noted that seven proposals were received in response to Whitecourt’s request for proposals for a wheel loader replacement. He introduced the Infrastructure Services Manager who recommended Brandt Tractor Ltd.’s proposal be accepted.

24-128 Moved by Councillor Schlosser

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

- CARRIED UNANIMOUSLY.

Community Clean Up Program 2024:

The Chief Administrative Officer noted that twelve applications were received for the 2024 Community Clean Up Program. The amount of groups wanting to participate exceeded the Program’s budget; however, there was funding in the Roads/Boulevards/Buffers Town Clean Up Budget that could be reallocated should Council award clean up projects to all groups who submitted an application.

24-129 Moved by Councillor McAree

That Council award the 2024 Community Clean Up 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
10. Scuba Diving Team for Festival Pond Cleaning
11. St. Patrick’s Anglican Church
12. Whitecourt Social Experience

and, that Council authorize the reallocation of up to \$3,600 from the Roads/Boulevard /Buffers Town Clean Up Budget to the 2024 Community Clean Up Program.

- CARRIED UNANIMOUSLY.

Councillor Reports:

Councillor Chauvet reported that he attended the Economic Developers of Alberta Conference.

Councillor Lapointe reported that she participated in the You’ve “Bean” Great event as part of National Volunteer Week celebrations, as well as a Community Futures Yellowhead East meeting.

Councillor Schlosser reported that he attended a Community Services Advisory Board meeting, the You’ve “Bean” Great event as part of National Volunteer Week, and the LUB/MDP/ASP Open House. He also noted that three members of the Youth Advisory Committee were in attendance at the Council Meeting.

Deputy Mayor Lanctot reported that he provided an update at the Whitecourt & District Chamber of Commerce meeting on behalf of Mayor Pickard, and also attended the You’ve “Bean” Great event and an Airport Advisory Committee meeting.

Mayor Pickard reported that he attended a birthday celebration for local seniors age 80 and over.

24-130 Moved by Councillor Schlosser

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

Items of Information:

24-131 Moved by Councillor McAree

That the following items be accepted as information:

- a) Town Accounts – Cheques 87730 – 87900;
- 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.

- CARRIED UNANIMOUSLY.

The meeting recessed. Time: 5:58pm.

The meeting reconvened. Time: 6:03 pm.

24-132 Moved by Councillor Lapointe

That Council go into Closed Meeting to discuss the Request for Extension on Land Disposition – Portion of SE &SW 32-59-11-W5th and Intermunicipal Collaboration Framework per Sections 17 and 21 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time: 6:04pm.

- CARRIED UNANIMOUSLY.

24-133 Moved by Councillor Schlosser

That Council revert to the Regular Meeting. Time: 6:16pm.

- CARRIED UNANIMOUSLY.

Request for
Extension on Land
Disposition –
Portion of SE & SW
32-59-11-W5th:

24-134 Moved by Councillor Schlosser

That Council authorize Administration to enter into a 6-month extension to the Right of First Refusal Agreement for a portion of the SE & SW ¼ of 32-59-11-W5th.

- CARRIED UNANIMOUSLY.

Intermunicipal
Collaboration
Framework:

24-135 Moved by Councillor Lapointe

That Council accept the Intermunicipal Collaboration Framework item as information.

- CARRIED UNANIMOUSLY.

Adjournment:

24-136 Moved by Councillor Chauvet

That the Regular Meeting of Council be adjourned. Time: 6:17pm.

- CARRIED UNANIMOUSLY.

Tom Pickard

Mayor

Peter Smyl

Chief Administrative Officer