

**AGENDA**

REGULAR MEETING OF COUNCIL  
Monday, June 24, 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 Grimstad-Davidson.

1. Call to Order and Mayor's Address:
2. Adoption of Agenda:
3. Minutes from the June 11, 2024 Regular Meeting of Council:
4. Public Input Session:
5. Community Services Advisory Board Planning Session Summary:
6. Economic Development and Tourism Report:
7. Whitecourt Launch:
8. Off-Site Levy Annual Review: 2024 Report:
9. 2023 Collision Report:
10. 2024 20-Year Capital & Major Maintenance Plan:
11. Records Retention and Destruction Bylaw 1492-4:
12. Appointment of Deputy Mayor:

13. Request for Special Meeting of Council:
  
14. Alberta Municipalities 2024 Convention:
  
15. Alberta Municipalities 2024 Convention – Meeting with Minister of Municipal Affairs:
  
16. Street Closure Request – Downtown Street Fest:
  
17. Councillor Reports:
  
18. Items of Information:
  
19. Industrial Dry Kiln Wastewater Agreement (Closed Meeting):  
(Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act)
  
20. Council Committee Appointments (Closed Meeting):  
Section 17 of the Freedom of Information and Protection of Privacy (FOIP) Act)
  
21. Intermunicipal Collaboration Framework (Closed Meeting):  
(Section 21 of the Freedom of Information and Protection of Privacy (FOIP) Act)
  
22. Adjournment:

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
of the Town of Whitecourt**  
held on Tuesday, June 11, 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. Mayor Pickard welcomed Drew Hadfield, the new Director of Infrastructure, to the Town staff.
Adoption of Agenda:	<p><u>24-171 Moved by Councillor McAree</u></p> <p>That the Agenda be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Minutes from the May 27, 2024 Regular Meeting:	<p><u>24-172 Moved by Councillor Lapointe</u></p> <p>That the Minutes from the May 27, 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.
Canada Day Events:	<p>The Chief Administrative Officer introduced the Director of Community Services to review activities planned for Canada Day 2024.</p> <p><u>24-173 Moved by Councillor Schlosser</u></p> <p>That Council Members be authorized to participate in the July 1, 2024 Canada Day Celebration.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
55 Avenue Concrete Rehabilitation Phased Plan:	<p>The Chief Administrative Officer noted that the Infrastructure Department identified a portion of 55 Avenue that requires concrete rehabilitation and introduced the Infrastructure Services Manager. The Manager advised that concrete work is generally done in conjunction with paving; however, the identified sidewalks will require improvements prior to scheduled paving for the area. The rehabilitation will be done in four phases.</p> <p><u>24-174 Moved by Deputy Mayor Lanctot</u></p> <p>That Council authorize Year 1 of the 55 Avenue Sidewalk Rehabilitation Phased Plan to proceed with funding of \$25,092 from the Local Government Fiscal Framework (LGFF) grant and \$94,163 from the Street Improvement Reserve.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Asset Management Implementation Plan – Consultant Selection:	The Chief Administrative Officer stated that as part of implementing the Asset Management Program, a consultant was being sought to complete the next stages of the Plan and introduced the Director of Planning and Development. The Director confirmed that the proposed consultant also prepared the Asset Management Implementation Plan.

24-175 Moved by Councillor Schlosser

That Council award the Asset Management Implementation Plan project consulting services to Pillar Systems in the amount of \$129,940, plus GST, with funding from the GST Partnership Reserve.

- CARRIED UNANIMOUSLY.

Councillor Reports:

Councillor Chauvet attended the Seniors' Breakfast and the Party In The Park Sponsorship Dinner.

Councillor Baker also attended the Seniors' Breakfast and the Party In The Park Sponsorship Dinner, as well as the Federation of Canadian Municipalities (FCM) Annual Conference.

Councillor McAree attended the Seniors' Breakfast, the Party In The Park Sponsorship Dinner and the Seniors' Chili Cook Off.

Councillor Lapointe attended the Party In The Park Sponsorship Dinner, Youth Advisory Committee, and the FCM Annual Conference.

Councillor Schlosser attended the Youth Advisory Committee, the Party In The Park Sponsorship Dinner, Pride Celebration, and the École St. Joseph School Graduation Ceremonies.

Deputy Mayor Lanctot attended the Seniors' Breakfast and FCM Annual Conference.

Mayor Pickard attended the Industry Breakfast, several meetings for the Community Rail Advocacy Alliance, the Run 4 Fun, Seniors' Breakfast, Party In The Park Sponsorship Dinner, Chamber Mixer, and Pride Celebration. The Mayor also had meetings with the Alberta China Office for the Government of Alberta's Intergovernmental Affairs, Whitecourt Wolverines owners, the Minister of Advanced Education, and the Minister of Transportation regarding Automated Traffic Enforcement. He also noted that he has been invited to serve on a panel with the Mayors of Grande Prairie, Grande Prairie County, Ottawa, and Medicine Hat with Electricity Canada.

24-176 Moved by Councillor Lapointe

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

Items of Information:

24-177 Moved by Councillor Chauvet

That the following items be accepted as information:

- a) Town Accounts – Cheques 88307 – 88528;
- b) May 21, 2024 Letter from Minister of Municipal Affairs re Local Government Fiscal Framework;
- c) May 24, 2024 Letter from Minister of Municipal Affairs re Bill 20;
- d) Town of Whitecourt 2024 Press Releases:
  - i. May 28 – Whitecourt Town Council Update;
  - ii. May 29 – Whitecourt to Host Emergency Management Training Exercise May 31;
  - iii. May 30 – New Detachment Commander Appointed at Whitecourt RCMP Detachment;
  - iv. May 30 – Street Closures and Re-Routing of Whitecourt Transit Scheduled June 1;

- v. May 31 – Crews Responding to Wildfire East of Hilltop East Industrial Park;
- vi. May 31 – Wildfire East of Hilltop East Industrial Park Under Control;
- vii. June 6 – Whitecourt Crews to Start Green Space Maintenance Projects Next Week;
- e) Woodlands County 2024 Press Releases:
  - i. June 6 – Woodlands County Council Recap (June 5);
- f) Mayor’s Calendar; and
- g) Council Calendar.

- CARRIED UNANIMOUSLY.

The meeting recessed. Time: 4:43pm

The meeting reconvened. Time: 4:48pm

24-178 Moved by Deputy Mayor Lanctot

That Council go into Closed Meeting to discuss:

- Land Sale – Portion of SE & SW ¼ 32-59-11-W5<sup>th</sup> pursuant to Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act;
- Joint Use & Planning Agreements Update per Section 21 of the FOIP Act;
- Community Rail Advocacy Alliance per Sections 16 and 21 of the FOIP Act;
- Intermunicipal Collaboration Framework per Section 21 of the FOIP Act; and
- CAO Contract per Section 19 of the FOIP Act.

Time: 4:49pm.

- CARRIED UNANIMOUSLY.

Deputy Mayor Lanctot declared a possible conflict of interest with regard to the Joint Use & Planning Agreements Update as he is employed by Living Waters Catholic Separate School Division and vacated the Council Chambers. Time 4:55pm.

Councillor Schlosser declared a possible conflict of interest with regard to the Joint Use & Planning Agreements Update as he is employed by Northern Gateway Public Schools and vacated the Council Chambers. Time 4:55pm.

Deputy Mayor Lanctot and Councillor Schlosser returned to the Council Chambers. Time 5:00pm.

24-179 Moved by Councillor Chauvet

That Council revert to the Regular Meeting. Time: 5:57pm.

- CARRIED UNANIMOUSLY

24-180 Moved by Councillor Schlosser

That Council accept the recommendation from the Policies and Priorities Committee and authorize the Chief Administrative Officer to enter into an agreement to sell the Town owned lands within a portion of the SE & SW ¼ 32-59-11-W5<sup>th</sup>.

- CARRIED UNANIMOUSLY

Deputy Mayor Lanctot and Councillor Schlosser abstained from voting.

24-181 Moved by Councillor Lapointe

That Council accept the recommendation from the Policies and Priorities Committee and approve:

Land Sale – Portion of SE & SW ¼ 32-59-11-W5<sup>th</sup>:

Joint Use & Planning Agreements Update:

- the Joint Use Planning Agreement between the Town of Whitecourt, Woodlands County, Living Waters Catholic Separate School Division, Northern Gateway Public Schools, and The Francophone Regional Authority of the Greater North Central Francophone Education Region,
- the updated Joint Use Facility Agreement with Living Waters Catholic Separate School Division to include Woodlands County as a named party, and
- the updated Joint Use Facility Agreement with Northern Gateway Public Schools to include Woodlands County as a named party; and

That Council schedule a formal signing of these agreements and first Joint Planning Agreement meeting between all parties.

- CARRIED UNANIMOUSLY.

Community Rail  
Advocacy Alliance:

24-182 Moved by Councillor Schlosser

That Council accept the Community Rail Advocacy Alliance as information.

- CARRIED UNANIMOUSLY.

Intermunicipal  
Collaboration  
Framework:

24-183 Moved by Councillor Schlosser

That Council accept the Intermunicipal Collaboration Framework as information.

- CARRIED UNANIMOUSLY.

Chief  
Administrative  
Officer Contract:

24-184 Moved by Councillor Baker

That Council approve the Chief Administrative Officer's 2024 Amending Employment Agreement effective January 1, 2024.

- CARRIED UNANIMOUSLY.

Adjournment:

24-185 Moved by Councillor Chauvet

That the Regular Meeting of Council be adjourned. Time: 5:59pm.

- CARRIED UNANIMOUSLY.

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Mayor

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Chief Administrative Officer



## Council Meetings Public Input Session: Terms of Reference

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

1. Members of the public wishing to address Council are asked to complete the sheet available at the delegation table with their name, address and topic they will be addressing.
2. The public member shall begin comments by stating their name.
3. Public members shall direct comments to the Mayor/Chair.
4. Each public member shall have two minutes to speak as a maximum; however, the Mayor/Chair may reduce time allotments per speaker depending on the number of public members wishing to speak at each meeting.
5. Public members are not permitted to discuss matters that include personnel, legal matters, land issues, or other items included in Section 16 to 29 of the Freedom of Information and Protection of Privacy (FOIP) Act. Items pertaining to a scheduled Public Hearing or appeal will also not be permitted for discussion during the Public Input Session, and will be referred to the scheduled hearing or appeal.
6. Public members cannot discuss matters that are already included as items on the agenda for that meeting unless permission is granted by the Mayor/Chair.
  - a. The Mayor/Chair will not allow discussion on agenda items that are time sensitive in nature, or items that have previously been deferred.
  - b. If a public member is permitted to speak on a matter that is an item on that meeting agenda, and the presentation provides new information which could result in a different course of action, the item will be deferred to a future meeting.
7. Public Input Session issues shall be either:
  - a. accepted as information,
  - b. referred to Administration for further information, or
  - c. deferred for further discussion.

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



## REQUEST FOR DECISION

**Date:** June 19, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Chelsea Grande, Director of Community Services  
**Title:** **COMMUNITY SERVICES ADVISORY BOARD PLANNING SESSION SUMMARY**

### PROPOSAL AND BACKGROUND:

A successful Community Services Advisory Board (CSAB)/Manager Planning Session was held on May 4, 2024, resulting in a review of existing facilities, programs, services, service levels, and identification of several topics/priorities to research/implement or review for 2025 budget consideration and/or the future. Items were categorized into Now and Next based on the Board's ranking of priority and the next step for each of the items is provided.

Ahead of the Session, members of the CSAB complete a Pre-Session Data Collection Exercise where they engage with community members. The data from this exercise, along with feedback received by Administration throughout the year, is used at the Planning Session to assist the Board in determining the CSAB's priorities and levels of services for the upcoming year, including stopping, continuing, or starting services.

Brigette Moore, the Chair of the CSAB, will be at the meeting to present the Board's priorities for 2025.

### REFERENCES:

- May 4, 2024 Community Services Advisory Board Planning Session Summary – attached

### BENEFITS/DISADVANTAGES AND OPTIONS:

The Annual Planning Session Summary, which is created from each year's Planning Session, is used to create policy, determine service levels, assist with budget, and provide operational suggestions to Administration of programming/events/amenities to explore or stop. The CSAB reviews the items and progress throughout the year.

### COST AND SOURCE OF FUNDING:

2024 Operating Budget

### COMMENTS:

N/A

### RECOMMENDATION:

That Council accept the Community Services Advisory Board Planning Session Summary as information.

### APPROVAL:

Department Director:

CAO:

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## Community Services Board Annual Planning Session Summary for 2025

May 4, 2024

### Summary of 2025 Board Priorities:

Program/Facility/Service Area (Recreation, Arts & Culture, FCSS or Facilities)	Suggestions for New Program/Facility/Service	# of Responses	Start Now/Next	# Priority	Suggestions & Steps for Improvement/Creation and Additional Notes
Recreation, Arts & Culture	Explore combining Party In The Park with Canada Day.	10	Now – For 2026	#1	<ul style="list-style-type: none"> <li>Investigate the impact on funding.</li> </ul>
FCSS & Recreation, Arts & Culture	Start doing welcome to Whitecourt/newcomer events.	6	Now – For 2025	#2	<ul style="list-style-type: none"> <li>Review during 2025 budget deliberations.</li> </ul>
Recreation, Arts & Culture	Explore adding additional cooking classes in Arts & Culture programming.	5	Now – For 2025	#3	<ul style="list-style-type: none"> <li>Explore venue/instructor options (and costing).</li> </ul>
Facilities & Recreation, Arts & Culture	Explore adding more activities/programming on Trails down by the spurs.	4	Next – For 2025	#4 (tied)	<ul style="list-style-type: none"> <li>Review during 2025 budget deliberations.</li> </ul>
FCSS & Recreation, Arts & Culture	Increase advertising for all programming.	4	Next – For 2025	#4 (tied)	<ul style="list-style-type: none"> <li>Review during 2025 budget deliberations.</li> </ul>
Facilities & Recreation, Arts & Culture	Explore adding street signage for the Off-Leash Dog Park and Dog Park parking area.	4	Next – For 2025	#4 (tied)	<ul style="list-style-type: none"> <li>Review during 2025 budget deliberations.</li> </ul>

### Summary of Items Not Deemed Board Priority for 2025:

Program/Facility/Service Area (Rec, FCSS, Facilities)	Suggestions for New Program/Facility/Service	# of Responses	# Priority
Facilities & Recreation, Arts & Culture	New outdoor rink at École St. Joseph School.	3	#5 (tied)
Operations	Promotion of the Town website's events calendar.	3	#5 (tied)
FCSS	Family Programming with more parent/child participation and interaction.	3	#5 (tied)
Recreation, Arts & Culture	Adding a rock climbing wall to one of the Town facilities.	3	#5 (tied)
Facilities & Recreation, Arts & Culture	Adding water bottle filling stations at Festival Park.	3	#5 (tied)
Recreation, Arts & Culture	Stop Japanese twinning with Yubetsu, Japan.	2	#6 (tied)
Recreation, Arts & Culture	Stop the Whitecourt Children's Festival.	2	#6 (tied)
Facilities & Recreation, Arts & Culture	Move air compressor to the old bathrooms at Festival Park.	2	#6 (tied)
Recreation, Arts & Culture	McLeod Arena Enhancement Study.	2	#6 (tied)
Facilities & Recreation, Arts & Culture	Adding accessible playground equipment to municipal playgrounds.	2	#6 (tied)
Facilities & Recreation, Arts & Culture	Partner/support to open a bowling alley.	2	#6 (tied)
Recreation, Arts & Culture	Implement a Skate Park Mentorship Program.	2	#6 (tied)
Facilities & Recreation, Arts & Culture	Add a Pump Track at Festival Park.	1	#7 (tied)

Facilities & Recreation, Arts & Culture	Add a suggestion box at Festival Park	1	#7 (tied)
Operational	Add a Community Spectrum Highlights column to outline successes for events.	1	#7 (tied)
Operational	Promotion of Volunteer Opportunities in Whitecourt.	1	#7 (tied)
FCSS	Host a Veteran's Panel where War Veterans can speak in schools, at events, etc.	1	#7 (tied)
FCSS	Incorporate an Indigenous component to Youth Week.	1	#7 (tied)
Recreation, Arts & Culture	Host a multicultural event/fair.	1	#7 (tied)
Recreation, Arts & Culture	Increase adult recreation programming.	1	#7 (tied)
Facilities & Recreation, Arts & Culture	Move the pool maintenance to spring or early fall rather than during winter.	1	#7 (tied)
Recreation, Arts & Culture	Creation of a theatre group for children.	1	#7 (tied)
Recreation, Arts & Culture	Creation of a guided walking group for tours around the Whitecourt Trail System.	1	#7 (tied)



**Whitecourt**  
**REQUEST FOR DECISION**

**Date:** June 19, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Rhonda Woods, Economic Development Officer  
**Title:** **ECONOMIC DEVELOPMENT & TOURISM REPORT**

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**PROPOSAL AND BACKGROUND:**

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

A member of the Economic Development Committee will be in attendance with Administration to review economic development activities to date.

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**REFERENCES:**

- Economic Development and Tourism Report – attached
  - 2024 January - May Permit Report – attached
  - Development Summary Chart
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**BENEFITS/DISADVANTAGES AND OPTIONS:**

Semi-annual updates will ensure Council is aware of current economic development and tourism initiatives and provides an update on projects that will be undertaken in the next quarter.

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**COST AND SOURCE OF FUNDING:**

N/A

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**COMMENTS:**

The Economic Development and Tourism Report is attached and included is the Development Summary Chart and monthly permit report for Council's information.

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**RECOMMENDATION:**

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

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**APPROVAL:**

Department Director:

CAO:

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**JANUARY - JUNE 2024**  
**ECONOMIC DEVELOPMENT**  
**& TOURISM**  
**REPORT**

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





## ECONOMIC DEVELOPMENT & TOURISM STRATEGIC WORK PROGRAM

JUNE 2024

NOW TOPIC/ <i>Question &amp; Outcomes</i>	OPTIONS & Action
<p><b>1. BUSINESS RETENTION &amp; EXPANSION STRATEGIES</b></p> <p><i>How do we retain and support local businesses? How do we make business retention and expansion contact with existing industry to understand and address local challenges? How do we improve communication with the business community?</i></p> <ul style="list-style-type: none"> <li>• Increase business community engagement.</li> <li>• Next steps on business licence options or other.</li> <li>• Business Networking groups (i.e. Downtown, Business Support Network, and Industry Networking).</li> <li>• Supports for Entrepreneurs through partnership with Community Futures Yellowhead East.</li> <li>• Identify red tape areas and work with key players for solutions.</li> <li>• Strengthen partnerships with Chamber of Commerce.</li> <li>• Marketing supports for businesses.</li> <li>• Increase communication and regular updates with business, realtors, and community.</li> <li>• Business training supports (i.e. Google)</li> </ul>	<p><b>OPTIONS</b></p> <ol style="list-style-type: none"> <li>1. IN-HOUSE</li> <li>2. CONSULTANT</li> <li>3. COMBINATION</li> </ol> <p><b>ACTION</b></p> <ol style="list-style-type: none"> <li>1. Meet with Whitecourt &amp; District Chamber of Commerce and identify opportunities for partnership that support the business community – Jan 2024</li> <li>2. Submit grant funding application for Business Support Network – Jan 2024</li> <li>3. Develop business and industry visits/outreach schedule – Feb 2024</li> <li>4. Market Whitecourt Launch Program – Feb 2024</li> <li>5. Meet with Community Futures Yellowhead East to identify partnerships/initiatives that support entrepreneur and business retention efforts – Feb 2024</li> <li>6. Explore grant programs for increased funding to expand Whitecourt Launch Program - March 2024</li> <li>7. Business Licence Program: Identify next steps – May 2024</li> <li>8. Schedule regular meetings with local commercial realtors – June 2024</li> <li>9. Implement Shop Local Business Campaign leading up to Small Business Week – Aug 2024</li> <li>10. Organize Career &amp; Education Expo partnership – Oct 2024</li> <li>11. Create action items based on Retail/Service Gap Analysis Project – Dec 2024</li> <li>12. Track business feedback and red tape concerns for review and solution-based discussions – Dec 2024</li> </ol>
<p><b>2. INVESTMENT READINESS AND ATTRACTION ACROSS KEY SECTORS</b></p> <p><i>How do we establish a combined approach to enhance investment readiness? How do we encourage investment across key sectors? How do we actively pursue targeted investment relevant to Whitecourt to support new opportunities? How can we support an entrepreneurial environment?</i></p> <ul style="list-style-type: none"> <li>• Actively promote Whitecourt's competitiveness.</li> <li>• Encourage and support growth in retail, commercial, industrial and residential zones.</li> <li>• Site visits/sales pitches.</li> <li>• Identify land development opportunities in and around Whitecourt.</li> <li>• Promotion and marketing opportunities.</li> <li>• Identify red tape from investors and developers and explore potential solutions.</li> </ul>	<p><b>OPTIONS</b></p> <ol style="list-style-type: none"> <li>1. IN-HOUSE</li> <li>2. CONSULTANT</li> <li>3. COMBINATION</li> </ol> <p><b>ACTION</b></p> <ol style="list-style-type: none"> <li>1. Develop regional visits relevant to Whitecourt; review with management. Schedule annual meetings/site visits. – Jan 2024</li> <li>2. Update investment marketing documents and profiles – Feb 2024</li> <li>3. Launch targeted marketing campaign and profiling through Invest Alberta – Mar 2024</li> <li>4. Explore economic development influencer opportunities to promote the community to new residents, business, and investors – Aug 2024</li> <li>5. Explore option from business case development based on gap analysis to promote to potential investors and entrepreneurs – Nov 2024</li> </ol>
<p><b>CODES:</b> BOLD CAPITALS = NOW Priorities; CAPITALS = NEXT Priorities; <i>Italics</i> = Advocacy; Regular Title Case = Operational Strategies; Completed tasks = Blue</p>	



## ECONOMIC DEVELOPMENT & TOURISM STRATEGIC WORK PROGRAM

JUNE 2024

<p><b>3. ENHANCE WHITECOURT'S DOWNTOWN AND CREATE NEW ENERGY</b></p> <p><i>How do we support downtown development and revitalization efforts? How do we encourage an active and vibrant downtown? What concrete steps and actions can we create in the short term to promote vibrancy in the downtown based on collaboration and partnership?</i></p> <ul style="list-style-type: none"> <li>• Facilitate or collaborate on hosting small events to bring energy into the downtown core.</li> <li>• Encourage and promote downtown residential development.</li> <li>• Explore options with Whitecourt &amp; District Chamber of Commerce on downtown initiatives.</li> <li>• Support downtown group with collaborative projects.</li> <li>• Explore grant funding to support projects.</li> </ul>	<p><u>OPTIONS</u></p> <ol style="list-style-type: none"> <li>1. IN-HOUSE</li> <li>2. CONSULTANT</li> <li>3. COMBINATION</li> </ol> <p><u>ACTION</u></p> <ol style="list-style-type: none"> <li>1. Identify concrete steps and actions that can be implemented in the short term (2 year plan) to promote vibrancy in the downtown with Downtown Working Group – Jan 2024</li> <li>2. Review action items and implementation plan for a vibrancy strategy with EDC for feedback – Feb 2024</li> <li>3. Present Downtown Working Group Findings and Strategies to Council (EDC Semi-annual Report) – June 2024</li> <li>4. Enhance Summer Street Fest; meet with Chamber to discuss partnership/business engagement lead – Aug 2024</li> <li>5. Implement achievable quick wins identified in the Vibrancy Strategy – 2024+</li> <li>6. Identify future resources and potential partnerships to support sustainability – 2024+</li> </ol>
<p><b>4. TOURISM OPPORTUNITIES AND SUPPORTS</b></p> <p><i>How do we support nonprofit organizations and tourism operators to enhance tourism opportunities locally? How do we foster relationships with tourism operators and share resources?</i></p> <ul style="list-style-type: none"> <li>• Identify tourism opportunities and current and potential operators.</li> <li>• Funding to support and enhance current tourism efforts.</li> <li>• Promote and market opportunities.</li> <li>• Increase tourism operators through grant programs.</li> <li>• Working with current operators and nonprofit organizations to identify challenges or expansion opportunities.</li> <li>• Increase festivals and events.</li> <li>• Partnerships with Woodlands County and the province on new potential tourism products or developments.</li> <li>• Share best tourism practice ideas and identify what tourism businesses needs to ensure both short-term and long-term success.</li> <li>• Culture &amp; Events Centre support.</li> </ul>	<p><u>OPTIONS</u></p> <ol style="list-style-type: none"> <li>1. IN-HOUSE</li> <li>2. CONSULTANT</li> </ol> <p><u>ACTION</u></p> <ol style="list-style-type: none"> <li>1. Promote Tourism Grant Programs through website, social media and site visits – Jan 2024 - Ongoing</li> <li>2. Participate in the Whitecourt Trailblazers Snowmobile Rally by hosting a checkpoint – Feb 2024</li> <li>3. Form a grant review subcommittee – March 2024</li> <li>4. Review grant submissions and recommendation with Committee and forward to Council for consideration – Apr 2024 - Ongoing</li> <li>5. Meet with Farmers Market to discuss opportunities and partnerships to expand weekend markets along the street and to festival way – May 2024</li> <li>6. Increase communication with organizations and operators through scheduled site visits; identify potential partnerships – Aug 2024</li> <li>7. Provide support through annual grants as per 2024 budget – Oct 2024</li> <li>8. Explore partnerships with Woodlands County and the province on tourism development options – Dec 2024</li> </ol>

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



# ECONOMIC DEVELOPMENT WORK PLAN UPDATE



## ECONOMIC DEVELOPMENT & TOURISM STRATEGIC WORK PROGRAM

JUNE 2024

<p><b>5. TOURISM MARKETING AND PROMOTION</b> <i>How can we focus our marketing efforts and utilize opportunities to better promote tourism in Whitecourt? How do we use marketing tools to highlight Whitecourt as a tourist attraction?</i></p> <ul style="list-style-type: none"> <li>• Create content that targets different demographics.</li> <li>• Enhance awareness for tourism opportunities in Whitecourt.</li> <li>• Include a clear 'call to action' on websites and social channels.</li> <li>• Hotel advertising with in room guest books and hotel web sites.</li> <li>• Micro-influencers research.</li> </ul>	<p><u>OPTIONS</u> 1. IN-HOUSE 2. CONSULTANT</p> <p><u>ACTION</u> 1. Create Whitecourt Tourism detailed marketing strategy and social media campaign – Feb 2024 2. Develop annual Whitecourt Tourism Visitor Guide – Feb 2024 3. Explore opportunities through the Travel Alberta Cooperative Marketing program with regional partners – Apr 2024 4. Host micro-influencer(s) in the community for profiling Whitecourt and marketing as a tourism hotspot – August 2024 5. Create tourism itineraries to highlight ready-made experiences and events – Sept 2024 6. Work with operators and hoteliers to enhance Stay and Play Packages – Oct 2024 7. Upload tourism opportunities to Alberta Tourism Information System (ATIS) – Dec 2024</p>
<p><b>ADVOCACY / PARTNERSHIPS</b></p>	<p><b>OPTIONS &amp; Action</b></p>
<p><i>Advocacies are items typically addressed by Mayor and/or Council. How can the Whitecourt Tourism Committee engage in active advocacy?</i></p> <ul style="list-style-type: none"> <li>• Build partnerships.</li> <li>• Support nonprofit organizations on expansion of facilities, events, and initiatives that support tourism in the area.</li> <li>• Networking.</li> <li>• Support for Culture &amp; Events Centre development.</li> </ul>	<p><u>OPTIONS</u> 1. IN-HOUSE 2. CONSULTANT</p> <p><u>ACTION</u> 1. Support ATV Club trail development. 2. Support Mountain Bike Park development. 3. Work with Woodlands County and the Province on project-based partnerships for tourism development.</p>



# DOING BUSINESS IN WHITECOURT

## ✓ **BUSINESS MARKET ANALYSIS ATTRACTION & RETENTION STRATEGY (Small Community Opportunity Program (SCOP) - Grant for \$70,000:**

- The Request For Proposal development is underway for a thorough market analysis, business environment scan and business case development relevant to Whitecourt.
- The business cases will focus on supporting a consumer need and representing a gap in the market providing a ready-made package for marketing investment opportunities.
- insights gained will provide a foundation for defining strategies, and developing action plans to support attraction and retention efforts.

## ✓ **ALBERTA ADVANTAGE IMMIGRATION PROGRAM (Rural Renewal - RRS & Entrepreneur Stream):**

- Whitecourt has supported 82 local businesses to date in attracting employees under the AAIP Program; 79 of those businesses have met their recruitment needs.
- RRS is currently on hold to undergo a comprehensive review of the labour market needs.
- In 2023, Whitecourt seen 45 permanent residencies.
- 5 exploratory visits were conducted and 1 community support letter was issued under the Entrepreneur Stream in 2024 for one new proposed business.

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

- In the past 6 months Whitecourt welcomed two new doctors and two nurses.
- Doctor Loan Program is being utilized by 3 physicians.
- Provided 6 medical students working in Whitecourt with welcome packages, local business vouchers, and Allan & Jean Millar Centre passes.
- 24 Appreciation Baskets delivered throughout Rural Health Week.
- Successful application to host the 2025 Let's Go Rural Event in Whitecourt. This event offers healthcare students from various University and Colleges to experience the lifestyle in our community, and participate in hands-on skill stations.
- Provided settlement and integration supports to health professionals and their families.
- Advocated for increased health care service delivery/healthcare facility options; hosted Deputy Minister meeting in June.

## ✓ **DOWNTOWN WORKING GROUP:**

- Four main themes were identified through the Working Group for 2024:
  1. Expand Business to Business Communication and Collaboration;
  2. Increase Downtown Business Awareness;
  3. Enhance Downtown Vitalization; and,
  4. Explore Opportunities to enhance Retail Mix in the Downtown
- SCOP will provide a valuable opportunity for analysis in the downtown and identify downtown trends/opportunities to further direct future attraction and retention strategies.
- Continuing to research potential opportunities to support Downtown Vitalization Projects.
- Summer Street Fest scheduled for August 10, 2024.
- Various small business training opportunities were hosted.
- Shop local campaign and business awareness initiative is underway.

## ✓ **SPORTS HOSTING PROGRAM:**

- The Whitecourt Sports Hosting Program was established recognizing the growing interest in the community to host provincial sporting competitions and the positive economic impact that these events bring to the community.
- \$7,000 in funding through the program was allocated in 2024 to date.

## ✓ **WHITECOURT BUSINESS VISITATION PROGRAM:**

- Business visits gather valuable insights into the specific needs, trends, and challenges facing local businesses. This information helps tailor economic development strategies and programs more effectively.
- Completed 85 business visit requests in 2024.
- 41 employee recruitment packages, unrelated to the AAIP Program, provided to date.
- Connected businesses with available resources and supports, such as funding programs, training opportunities, incentives, and business support services.

## ✓ **BUSINESS DIRECTORY:**

- The Business Directory launched to provide a tool for new and established businesses to connect, increase awareness and business presence. There are currently 685 business active on the directory.

## ✓ **#EXPLOREWHITECOURT MARKETING CAMPAIGN - WHITECOURT TOURISM:**

- The #ExploreWhitecourt marketing campaign continues in 2024 with story telling and new video production. The campaign will also focus on a #ShopLocal campaign to encourage both residents and tourists alike to discover the local offerings and unique shops.
- Hosting micro-influencer(s) in the community for profiling Whitecourt and marketing as a tourism hotspot begins next month.

## ✓ **TOURISM PRODUCT DEVELOPMENT & TOURISM ENHANCEMENT GRANT PROGRAMS**

- The Tourism Enhancement Grant Program was established to encourage partnerships with local non-profit organizations to enhance tourism-related events and/or products that enhance tourism in the area. \$7,700 has been allocated through this program to support tourism enhancement projects that have an economic impact on Whitecourt.
- The Tourism Product Development Grant Program was established to provide support in the development of tourism-based products and services and funds can be applied for by any individual, or business, that is developing tourism based products to help develop projects that will benefit the community. Marketing is underway and no funds have been allocated to date under this program.

# PROJECT UPDATES



FUTURE

## ON THE HORIZON:

- Economic Development and Tourism Strategic Planning Session Update;
- Government of Alberta International Office visits;
- Economic Development Newsletter;
- Broadband design, construction drawings, and option review;
- Regional Business Visits to promote Whitecourt provincially and nationally;
- Investment attraction initiatives;
- Developer meetings;
- Work with Healthcare Professionals Attraction & Retention Committee on attraction and retention strategies and increased health care services in the community;
- Work with operators and hoteliers to enhance Stay and Play Packages;
- Career & Education Expo Partnership with an expanded Try-A-Trade Event; and
- Small Business Week Partnership.



## ECONOMIC DEVELOPMENT & TOURISM QUICK LINKS

- [Whitecourt Business Directory](#)
- [Starting a Business](#)
- [Business Support Services](#)
- [Whitecourt Advantage](#)
- [Industry Insights](#)
- [Economic Development Package](#)
- [Community Profile](#)
- [Property For Sale](#)
- [Vitalization Plans & Projects](#)
- [Whitecourt Tourism Guide](#)



Invest in Whitecourt



# WHY WHITECOURT?



**FORWARD THINKING  
FUTURE READY**

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

- 52** minutes <sup>21</sup> Fox Creek
- 1.0** hours Edson
- 2.0** hours Edmonton Int'l Airport
- 3.0** hours Grande Prairie
- 2.5** hours Jasper National Park
- 5.0** hours Fort McMurray

COMMUNITY POPULATION **9,927**



AVERAGE AGE IS A YOUTHFUL

**35 YEARS**  
One of the Youngest Communities in Canada

**70.9%**

WORKING AGE POPULATION



PRIMARY TRADING AREA



**50,000**

**PRIME LOCATION**  
MARKET ACCESS

- Whitecourt has a median family income of \$117,000 compared to the Alberta median of \$96,000.
- Whitecourt's population almost doubled since 1980 and has close to tripled the 1975 population.
- Whitecourt has a youthful age (35.7) years and a high working age population.
- The average assessment value of a single family home is \$333,300.
- 68% of Residents are Homeowners.

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



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

**HOME TO INDUSTRY AND SERVICE PROVIDERS**

AVAILABLE COMMUNITY WORKFORCE

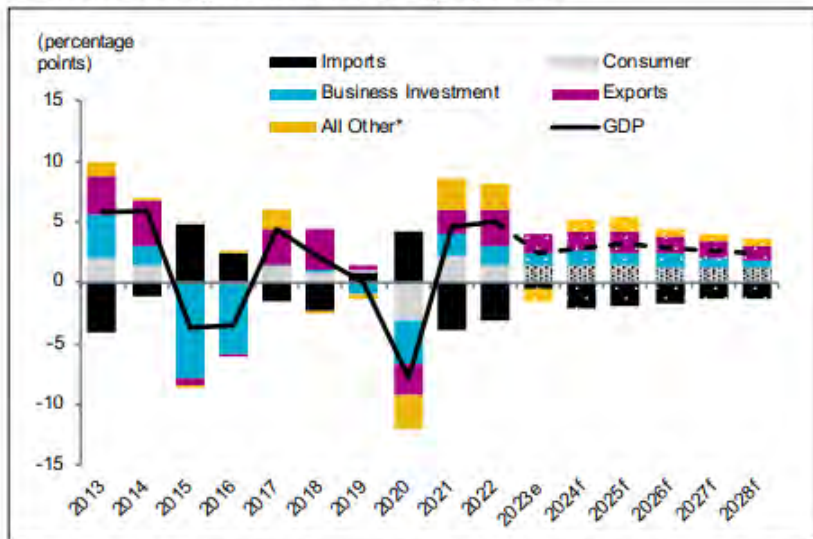
# Economic outlook

## A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 1: Broad-based expansion in Alberta's economy**

Contribution to change in Alberta real GDP by expenditure



Alberta's real GDP growth is forecast to increase to 2.9 per cent and 3.3 per cent in 2024 and 2025, respectively.

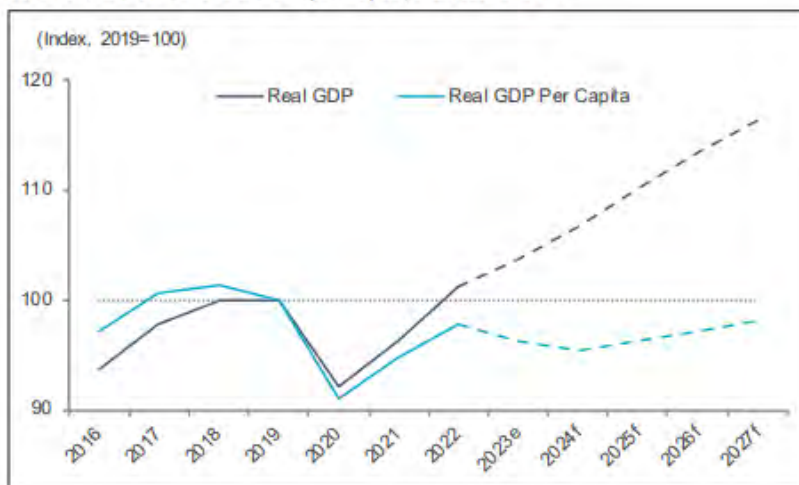
Sources: Statistics Canada, Haver Analytics and Alberta Treasury Board and Finance; e-estimate, f-forecast

\* Includes government spending, residential construction investment, non-profit institution spending and inventories

**Chart 2: Real GDP per capita falling behind**

Alberta real GDP and real GDP per capita, indexed to 2019

Real GDP per capita will rebound in 2025 but remain below 2019 level as economic growth lags behind Alberta's exceptional population growth.



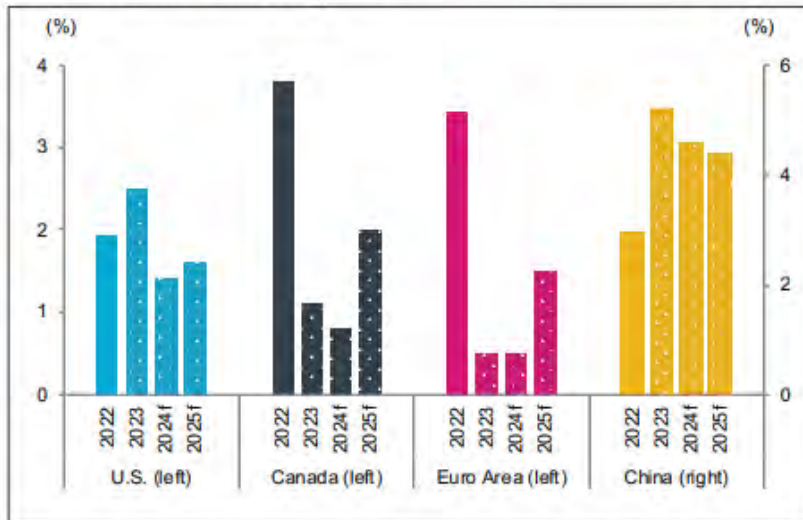
Sources: Statistics Canada, Haver Analytics and Alberta Treasury Board and Finance; e-estimate, f-forecast

## Economic outlook

### A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 3: U.S. outperforming other advanced economies this year**  
Actual and forecast of real GDP growth



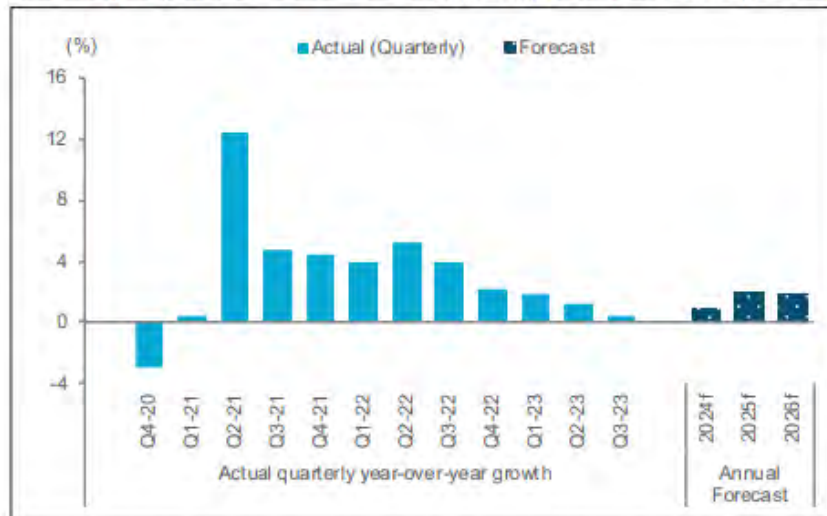
Most economies are expected to see slower growth this year, reflecting headwinds from high interest rates and subdued global demand.

Sources: U.S. Bureau of Economic Analysis, Statistics Canada, Statistical Office of the European Communities, China National Bureau of Statistics, Haver Analytics and Alberta Treasury Board and Finance; f-forecast

**Chart 4: Momentum is slowing in the Canadian economy**

Year-over-year growth in Canadian real GDP, quarterly (actual) and annual (forecast)

Weak consumer spending and sluggish business investment will weigh on Canadian real GDP growth this year.



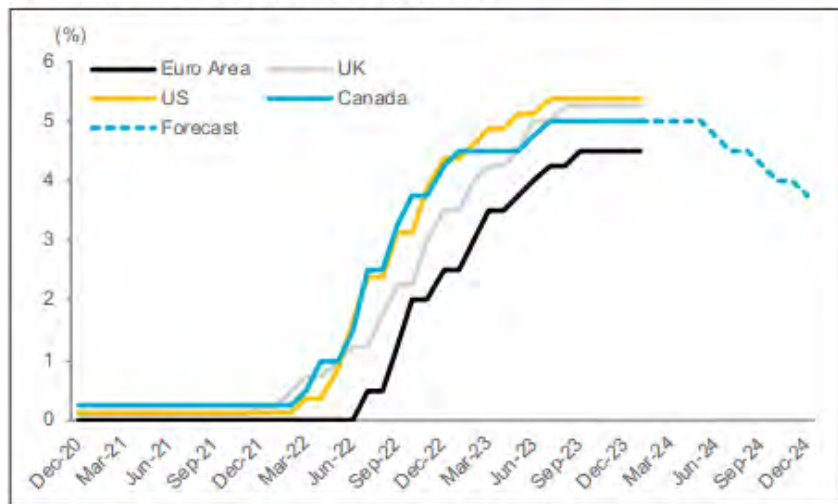
Sources: Statistics Canada, Haver Analytics and Alberta Treasury Board and Finance; f-forecast

## Economic outlook

### A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 5: Bank of Canada to begin rate cuts in June**  
Benchmark interest rates in selected economies\*



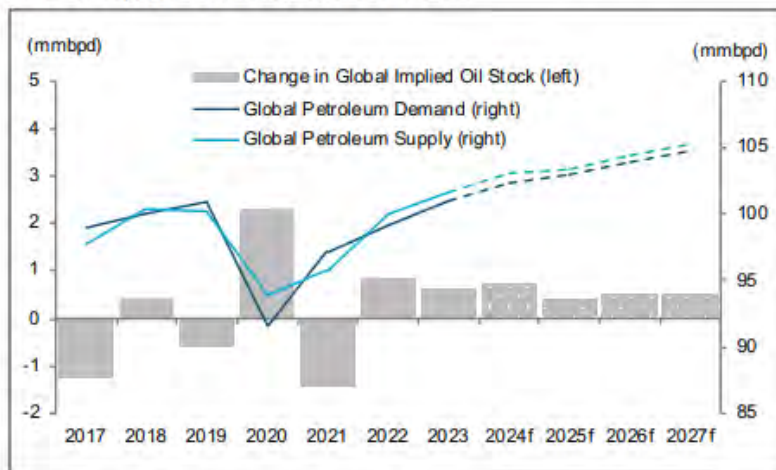
Policy rates have likely peaked in advanced economies, with major central banks expected to begin monetary easing this year.

Sources: U.S. Federal Reserve, Bank of England, European Central Bank, Bank of Canada, Haver Analytics and Alberta Treasury Board and Finance

\* U.S. is the midpoint of the federal funds target rate, Euro area is the main refinancing rate

**Chart 6: Modest surplus in oil markets in the coming years**  
Global oil supply and demand, actual and forecast

Ample global supply and slower global demand are expected to keep a lid on oil prices.



Sources: U.S. Energy Information Administration, Haver Analytics and Alberta Treasury Board and Finance calculations; f-forecast



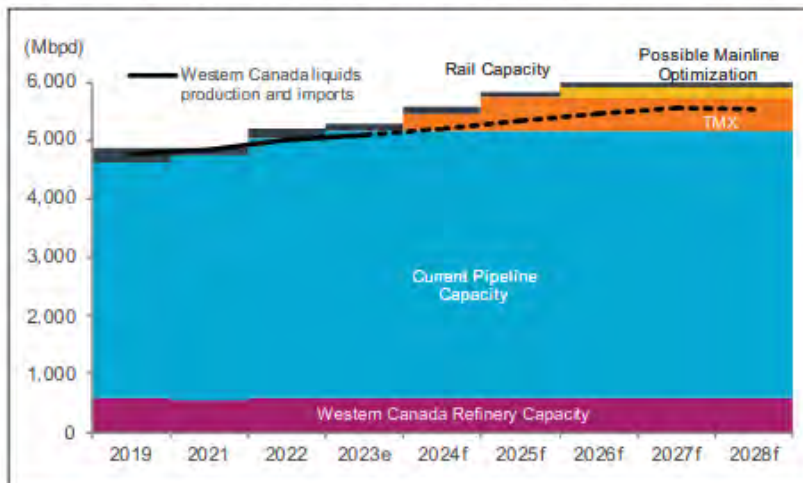
## Economic outlook

### A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 7: TMX to relieve near term pipeline constraints**

Pipeline, rail, refinery capacity and liquids volume transported in Western Canada



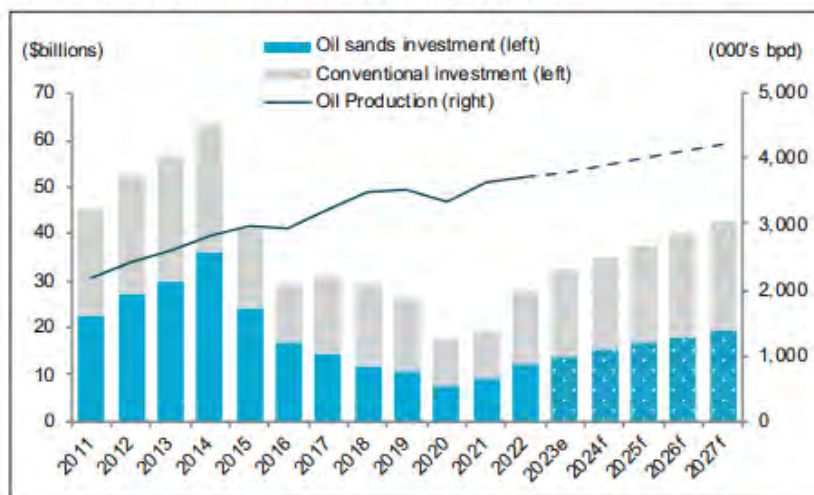
The completion of TMX in 2024 will boost Alberta's takeaway capacity and expand market access for Alberta's oil producers.

Sources: Canada Energy Regulator and Alberta Energy and Minerals; e-estimate, f-forecast

**Chart 8: Spending on operations will support production growth**

Nominal oil and gas investment and crude oil production in Alberta

Oil and gas investment will continue to rise but remain below 2015 levels, held back by political and regulatory uncertainties at the federal level.



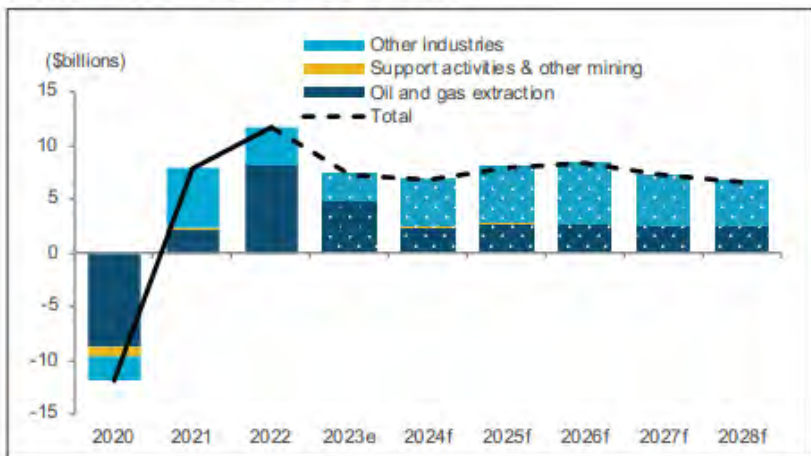
Sources: Statistics Canada and Alberta Treasury Board and Finance; e-estimate, f-forecast

# Economic outlook

## A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 9: Business investment diversifying**  
Change in Alberta non-residential business investment\*



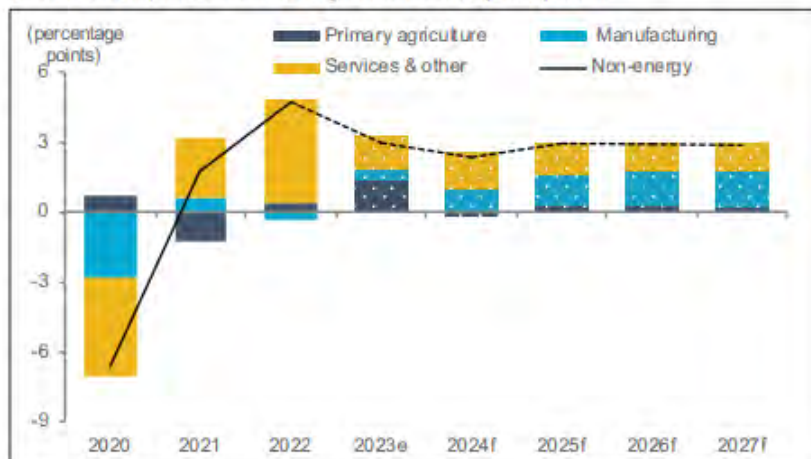
Large-scale investments in clean energy and capacity expansions will boost investment outside the oil and gas extraction sector.

Sources: Statistics Canada, Haver Analytics and Alberta Treasury Board and Finance; e-estimate, f-forecast

\* includes investment in plant & equipment and intellectual property

**Chart 10: Primary agriculture a mild drag on exports this year**  
Alberta real exports outside oil & gas extraction, by component

Lower exports of primary agricultural products will be offset by growth in manufacturing and services exports.



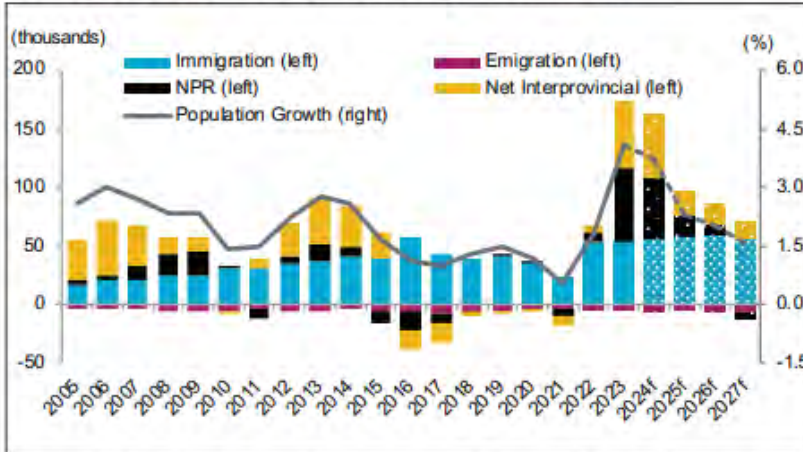
Sources: Statistics Canada and Alberta Treasury Board and Finance; e-estimate, f-forecast

# Economic outlook

## A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 11: Population growth accelerates with surge in NPRs**  
Annual change in the Alberta population by migration component



Alberta's population growth will moderate in the coming years but remain solid.

Sources: Statistics Canada, Haver Analytics and Alberta Treasury Board and Finance; f-forecast

**Chart 12: Multi-family housing inventories hovering around 2014 lows**  
Unabsorbed units by dwelling type

Low inventories remain supportive of homebuilding activity as supply continues to catch up with demand.



Sources: Haver Analytics and Canada Mortgage and Housing Corporation

# Economic outlook

## A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

**Chart 13: Newcomers an important source of labour supply**  
Change in annual employment of new and non-landed immigrants, 2021 to 2023\*



New immigrants and NPRs have filled in labour demand mostly in service-producing industries.

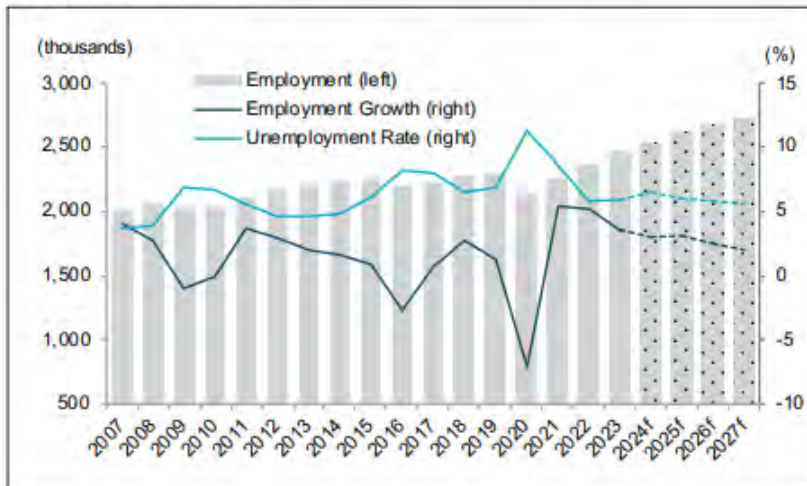
Source: Statistics Canada

\* Newly landed immigrants are defined as those who arrived in Canada in 5 years or less, while non-landed immigrants include non-permanent residents.

**Chart 14: Unemployment rate to decline gradually**

Labour market indicators

Strong working-age population growth will lift the unemployment rate higher in 2024.



Sources: Statistics Canada, Haver Analytics and Alberta Treasury Board and Finance; f-forecast

## Economic outlook

### A summary of Alberta's economic forecast.

Excerpts from: Budget 2024: Government of Alberta Fiscal Plan 2024-2027

Fiscal Year Assumptions <sup>a</sup>	2021-22 Actuals	2022-23 Actuals	2023-24 Estimate	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
<b>Crude Oil Prices<sup>b</sup></b>						
WTI (US\$/bbl)	77.03	89.69	76.50	74.00	74.00	74.00
Light-Heavy Differential (US\$/bbl)	13.56	20.77	17.30	16.00	14.90	13.60
WCS @ Hardisty (Cdn\$/bbl)	79.63	90.62	80.20	76.80	75.60	75.80
<b>Natural Gas Price<sup>b</sup></b>						
Alberta Reference Price (Cdn\$/GJ)	3.48	4.63	2.20	2.90	3.70	3.80
<b>Production</b>						
Conventional Crude Oil (thousands of barrels/day)	445	497	500	507	508	505
Raw Bitumen (thousands of barrels/day)	3,197	3,251	3,324	3,429	3,539	3,650
Natural Gas (billions of cubic feet)	4,027	4,265	4,263	4,291	4,312	4,326
<b>Interest Rates<sup>b</sup></b>						
3-month Canada Treasury Bills (%)	0.19	3.17	4.90	4.10	2.90	2.80
10-year Canada Bonds (%)	1.56	3.05	3.50	3.70	3.60	3.40
<b>Exchange Rate (US\$/Cdn\$)</b>	<b>79.8</b>	<b>75.6</b>	<b>74.1</b>	<b>75.9</b>	<b>78.1</b>	<b>79.7</b>

Calendar Year Assumptions <sup>a</sup>	2021 Actuals	2022 Actuals	2023 Estimate	2024 Forecast	2025 Forecast	2026 Forecast	2027 Forecast
<b>Gross Domestic Product</b>							
Nominal (billions of dollars)	376.4	459.3	440.6	456.1	483.9	510.7	535.6
% change	24.9	22.0	-4.1	3.5	6.1	5.5	4.9
Real (billions of 2017 dollars)	327.1	343.5	351.9	362.1	374.1	384.7	394.6
% change	4.6	5.0	2.5	2.9	3.3	2.8	2.6
<b>Other Indicators</b>							
Employment (thousands)	2,260	2,376	2,461 <sup>c</sup>	2,535	2,614	2,679	2,732
% change	5.4	5.2	3.6 <sup>c</sup>	3.0	3.1	2.5	2.0
Unemployment Rate (%)	8.6	5.8	5.9 <sup>c</sup>	6.5	6.0	5.8	5.6
Average Weekly Earnings (% change)	2.1	2.5	2.4	3.8	3.6	3.4	3.2
Primary Household Income (% change)	6.7	9.7	7.7	6.7	5.6	5.6	5.4
Net Corporate Operating Surplus (% change)	233.2	66.1	-14.5	0.0	4.9	4.5	3.8
Housing Starts (thousands of units)	31.9	36.5	36.0 <sup>c</sup>	38.8	39.9	37.2	37.0
Alberta Consumer Price Index (% change)	3.2	6.5	3.3 <sup>c</sup>	2.5	2.2	2.2	2.2
Retail Sales (% change)	11.7	6.9	5.1	4.5	4.4	4.4	4.4
Population (thousands)	4,432	4,511	4,695 <sup>c</sup>	4,870	4,982	5,083	5,162
% change	0.5	1.8	4.1 <sup>c</sup>	3.7	2.3	2.0	1.6
Net Migration (thousands)	5.5	63.0	168.8 <sup>c</sup>	156.8	91.8	79.9	58.0

<sup>a</sup> Forecast was finalized on January 26, 2024

<sup>b</sup> Forecasts have been rounded

<sup>c</sup> Actual

Source:  
BUDGET 2024  
GOVERNMENT OF ALBERTA | 2024-27  
FISCAL PLAN  
Economic Outlook  
<https://www.alberta.ca/economic-outlook>

**Planning & Development - Monthly Statistics - 2024**  
**Development Permits Issued**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD/24	Prev. Year as of MAY 31	Prev. Year as of Dec 31
<b>CATEGORY</b>															
Residential	1	2	3	5	6								17	12	45
Commercial	1		1	1									3	5	14
Industrial				2	1								3	3	12
Institute/Government		1	1		2								4	0	0
Signage	3		1		2								6	6	12
Home Occ.		1											1	5	10
Change of Use (Business)	2	3	2	3	1								11	17	44
<b>TOTAL PERMITS</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>11</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>48</b>	<b>137</b>

**Value**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD/24	Prev. Year as of MAY 31	Prev. Year as of Dec 31
<b>CATEGORY</b>															
Residential	\$394,000	\$11,000	\$796,920	\$656,299	\$115,000								\$1,973,219	\$1,336,500	\$2,265,100
Commercial	\$20,000	\$0	\$0	\$5,000,000	\$0								\$5,020,000	\$720,000	\$2,185,000
Industrial	\$0	\$0	\$0	\$10,000	\$20,000,000								\$20,010,000	\$200,000	\$8,649,827
Institute/Government	\$0	\$12,000	\$0	\$0	\$40,050,000								\$40,062,000	\$0	\$0
<b>TOTAL VALUES</b>	<b>\$ 414,000</b>	<b>\$ 23,000</b>	<b>\$ 796,920</b>	<b>\$ 5,666,299</b>	<b>\$ 60,165,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,065,219</b>	<b>\$ 2,256,500</b>	<b>\$ 13,099,927</b>

Number & Type of Dwelling Units:	SFD	Duplex	Man. Home	Apartment/Row House/4 Plex	Demo/ Removal	Secondary Suites	Total New Units
January	1						1
February							0
March	1						1
April	1				-2		-1
May					-3		-3
June							0
July							0
August							0
September							0
October							0
November							0
December							0
	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-5</b>	<b>0</b>	<b>-2</b>

Number & Type of Dwelling Units:	SFD	Duplex	Man. Home	Apartment/Row House/4 Plex	Demo/ Removal	Sec Suites	Total
2024 Units:	3	0	0	0	-5	0	-2
2023 Units:	2	0	8	0	-8	2	4
2022 Units:	6	2	13	0	-8	2	15
2021 Units:	6	0	4	0	-12	0	-2
2020 Units:	3	0	4	0	-12	0	-5
2019 Units:	7	0	4	0	-7	1	5
2018 Units:	4	0	5	0			9
2017 Units:	8	0	1	0			9
2016 Units:	14	4	5	0			23
2015 Units:	20	0	8	92			120
2014 Units:	31	4	21	111			167
2013 Units:	40	8	14	36			98
2012 Units:	37	6	38	14			95
2011 Units:	20	2	6	24			52
2010 Units:	16	4	9	3			32

**2024 Residential Demo's:**  
38 Evergreen  
38 Keystone  
106 Wellwood Dr.  
108 Wellwood Dr.  
23 Hillpark

**2024 Residential Starts:**  
5528-47A St - SFD  
50 Riverstone Rd.  
43 Riverdale Bend



# Whitecourt

## REQUEST FOR DECISION

**Date:** June 21, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Rhonda Woods, Economic Development Officer  
**Title:** **WHITECOURT LAUNCH**

### PROPOSAL AND BACKGROUND:

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

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

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

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

The 2024 Whitecourt Launch Program was advertised through social media platforms, on the Town of Whitecourt website, by direct e-mail, through the Whitecourt & District Chamber of Commerce newsletter, and in the local newspaper with a deadline of April 3, 2024. Three eligible applications were received:

Business or Entrepreneur Name	Project
City Furniture	A new business opening in Whitecourt offering furniture and appliance products and services.
Prestige Athletics Ltd.	Assist with expansion of existing programming to include year round options for athletes with special/complex needs and abilities.
The Turn Indoor Golf and Lounge	A new entertainment business opening in Whitecourt with the combination of golf simulators and lounge experience.

Pitch presentations were scheduled for June 18 and Economic Development Committee members rated each candidate with a scoring matrix based on the business proposal, business plan, supporting documents provided, and the pitch presentation. Following the presentations, the Committee reviewed the scoring outcomes and provided a recommendation for the proposal that most closely align with the grant program priorities, goals, and funding availability.

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**REFERENCES:**

- Policy 12-027 – Whitecourt Launch Program

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**BENEFITS/DISADVANTAGES AND OPTIONS:**

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

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**COST AND SOURCE OF FUNDING:**

2024 Budget

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**COMMENTS:**

Candidates that applied to the program worked closely with Administration and were introduced to Community Futures Yellowhead East for additional business mentorship, business feasibility guidance based on the submitted business plan, and pitch presentation assistance.

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**RECOMMENDATION:**

That Council accept the recommendation from the Economic Development Committee and award the Whitecourt Launch Grant Program funding of \$10,000 to The Turn Indoor Golf and Lounge for the new business development.

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**APPROVAL:**

Department Director:

CAO:

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## REQUEST FOR DECISION

**Date:** June 21, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Stephanie Schaffner, Planner  
**Title:** OFF-SITE LEVY ANNUAL REVIEW: 2024 REPORT

### PROPOSAL AND BACKGROUND:

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

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

The 2024 annual report is attached for Council's reference and provides a 'snapshot' of the current state of OSL funds and projects. As part of the review, OSL projects have also been updated to reflect projected future costs of construction. The rates shown in the 2024 report are expected to be adopted for January 1, 2025.

Based on this review, the updated OSL balances and updated project costs provide a revised OSL rate with a slight increase on the current 2024 rates. The table below highlights the current 2024 OSL rates and the new proposed rates for 2025:

Development Type	Current Off-Site Levy Rate	Proposed 2025 Off-Site Levy Rate
<b><i>Residential</i></b>		
<b>Single Family Dwelling Units</b> (including manufactured homes, duplex, triplex, and fourplex developments, excluding row housing)	\$4,710/ DU	\$4,765/ DU
<b>Multi Family Dwelling Units</b> (any development with 5 or more units, including row-housing)	\$2,051/ DU	\$2,075/ DU
<b><i>Non-Residential</i></b>		
<b>Non-Residential</b>	\$54,888 / Ha	\$55,534/ Ha

The OSL percentage breakdown changed slightly from 2023 with transportation increasing from 50% to 51%, water decreasing from 6% to 5%, while wastewater remained at 44% of the costs.

The Off-Site Levy Annual Report was reviewed by the Policies and Priorities Committee on June 17, 2024.

### REFERENCES:

- Town of Whitecourt Off-Site Levy Bylaw 1532 and Off-Site Levy Policy 61-004
- Off-Site Levy Rate Report, September 7, 2017 Opus Stewart Weir Ltd.
- Off-Site Levy Annual Review: 2024 Report – attached

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**BENEFITS/DISADVANTAGES AND OPTIONS:**

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

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**COST AND SOURCE OF FUNDING:**

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

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**COMMENTS:**

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

These numbers, along with the methodology used to complete the calculations, will be re-examined in detail at the major review anticipated to start later this year.

The revised OSL project cost estimates will be included in the next 20 Year Capital and Major Maintenance Plan update.

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**RECOMMENDATION:**

That Council accept the recommendation from the Policies and Priorities Committee and adopt the Off-Site Levy Annual Review: 2024 Report and new proposed Off-Site Levy rates for 2025.

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**APPROVAL:**

Department Director:

CAO:



# OFF-SITE LEVY REVIEW: 2024 REPORT      TOWN OF WHITECOURT

June 2024

## Introduction

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

## Projects Completed in 2023

There were no projects initiated or completed in 2023 that formed part of the off-site levy project list. Therefore, there were no withdrawals from the OSL reserves in 2023.

## Construction Cost Estimates

As has been done for previous yearly updates, the OSL was increased by the Consumer Price Index (CPI) for this annual review. From April 2023 to April 2024 Statistics Canada tracked an overall price increase of 2.7%. This increase can be seen in column 17: "2024 CPI increase 2.7%" of the updated Project List located in Appendix "A".

Appendix "A" includes all of the projects that are being paid for with OSLs as determined by the Municipal Government Act and Bylaw 1532. Estimated future project costs have been updated with CPI of 2.7%. Projects that have already been constructed but the costs are still being recovered from OSLs remain on the list. As these projects are already completed, the construction costs reflect the actual cost of construction of those projects.

## Financial Details

This chart breaks down the specific details of OSLs being held by the Town. The second column shows the OSL funds that were collected in 2023; the third column shows the interest earned on all of the OSLs held by the Town; and the fourth column shows the balances being held as of December 31, 2023. OSL are typically collected at the development permit stage in Whitecourt.

The OSL percentage breakdown changed slightly from 2023 with transportation increasing from 50% to 51%, water decreasing from 6% to 5%, while wastewater remained at 44% of the costs.

### OSL Account Balances 2023

Code	OSL Fees Collected	Interest / Adjustments	Reserve Balance
Roads 4-32-12-761	\$24,400.30	\$ 10,379.79	\$230,960.82
Water 4-41-02-761	\$ 2,870.62	\$ 73,015.33	\$1,456,379.85
Sewer 4-42-04-761	\$ 20,572.80	\$ 85,496.63	\$1,722,496.73

## Updated Rate Schedules

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The proposed updated OSL rates for 2024 based on this annual review can be seen on the chart below. The total cost of all of the OSL projects, as detailed in Appendix "A," are divided across the total land area expected to be developed, to provide an OSL rate per hectare. For residential properties, this figure is then calculated into a per unit rate based on the anticipated number of new dwelling units. The anticipated development land areas, population projections and forecasted dwelling units were not updated as part of this yearly review. These calculations will be re-examined at the major update anticipated to begin later this year.

OSL rates for 2025 as calculated are a small increase on the 2024 rates. No new projects have been added as part of this annual review; and the only increase in project costs is the CPI increase of 2.7%.

### 2025 Fees

DEVELOPMENT TYPE	OFF-SITE LEVY RATE
<b>Residential</b>	
<b>Single Family Dwelling Units</b> (including manufactured homes, duplex, triplex, and fourplex developments, excluding row housing)	\$4,765/ DU
<b>Multi Family Dwelling Units</b> (any development with 5 or more units, including row-housing)	\$2,075/ DU
<b>Non-Residential</b>	
<b>Non-Residential</b>	\$55,534/ Ha

## Conclusion

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

# **APPENDIX "A"**

Project #	Road Section	Type	Length (km)	Unit Cost (per km)	2017 Capital Cost Estimate	Engineering (10%)	Contingency (25%)	2017 Total Capital Cost Estimate	2018 CPI increase 2.3%	2019 CPI Increase 2.0%	2020 CPI increase of 0.9%	2021 CPI increase of 3.4%	2022 CPI increase of 6.8%	2023 CPI increase of 4.4%	2024 CPI increase of 2.7%	Status (Completed / Progress)	Completion Year	Construction Cost	Grants	Project Cost after Grant	Offsite Levy Percentage	Offsite Levy Total	Comments	
<b>Transportation Projects</b>																								
<b>Traffic Signals:</b>																								
TS1	Traffic Signals at Dahl Drive and 41 Avenue	Traffic Signal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2009	\$250,182		\$250,182	100%	\$250,182	Full cost from Offsite Levies
TS2	Traffic Signals at Dahl Drive and 55 Avenue	Traffic Signal	N/A	N/A					N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2014	\$409,174		\$409,174	100%	\$409,174	Full cost from Offsite Levies
TS3	Traffic Signals at Dahl Drive and 49 Avenue	Traffic Signal	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2011	\$259,380		\$259,380	100%	\$259,380	Full cost from Offsite Levies
TS4	Traffic Signals at Hwy 43 and 33 Street (Cost Shared with Province)	Traffic Signal	N/A	N/A	\$500,000	\$50,000	\$125,000	\$675,000	\$690,525	\$704,336	\$710,675	\$734,837	\$784,806	\$819,338	\$841,460	Proposed	2026	N/A	\$420,730.00	\$420,730	100%	\$420,730	Partnership with Alberta Transportation is assumed at 50/50 on this project. 100% of the Town's share will come from offsite levies.	
TS5	Traffic Signals at 52 Avenue and McIlwaine Drive	Traffic Signal	N/A	N/A	\$350,000	\$35,000	\$87,500	\$472,500	\$483,368	\$493,035	\$497,472	\$514,386	\$549,364	\$573,537	\$589,022	Proposed	2035	N/A		\$589,022	100%	\$589,022	Full cost from Offsite Levies	
TS6	Traffic Signals at Mink Creek Road and McIlwaine Drive	Traffic Signal	N/A	N/A	\$350,000	\$35,000	\$87,500	\$472,500	\$483,368	\$493,035	\$497,472	\$514,386	\$549,364	\$573,537	\$589,022	Proposed	2028	N/A		\$589,022	100%	\$589,022	Full cost from Offsite Levies	
<b>Roadways:</b>																								
R1	Mink Creek Road - Arterial Share Existing (55 Avenue to 55 Avenue) <b>4-Lane Constructed Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	1.45		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2001	\$5,270,000		\$5,270,000	12.50%	\$658,750	The roadway was first constructed as a 4-lane roadway. The 2m cost difference between a 2-lane (13m) carriageway and a 4-lane (15m) roadways to be recouped from offsite levies.
R2	47 Street Widening (49 Avenue to 50 Avenue)	Urban Arterial	0.185		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2012	\$713,534	\$478,068	\$235,466	100%	\$235,466	Full cost to widen the existing road (minus grants) to come from Offsite Levies
R3	47 Street Rail Crossing	Urban Arterial	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2012	\$864,892	\$79,825	\$785,067	100%	\$785,067	Full cost (minus grants) to come from Offsite Levies
R4	49 Avenue 2m Widening - Arterial Share (49 Street to 47 Street) <b>4-Lane Constructed Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.37		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2011	\$207,310		\$207,310	100%	\$207,310	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.
R5	Mink Creek Road - Arterial Share East Flats (55th Avenue to Meadows) <b>4-Lane Constructed Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.56		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2010	\$3,118,626		\$3,118,626	12.50%	\$389,828	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.
R6	Dahl Drive Widening (52 Avenue to 55 Avenue)	Urban Arterial	0.29	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2014	\$1,040,938		\$1,040,938	100%	\$1,040,938	The roadway was first constructed as a 4-lane roadway. The 2m cost difference between a 2-lane (13m) carriageway and a 4-lane (15m) roadways to be recouped from offsite levies.
R7a	52 Avenue - Arterial Share (Staples to RiverValley Trailer Park) <b>4-Lane Constructed Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.24	\$2,308,829	\$554,119	\$55,412	\$138,530	\$748,061	\$765,266	\$780,571	\$787,596	\$814,375	\$869,752	\$908,021	\$932,538	Proposed	2026	N/A		\$932,538	9.33%	\$87,006	Project is developer driven and will likely be completed in phases. Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	
R7b	52 Avenue - Arterial Share (RiverValley Trailer Park to 1/4 SEC) <b>4-Lane Constructed Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.85	\$2,308,829	\$1,962,505	\$196,250	\$490,626	\$2,649,381	\$2,710,317	\$2,764,523	\$2,789,404	\$2,884,244	\$3,080,372	\$3,215,909	\$3,302,738	Proposed	2031	N/A		\$3,302,738	9.33%	\$308,145	Project is developer driven and will likely be completed in phases. Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	
R7c	52 Avenue - Arterial Share (1/4 SEC to McIlwaine Drive) <b>4-Lane Constructed Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.68	\$2,308,829	\$1,570,004	\$157,000	\$392,501	\$2,119,505	\$2,168,254	\$2,211,619	\$2,231,523	\$2,307,395	\$2,464,298	\$2,572,727	\$2,642,191	Proposed	2036	N/A		\$2,642,191	9.33%	\$246,516	Project is developer driven and will likely be completed in phases. Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	
R7d	52 Avenue - Arterial Share (McIlwaine Drive to 33 Street) <b>Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	1.082	\$2,309,898	\$2,499,309	\$249,931	\$624,827	\$3,374,067	\$3,451,671	\$3,520,704	\$3,552,390	\$3,673,172	\$3,922,947	\$4,095,557	\$4,206,137	Proposed	2043	N/A		\$4,206,137	9.33%	\$392,433	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	
R8a	33 Street Extension (41 Avenue to 52 Avenue - 13m Wide, 2 Lane Road)	Urban Arterial	1.93	\$2,308,776	\$4,455,938	\$445,594	\$1,113,984	\$6,015,516	\$6,153,873	\$6,276,950	\$6,333,443	\$6,548,780	\$6,994,097	\$7,301,837	\$7,498,987	Proposed	2028	N/A		\$7,498,987	40%	\$2,999,595	Road to initially be constructed as a 2-lane carriageway (the construction of the road to 4 lanes is not within the 25 year window). Approximately 40% of this roadway is along the hillside where development will not occur and therefore this portion of the work will be tagged to offsite levies as it is a general public benefit to accommodate future growth.	
R8b	33 Street Extension (52 Avenue to Mink Creek Road) - 13m Wide, 2 Lane Road	Urban Arterial	0.81	\$2,308,776	\$1,870,109	\$187,011	\$467,527	\$2,524,647	\$2,582,713	\$2,634,368	\$2,658,077	\$2,748,452	\$2,935,346	\$3,064,502	\$3,147,243	Proposed	2033	N/A		\$3,147,243	40%	\$1,258,897.25	Road to initially be constructed as a 2-lane carriageway (the construction of the road to 4 lanes is not within the 25 year window). Approximately 40% of this roadway is along the hillside where development will not occur and therefore this portion of the work will be tagged to offsite levies as it is a general public benefit to accommodate future growth.	
R8c	33 Street Extension (Mink Creek Road to Flats Road) - 13m Wide, 2 Lane Road	Urban Arterial	0.38	\$2,308,776	\$877,335	\$87,733	\$219,334	\$1,184,402	\$1,211,643	\$1,235,876	\$1,246,999	\$1,289,397	\$1,377,076	\$1,437,667	\$1,476,484	Proposed	2041	N/A		\$1,476,484	40%	\$590,594	Road to initially be constructed as a 2-lane carriageway (the construction of the road to 4 lanes is not within the 25 year window). Approximately 40% of this roadway is along the hillside where development will not occur and therefore this portion of the work will be tagged to offsite levies as it is a general public benefit to accommodate future growth.	
R9	49 Avenue 2m Widening - Arterial Share (47 Street to Dahl Drive)	Urban Arterial	0.411	\$459,647	\$188,915	\$18,891	\$47,229	\$255,035	\$260,901	\$266,119	\$268,514	\$277,644	\$296,523	\$309,570	\$317,929	Proposed	2026	N/A		\$317,929	100%	\$317,929	This is an existing 2-lane roadway. The cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	
R10a	Mink Creek Road (Meadows to McIlwaine Drive) <b>Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.26	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2017	\$754,939		\$754,939	16.33%	\$123,282	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.
R10b	Mink Creek Road McIlwaine Drive to 1/4 SEC) <b>Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.33	\$2,309,876	\$762,259	\$76,226	\$190,565	\$1,029,050	\$1,052,718	\$1,073,772	\$1,083,436	\$1,120,273	\$1,196,452	\$1,249,095	\$1,282,821	Proposed	2028	N/A		\$1,282,821	9.33%	\$119,687	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	
R10c	Mink Creek Road (1/4 SEC to 33 Street) <b>Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.84	\$2,309,876	\$1,940,296	\$194,030	\$485,074	\$2,619,399	\$2,679,646	\$2,733,238	\$2,757,838	\$2,851,604	\$3,045,513	\$3,179,516	\$3,265,363	Proposed	2033	N/A		\$3,265,363	9.33%	\$304,658	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.	

R11a	McIlwaine Drive - Arterial Share (Mink Creek Road to School Entrance) <b>Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.54	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2017	\$1,347,774		\$1,347,774	9.33%	\$125,747	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.																		
R11b	McIlwaine Drive - Arterial Share (School Entrance to 52 Avenue) <b>Will be constructed 4 Lanes Initially and Recouped 2m Widening Costs Afterwards</b>	Urban Arterial	0.19	\$2,309,876	\$438,876	\$43,888	\$109,719	\$592,483	\$606,110	\$618,233	\$623,797	\$645,006	\$688,866	\$719,176	\$738,594	Proposed	2028	N/A		\$738,594	9.33%	\$68,911	Cost to widen the road from a 2-lane (13m) carriageway to a 4-lane (15m) to be recouped from offsite levies.																		
<b>TOTAL</b>																																									<b>\$12,778,270</b>

Project #	Water Project	Type	2016 Capital Cost Estimate	Engineering (10%)	Contingency (25%)	2016 Total Capital Cost Estimate									Status (Completed / Progress)	Completion Year	Construction Cost	Grants	Project Cost after Grant	Offsite Levy Percentage	Offsite Levy Total	Comments																			
<b>Water Projects</b>																																									
W1	Water Treatment Plant Capacity Upgrades	Water	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2011	\$10,478,112	\$3,694,773	\$6,783,339	70%	\$4,748,337	Project was estimated to serve a population of 19,000. 70% of the total project was for capacity upgrades and is to be recouped through offsite levies. No new upgrades are proposed within the 25 year window.																			
<b>TOTAL</b>																																									<b>\$4,748,337</b>

Project #	Sanitary Projects	Type	2016 Capital Cost Estimate	Engineering (10%)	Contingency (25%)	2016 Total Capital Cost Estimate									Status (Completed / Progress)	Completion Year	Construction Cost	Grants	Project Cost after Grant	Offsite Levy Percentage	Offsite Levy Total	Comments																			
<b>Sanitary Projects</b>																																									
S1	Wastewater Treatment Plant Capacity Upgrades	Wastewater	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Complete	2000	\$3,117,447	\$904,605	\$2,212,842	100%	\$2,212,842	Capacity upgrade was done to accommodate growth. Full cost of this project is to be recouped through offsite levies.																			
S2	Headworks and Biosolids Handling/Disposal Upgrade	Wastewater	\$5,778,000	\$577,500	\$1,444,500	\$7,800,000	\$7,979,400	\$8,138,988	\$8,212,239	\$8,491,455	\$9,068,874	\$9,467,904	\$9,723,538	Proposed	2040	N/A			\$9,723,538	100%	\$9,723,537.83	Project includes the addition of fine screens, grit removal & washing systems, influent pump upgrades & the conversion to mechanical dewatering of biosolids.																			
<b>TOTAL</b>																																									<b>\$11,936,380</b>



## REQUEST FOR DECISION

**Date:** June 21, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Jennine Loberg, Director of Planning and Development  
**Title:** 2023 COLLISION REPORT

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### PROPOSAL AND BACKGROUND:

The Collision Report is prepared annually and presented to Council. Data from the RCMP is tabulated and analyzed to assist in identifying trends and possible problem areas that might require attention. The Report is forwarded to the Protective Services Committee and to Alberta Transportation for further review and action if required.

Overall, traffic incidents were down 4% from 2022. The largest decrease in number of collisions was seen along Highway 43; down 17% from 2022. These numbers continue to be in-line with previous trends and slightly lower than the averages recorded prior to 2019.

Private property parking lot collisions were similar to the previous year, again comparable with numbers recorded prior to 2019. Collisions at Key Town intersections increased by 18%, bringing the numbers slightly higher than the previous 5 and 10 year averages, but still within the expected range.

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### REFERENCES:

- 2023 Collision Report – attached
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### BENEFITS/DISADVANTAGES AND OPTIONS:

The Collision Report helps to identify areas of concern where we can look at implementing measures to attempt to decrease collisions and injuries at our intersections and our roads within the Town of Whitecourt.

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### COST AND SOURCE OF FUNDING:

N/A – Report completed in house

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### COMMENTS:

There were no new trends or notable changes in collision types, frequencies, or locations in 2023 that would warrant greater scrutiny for potential remedial measures.

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### RECOMMENDATION:

That Council accept the 2023 Collision Report as information and direct Administration to forward the report to the Protective Services Committee and Alberta Transportation and Economic Corridors.

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### APPROVAL:

Department Director:

CAO:

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# ANNUAL COLLISION REPORT

JAN - DEC 2023



## BACKGROUND

Each month, the Town of Whitecourt Planning and Development Department receives a collision report from the RCMP. This data is tracked, and the information is reviewed annually to determine trends, areas of concern, and any changes that might influence that data. Alberta Transportation also releases their annual average traffic count in the spring/summer each year, which helps correlate the data with fluctuating traffic volumes.

For this report, the Town is broken down into four different categories:

- Highway 43 Corridor
- Town Intersections
- Town Streets
- Private Properties/Parking Lots

The Collision Report helps identify areas of concern where the Town could implement measures to attempt to decrease collisions and injuries at Town controlled roads and intersections. It should be noted, however, that the RCMP data relates solely to the type and location of accident, with no indication provided as to road conditions, impaired driving, speed, etc.

## COLLISION DATA

Between January and December of 2023, there were 176 reported collisions compared to 183 in 2022. The total number of collisions across the community decreased slightly from 2022, and continues to be lower than the average number of collisions over the past 5 years. In 2023 we saw the biggest decrease in collisions along the Highway 43 Corridor, as noted in Table 1 below, with a 17% decrease from the previous year.

The breakdown of the 2023 collisions are listed below and Table 1 provides comparison detail to previous years.

- Highway 43 Corridor 35 Collisions (20% of Total 2023 Collisions)
- Town Intersections 42 Collisions (24% of Total 2023 Collisions)
- Town Streets 40 Collisions (23% of Total 2023 Collisions)
- Private Properties – Parking Lots 57 Collisions (32% of Total 2023 Collisions)
- Unknown Locations 2 Collisions ( 1% of Total 2023 Collisions)

<b>Yearly Breakdown of Collisions</b>						
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Highway 43 Corridor	45	36	28	29	42	35
Town Controlled Intersections	37	49	24	43	49	42
Town Controlled Street	95	108	70	61	37	40
Private Property Parking Lots	55	38	35	40	55	57
Unknown Location	-	-	-	-	-	2
<b>Total</b>	<b>232</b>	<b>231</b>	<b>157</b>	<b>173</b>	<b>183</b>	<b>176</b>

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 is outlined in Table 2 below and continues to show that the majority of accidents in our community fall into the Property Damage – Reportable category. Approximately 13% of all collisions resulted in injury, with 0 fatalities occurring in 2023.

<b>Classification</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
F - Fatal	1	1	0	0	3	0
NF-I - Non-Fatal Injury	13	7	12	13	22	23
PD-R - Property Damage - Reportable	207	213	135	103	119	113
PD-NR - Property Damage – Non-Reportable	11	10	10	7	17	22
FSRAS - Fail to Stop or Remain at Scene	-	-	-	49	20	18
Unknown	-	-	-	1	2	-
<b>Totals</b>	<b>232</b>	<b>231</b>	<b>157</b>	<b>173</b>	<b>183</b>	<b>176</b>

There was an average of 15 collisions per month in 2023, with August being the highest month at 20 collisions, followed by September and December with 19 collisions each. This is comparable to 2022 where the monthly average was also 15, but this is the first time in over a decade where there have been more collisions during the spring/summer months (94) than in the fall/winter months (85).

Table 3 identifies the most frequent collision types that are occurring.

<b>Key Collision Types</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Hit and Runs	61	49	40	41	17	19
Backing up	42	59	34	29	32	47
Rear Ended	33	40	11	16	29	21
Side swiped	24	19	9	14	22	22
T-Boned	14	4	10	17	15	11
Left turn across traffic	7	12	14	15	24	15
Struck Object	41	28	37	26	32	32

The attached collision map provides a visual reference showing the location and number of collisions throughout town, as well as identifying collisions that resulted in injury.

Table 4, following the map, identifies the location and number of collisions along Highway 43 and key town intersections throughout our community, excluding random events.

<b>Table 4</b>						
<b>COLLISION LOCATIONS AND INTERSECTIONS</b>						
<b>Highway 43</b>						
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
33 Street & Hwy 43	5	0	1	1	3	6
38 Ave / Kepler St & Hwy 43	6	1	2	3	5	1
Park Drive North & Hwy 43	1	2	0	1	3	2
Dahl Drive / Pine Road & Hwy 43	6	8	8	6	4	5
51 Street & Hwy 43	6	4	3	5	8	5
Hwy 32 & Hwy 43	3	11	2	2	2	4
Mill Road/Govenlock Road & Hwy 43	3	1	2	4	3	0
34 Ave / Caxton St & Hwy 43	0	0	3	1	1	4
42 Ave & Hwy 43	4	3	3	2	6	1
Highway 43 Corridor	11	6	4	4	7	7
<b>TOTAL Highway 43</b>	<b>45</b>	<b>36</b>	<b>28</b>	<b>29</b>	<b>42</b>	<b>35</b>
<b>Key Town Intersections</b> (NB – not a comprehensive list; map shows all accident locations)						
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Dahl Drive / 52 Avenue	4	5	3	5	1	4
Dahl Drive / 41 Avenue	2	1	0	3	4	3
47 Street / 52 Avenue	1	3	1	2	3	2
50 Street / 50 Avenue	2	2	1	0	0	0
50 Street / 51 Avenue	0	0	0	0	0	1
51 Street / 49 Avenue	1	1	3	2	3	2
Dahl Drive / 49 Ave	1	3	1	4	3	3
Dahl Drive / 55 Avenue	2	5	2	5	1	2
Dahl Drive / Kepler Street	0	1	1	3	4	2
42 Avenue / Sunset Blvd (roundabout)	0	2	0	0	1	0
Mink Creek Road / Trading Post Trail	3	0	0	0	2	0
Pine Road / Caxton Street	0	3	1	1	0	4
Mink Creek Road / 55 Avenue	0	0	1	5	0	3
<b>TOTAL Key Intersections</b>	<b>13</b>	<b>26</b>	<b>12</b>	<b>30</b>	<b>22</b>	<b>26</b>
<b>Private Property (Parking Lots)</b>						
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>TOTAL Parking Lot</b>	<b>55</b>	<b>38</b>	<b>35</b>	<b>40</b>	<b>55</b>	<b>57</b>
Shaded cells indicate one or more injuries at these locations (see map for injury numbers)						

In 2023, we saw a similar trend as in 2022 with more collisions at key Highway 43 intersections than at key Town controlled intersections. However, collisions at Highway 43 intersections in 2023 were 17% lower than 2022, whereas collisions at key Town intersections increased 18% from 2022. Overall, this is still comparative with previous years.

Private property parking lot collision numbers were similar to 2022, again interrupting the decreasing trend we had been seeing since 2017. These numbers remain closer to the averages typically seen prior to 2019.

## TRAFFIC VOLUMES

The Town of Whitecourt uses traffic counts from the Highway 43/Dahl Drive intersection and the Highway 43/51 Street intersection to evaluate change in traffic volumes. Increases in traffic volumes typically correspond with increases in collisions and vice versa.

Table 5 compiles the average annual daily traffic counts conducted by Alberta Transportation, and gives us a comparison of traffic volume through town per direction in recent years. In comparing the 2023 data with 2022, the counts indicate that the traffic through our community was similar with a slight overall increase of 2%.

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
West Bound at 51 Street and Hwy 43	17,580	17,060	14,200	13,720	13,340*	13,580
East Bound at 51 Street and Hwy 43	17,640	17,120	13,960	13,800	13,340*	13,620
West Bound at Dahl Drive and Hwy 43	14,090	13,670	11,470	12,320	11,960*	12,200
East Bound at Dahl Drive and Hwy 43	16,340	15,850	13,290	14,030	13,640*	13,940
*2022 data was updated by Alberta Transportation after an error was noted in the previously reported numbers.						

## PREVENTIVE MEASURES

In conjunction with industry standards, the Collision Report can show areas of town that may require further review and/or changes to infrastructure in order to support the safe flow of pedestrian and vehicle traffic.

Roadway improvements that were completed in 2023 include:

- Reconfiguration of the Dahl Drive / 55 Avenue intersection layout to be more clear for drivers. This work was completed in October 2023 and included:
  - Painted island/medians to re-align right turning lanes; and
  - Dashed white guide line to demarcate the "straight through" lane.

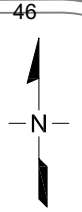
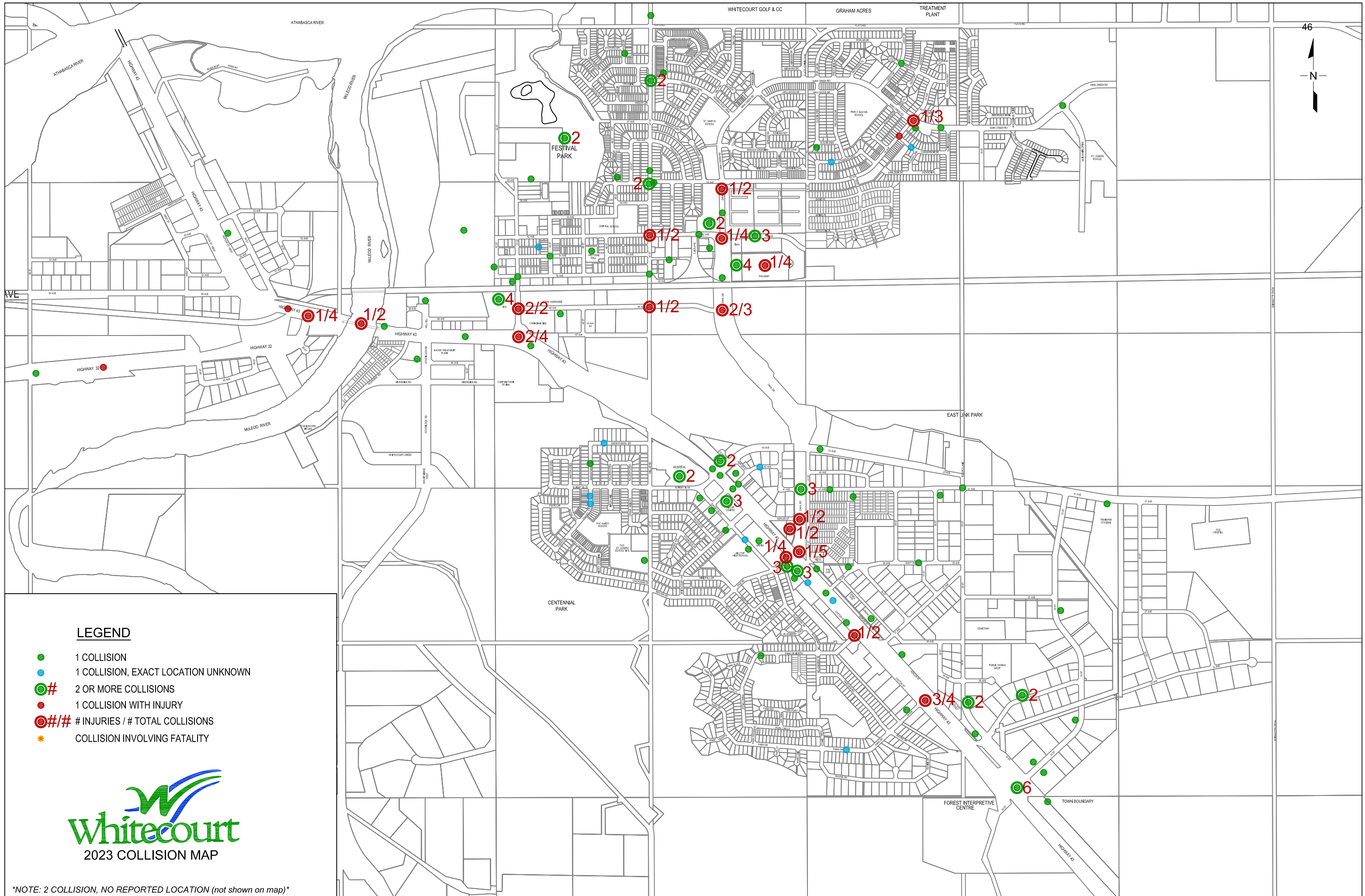
## SUMMARY

Collisions in 2023 were down 4% from 2022. The largest decrease in number of collisions was seen along Highway 43; down 17% from 2022. These numbers continue to be in-line with previous trends and slightly lower than the averages recorded prior to 2019.

Private property parking lot collisions were similar to the previous year, again comparable with numbers recorded prior to 2019. Collisions at Key Town intersections increased by 18%, bringing the numbers slightly higher than the previous 5 and 10 year averages, but still within the expected range.

There were no apparent trends or changes in collision types, frequencies, or locations in 2023 that would warrant greater scrutiny for potential remedial measures.

Overall, the total number of collisions in 2023 is approximately 10% lower than the average number of collisions over the past 5 years.



**LEGEND**

- 1 COLLISION
- 1 COLLISION, EXACT LOCATION UNKNOWN
- # 2 OR MORE COLLISIONS
- 1 COLLISION WITH INJURY
- #/# # INJURIES / # TOTAL COLLISIONS
- ★ COLLISION INVOLVING FATALITY



\*NOTE: 2 COLLISION, NO REPORTED LOCATION (not shown on map)\*



## REQUEST FOR DECISION

**Date:** June 18, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Judy Barney, Director of Corporate Services  
**Title:** 2024 20-YEAR CAPITAL & MAJOR MAINTENANCE PLAN

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### PROPOSAL AND BACKGROUND:

The 2024 20-Year Capital & Major Maintenance Plan (Plan) provides a vision for the long term development and maintenance of the Town of Whitecourt's infrastructure, land development, parks and trails, building, and recreational and cultural facilities to meet the needs of our growing community. This Plan sets broad direction that will help guide decision making, promote sustainability in the future, and enhance residents' quality of life by providing quality services and facilities. It is constantly evolving as new opportunities and challenges arise, and allows for flexibility in meeting changing needs and priorities in the future. The Plan incorporates projects and timelines identified through engineering studies, planning sessions, workshops, budget deliberations and public engagements.

The Plan and underlying strategy for funding was reviewed with Council at the 2024 Council Workshop on February 7, 2024. Since the Workshop, the Plan has been updated to reflect the final budget amendments for 2024 with projects totaling \$20,710,206. The Plan was also updated to reflect the following:

1. Updated construction cost estimates and year for projects in Items 8, and 14 – 20 that will equal the amount included in the Off-Site Levy Bylaw for these projects;
2. Updated the year to 2028 for Item 21, the completion of Pembina Crossing; Items 29 – 30, the 33 Street Railway crossing and signals; and Items 50 – 52, the first phase for storm, sanitary and water projects, to match timing of related projects in Athabasca Flats East area;
3. Updated the year to 2037 for Items 50 – 52, the completion of the second phase of storm, sanitary and water to match timing of related projects in Athabasca Flats East area;
4. Addition of Item 27, the 55 Avenue concrete phased rehabilitation project plan; and
5. Updated construction cost and phasing for flood disaster mitigation project in Item 54.

For the 20-year period, the Plan totals \$201,163,256 for projects with funding projected to come from numerous sources such as grants, developer contributions, off-site levies, debt financing, taxation and reserves. Funding for future years is more difficult to forecast with a high degree of certainty due to the economy, high inflation, etc; however, the underlying assumption for the Plan is:

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

The updated plan was presented at the Policies and Priorities Committee Meeting on June 17, 2024 for feedback and was recommended for adoption by Council.

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### REFERENCES:

- 20 Year Capital and Major Maintenance Plan – attached
  - 20 Year Capital and Major Maintenance Plan Funding – attached
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### BENEFITS/DISADVANTAGES AND OPTIONS:

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

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

2024 Budget

Funding for the Plan for future years comes from numerous sources such as grants, developer contributions, off-site levies, debt financing, reserves and taxation.

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## **COMMENTS:**

Throughout 2024, several initiatives will be undertaken or are underway that will provide information for Council consideration to update the Plan and identify strategies for funding. Some of these initiatives include the following:

- Continue to develop building/facility major maintenance plans;
- Annual review of utility rates to ensure water and sewer sustainability;
- Review and update of the North Flats Area Structure Plan for lands acquired through annexation;
- Continue the development of a resource plans for the North Flat's land;
- Continue the Land Use Bylaw and Municipal Development Plan major review and update;
- Complete a study for the Blue Ridge Road to determine maintenance required to repair the damaged culvert and road;
- Complete a catchment area study to determine the repairs and upgrades required for the drainage system at the 47 Street entrance to Centennial Park;
- Complete the second phase of Asset Management program to create an asset management plan for all asset classes;
- Complete a plan for hazardous tree removal and replanting;
- Undertake a Regional Fire Master Plan that will provide a strategic framework to assist in guiding the delivery of fire protection services within the Town and region for the future;
- Complete the Wastewater Treatment Plant Study to determine upgrades required to meet long term growth;
- Continue with the implementation of the Sportsfield Master Plan;
- Complete Phase One of the five-year IT Modernization Plan to address foundational requirements to improve the network connectivity and bandwidth, to support internet based telephone system replacement and future cloud services;
- Explore partnership opportunities for the implementation of the Regional Business Park Feasibility Study; and
- Complete legislated review and update of the Offsite Levy Bylaw Project costs.

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

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## **RECOMMENDATION:**

That Council accept the recommendation from the Policies and Priorities Committee and adopt the 2024 Twenty Year Capital and Major Maintenance Plan as presented.

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## **APPROVAL:**

Department Director:

CAO:



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2024 Final Budget Twenty Year Capital and Major Maintenance Plan

Ref. No.	Comments	Population growth:																				
		10,292	10,479	10,670	10,864	11,062	11,263	11,468	11,677	11,889	12,106	12,326	12,551	12,779	13,012	13,248	13,489	13,735	13,985	14,239	14,499	
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	
<b>Land Development</b>																						
1	Land Purchase from the Crown/Private				500,000					1,000,000					1,000,000					1,000,000		
2	Land Purchase from the Crown (by-pass)														1,000,000						1,000,000	
3	Land Purchase from the Crown/Private (Industrial)								1,000,000													
4	Lions Campground Relocation				1,000,000																	
5	Develop Service Industrial	20,000																				
<b>Total Land Development</b>		<b>20,000</b>	<b>0</b>	<b>0</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>0</b>	
<b>Roadway Infrastructure</b>																						
6	Street Overlay Program	526,982	537,522	548,272	559,238	570,422	581,831	593,467	605,337	617,443	629,792	642,388	655,236	668,341	681,707	695,342	709,248	723,433	737,902	752,660	767,713	
7	Street Improvements Program	255,000	260,100	265,302	270,608	276,020	281,541	287,171	292,915	298,773	304,749	310,844	317,060	323,402	329,870	336,467	343,196	350,060	357,062	364,203	371,487	
8	Highway 43 East End Traffic Signals			420,730																		
9	West Whitecourt Industrial - Paving									455,000		2,000,000		1,000,000								
10	West Whitecourt Industrial - Road & Drainage Improvements		169,537	596,701																		
11	West Whitecourt Industrial - Road & Drainage Improvements					527,365																
12	West Whitecourt Industrial - Road & Drainage Improvements							584,979														
13	West Whitecourt Industrial - Road & Drainage Improvements									459,195												
14	Widening 49 Ave from 47 To Dahl Drive				317,929																	
15	52 Avenue extension to 33 St.(Wal-Mart) (AFE)				932,538				3,302,738					2,642,191							4,206,137	
16	33 St. Extension (41 Ave to Flats Road)						7,498,987				3,147,243								1,476,484			
17	Traffic Signals 52 Ave./Mcllwaine Drive (AFE)												589,022									
18	Traffic Signals Mink Creek Road/Mcllwaine Drive(AFE)																					
19	Mink Creek Road (Meadows to 33 St.) (AFE)						589,022															
20	Mcllwaine Drive (School Entrance to 52 Ave) (AFE)						1,282,821				3,265,363											
21	Pembina Crossing						738,594															
22	Blue Ridge Road	177,000																				
23	Wayfinding Signs	10,000		10,000																		
24	Highway 43 Street Lighting	40,000																				
25	Street Traffic Controls	15,000																				
26	Concrete Planters Replacement	15,000																				
27	Sidewalk Rehabilitation Replacement Plan	119,255	108,071	100,044	152,524																	
<b>Total Roadway Infrastructure</b>		<b>1,158,237</b>	<b>1,075,230</b>	<b>3,191,516</b>	<b>982,370</b>	<b>12,151,431</b>	<b>863,371</b>	<b>1,465,618</b>	<b>4,200,990</b>	<b>1,830,412</b>	<b>7,347,147</b>	<b>2,953,232</b>	<b>1,561,318</b>	<b>4,633,933</b>	<b>1,011,577</b>	<b>1,031,809</b>	<b>1,052,445</b>	<b>1,073,494</b>	<b>2,571,448</b>	<b>1,116,863</b>	<b>5,345,337</b>	
<b>Rail Infrastructure</b>																						
28	47 St Rehabilitation (15yr)									170,000												
29	33 St Railway Crossing					400,000																
30	33 St Signals					225,000																
31	33 St Rehabilitation (15yr)													170,000								
32	Dahl Drive Rehabilitation (15yr)						200,000													200,000		
33	51 St Rehabilitation (15yr)														200,000							
<b>Total Rail Infrastructure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>825,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	
<b>Utility Infrastructure</b>																						
34	Water Meter Replacement Program	13,000					436,206	458,131	458,131	458,131	458,131	458,131										
35	Water Treatment Plant Expansion																					
36	Water Treatment Plant								186,000	186,000												
37	Water Treatment Plant				102,000										102,000							
38	Water Line Replacement					1,500,000														1,500,000		
39	Water System Upgrade	25,873							1,500,000													
40	Water Treatment System	175,400	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	
41	Wastewater Plant Major Maintenance		50,000	550,000									50,000	550,000								
42	Wastewater Plant - Additional Clarifier																					
43	Sewer Line Replacement (downtown Sewer mains)					1,000,000														\$ 2,100,000		
44	Wastewater Plant - Screw Pumps											200,000									1,000,000	
45	Wastewater System	336,703	45,000	45,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	95,000	
46	Wastewater Plant - Manhole Maintenance		50,000																			
47	Wastewater Plant - Two 1200 MM Manholes 30" Trunk Line			50,000																		
48	Raw Water Facilities	40,000	25,000	25,000	243,500	25,000	-	-	-	271,500	-	12,000	-	35,000	371,500	-	-	-	40,000	-	-	
49	Erosion Control - Athabasca River	25,700																				
50	Athabasca Flats East - Storm						633,750													633,750		
51	Athabasca Flats East - Sanitary						196,377													196,377		
52	Athabasca Flats East - Water						58,233													58,233		
53	Phased Catch Basin Repairs	35,000																				
<b>Total Utility Infrastructure</b>		<b>651,676</b>	<b>265,000</b>	<b>765,000</b>	<b>535,500</b>	<b>4,039,566</b>	<b>648,131</b>	<b>2,148,131</b>	<b>834,131</b>	<b>1,105,631</b>	<b>648,131</b>	<b>402,000</b>	<b>240,000</b>	<b>775,000</b>	<b>1,551,860</b>	<b>190,000</b>	<b>2,290,000</b>	<b>2,690,000</b>	<b>230,000</b>	<b>190,000</b>	<b>190,000</b>	
<b>Disaster Mitigation and Recovery</b>																						
54	Disaster Mitigation	250,537	1,385,358	405,793																		
55	Disaster Recovery	634,773	1,654,906																			
<b>Total Disaster Mitigation and Recovery</b>		<b>885,310</b>	<b>3,040,264</b>	<b>405,793</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Ref. No.	Comments	Population growth:																					
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043		
<b>Parks and Trails</b>																							
56	Walking Trails	Trail Maintenance - Trail Signs CF	10,918	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
57	East End Entrance Sign	Update Sign		100,000																			
58	West End Entrance Sign 43 Street	Update Sign						100,000															
59	South Entrance Feature Hwy. 32 South	Update Sign								100,000													
60	New Parks in New Subdivisions every four years	Developer driven		60,000						60,000				60,000			60,000			60,000			
61	Park Equipment Replacement	As per replacement plan Wedow Drive and Graham Acres CF	130,000	50,000		33,000		50,000		100,000		50,000	50,000	50,000		0	33,000	33,000	133,000	50,000	50,000	33,000	50,000
62	Cemetery Columbarium	Columbarium Addition			36,000					36,000				36,000				36,000					36,000
63	Cemetery Phase - 1	Columbarium Pad, Garden and Gazebo			25,000																		
64	Cemetery Phase - 2	Cemetery Survey, Expand., Road, Landscaping & Pathways									100,000												
65	Outdoor Rinks	Improvements - Ecole St. Anne School	3,000	35,000		35,000					53,600												
66	Centennial Park Pathways	Phased Pathway Reconstruction	1,347,131	604,555																			
67	Centennial Park Catchment Area Outlet	Study																					
68	Centennial Park Catchment Area Outlet	Phase one Construction (End of 47th Street)	120,000																				
69	Dahl Drive Replacement Sign	Upgrade to Digital Sign	100,000																				
70	Mountain Bike Access Road	Mountain Bike Park	200,000																				
	<b>Total Parks and Trails</b>		<b>1,950,599</b>	<b>899,555</b>	<b>161,000</b>	<b>118,000</b>	<b>200,000</b>	<b>246,000</b>	<b>200,000</b>	<b>303,600</b>	<b>171,000</b>	<b>195,000</b>	<b>100,000</b>	<b>171,000</b>	<b>50,000</b>	<b>584,000</b>	<b>525,000</b>	<b>183,000</b>	<b>100,000</b>	<b>196,000</b>	<b>118,000</b>	<b>135,000</b>	
<b>Vitalization</b>																							
71	Vitalization Quick Win/CN ECO Connexion	Highway 43 Median and Entrance Improvements								60,000													
72	Vitalization Quick Wins	Highway 43 Improvements		140,000		125,000				220,000				110,000		70,000			50,000			85,000	170,000
73	Vitalization Downtown	Phase 1 & 2 Underground Utility Line Update (Cost & Drawing)	35,050																				
	<b>Total Vitalization</b>		<b>35,050</b>	<b>140,000</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>220,000</b>	<b>60,000</b>	<b>120,000</b>	<b>0</b>	<b>110,000</b>	<b>0</b>	<b>70,000</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>145,000</b>	<b>0</b>	<b>95,000</b>	<b>0</b>	<b>170,000</b>	
<b>Sportfields' and Regional Parks</b>																							
74	Festival Park - Whitecourt River Slides	Replacement of Liners			150,000			150,000						150,000		150,000							
75	Festival Park Splash Park	Equipment Upgrades		100,000																			
76	Festival Park - Soccer Fields	Sportfield Master Plan (SMP) Project 1				200,000	650,000	500,000		250,000													
77	Learning Campus - Relocation of Football Fields	SMP Project 2				200,000																	
78	Graham Acres - Minor Ball Expansion	SMP Project 3		12,000						800,000	400,000												
79	Festival Park - Entrance/Parking/Rough Grade	SMP Project 4	1,035,281																				
80	Festival Park - Festival Way	SMP Project 5	12,000																				
81	Festival Park - Multipurpose Courts, Festival Park	SMP Project 7		600,000																			
82	Festival Park - Play Areas	SMP Project 10 - Eco Playground & Pump Track						600,000															
83	Graham Acres - Slo-Pitch Expansion	SMP Project 12																					500,000
84	Sportfield Complete Remaining Projects over 10 years	SMP Projects (8,9,11,14,15,16,17) Details Below											192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000	192,000
85	Festival Park - Jumbo Jumper	Landscaping	16,000																				
86	Regional Parks - Festival Park	Major Maintenance Plan	12,500	32,000	222,000	-	25,500	5,000	-	12,000	10,000	15,000	65,000	-	5,000	-	54,000	15,000		448,000	15,000	5,000	
87	Sportfields - Graham Acres	Major Maintenance Plan	11,000	11,000	-	119,512	7,000	2,000	16,000	60,000	-	-	2,000	50,570	6,000	-	10,000	2,000	-	-	-	125,512	
88	Regional Parks - Skate Park	Maintenance of Skatepark Features	10,000																				
89	Regional Parks - Festival Park	You Are Here Sign, Splash Park and Slide Improvements	29,500																				
90	Festival Park - Improvements	Add Concrete Pads and Picnic Tables for Cooking Zone	22,550																				
91	JDA Place Basketball Courts	Enhancements	40,000																				
	<b>Total Sportfields' and Regional Parks</b>		<b>1,188,831</b>	<b>755,000</b>	<b>372,000</b>	<b>519,512</b>	<b>1,432,500</b>	<b>507,000</b>	<b>816,000</b>	<b>722,000</b>	<b>202,000</b>	<b>207,000</b>	<b>409,000</b>	<b>342,570</b>	<b>353,000</b>	<b>192,000</b>	<b>256,000</b>	<b>209,000</b>	<b>192,000</b>	<b>640,000</b>	<b>140,512</b>	<b>505,000</b>	
<b>Buildings</b>																							
92	Allan & Jean Millar Centre (AJMC)	Major Maintenance and Air Conditioning Unit	1,026,489	580,587	118,000	199,500	973,000	176,750	251,487	192,500	92,500	1,256,500	122,764	217,187	6,000	298,500	1,415,000	483,750	463,987	126,000	67,000	659,500	
93	RCMP Expansion/Renovations	Prov. Partnership & Study					3,800,000																
94	RCMP Station	Facility Maintenance	50,250	4,000	68,500	7,000	-	41,000	4,000	148,700	20,000	-	12,000	53,000	15,000	50,000	-	11,000	-	-	-	2,500	-
95	New Public Works Shop	Major Maintenance & Telephone Upgrade	44,500	14,000	-	2,000	-	-	99,000	-	13,000	-	30,000	281,000	-	40,000	-	12,000	180,000	-	-	4,000	-
96	Old Public Works Shop	Major Maintenance	-	56,000	-	-	30,000	-	-	-	-	-	-	13,500	-	12,000	54,000	12,000	-	8,000	25,000	-	
97	Salt Shed	Major Maintenance	-	-	-	-	-	-	-	200,000	-	-	-	-	-	-	-	-	-	246,000	-	-	
98	Cold Storage/Signage	Major Maintenance	-	-	-	-	-	-	8,000	15,500	-	8,000	5,000	-	-	-	-	-	-	-	-	12,000	
99	Culture & Events Centre - Administration Building	Design & Construct., Grant	2,789,773	5,579,545	2,789,772											220,500							
100	Culture & Events Centre - Library	Design & Construct., Grant	2,109,696	4,219,393	2,109,696											135,000							
101	Culture & Events Centre - Arts, Culture and Convention Centre	Design & Construct., Grant	6,645,753	13,291,507	6,645,753											650,000							
102	Culture & Events Centre	Underground Power	248,000																				
103	Forest Interpretive Centre	Major Maintenance	35,200	28,500	10,000	44,000	16,000	23,000	10,000	10,000	24,000	216,000	18,000	10,000	15,000	42,000	188,000	27,000	10,000	10,000	20,200	21,000	
104	Community Resource Centre (CRC)	Major Maintenance	6,700	7,500	63,000	25,000	30,000	7,500	-	222,000	-	7,500	-	30,000	205,000	32,500	-	-	-	585,500	30,000	-	
105	JDA Place Enhancements	Major Maintenance	277,100	211,600	132,000	31,600	171,250	83,600	42,000	276,600	20,000	44,600	50,000	105,600	195,400	97,600	11,250	68,600	64,000	262,600	81,000	290,600	
106	Curling Rink	Major Maintenance - Building Envelope		6,000					2,500				8,000	65,200	4,000					7,000			30,000
107	Transit Shelters	Future Improvements				75,000	75,000	75,000															
108	Hospice	Subject to Final Plan	30,000																				
109	Arts and Craft Building	Major Maintenance - Building Envelope	2,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
110	Cadet Building	Major Maintenance Plan & Light Pole Installation	12,500	-	-	-	-	59,900	-	-	-	-	65,000	-	-	-	-	-	-	-	-	-	-
111	Fire Hall	Ceiling Fans, Auxiliary Heat, Flag Pole Replacement	29,700	10,000	15,000	82,500	31,000	24,000	10,000	200,000	27,000	10,000	18,000	10,000	35,000	21,000	16,000	18,500	10,000	10,000	44,500	15,000	
112	Fire Training Grounds	Paving/Millings	20,000																				
113	Eastlink Park Ski Chalet	Major Maintenance - Building Envelope	-	-	-	-	-	-	-	-	-	-	-	7,500	-	-	-	-	-	-	-	-	-
	<b>Total Buildings</b>		<b>13,327,661</b>	<b>24,013,632</b>	<b>11,956,721</b>	<b>471,600</b>	<b>5,131,250</b>	<b>495,75</b>															



2024 Final Budget Twenty Year Capital and Major Maintenance Plan

Ref. No.	Comments	Population growth:																			
		10,292	10,479	10,670	10,864	11,062	11,263	11,468	11,677	11,889	12,106	12,326	12,551	12,779	13,012	13,248	13,489	13,735	13,985	14,239	14,499
		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
<b>Vehicles and Equipment</b>																					
114	Town Fleet Replacement Program	1,911,616	1,186,500	358,000	1,114,000	631,000	600,000	610,500	518,500	570,500	433,500	988,350	644,500	468,000	870,000	429,500	1,275,900	755,500	415,000	845,000	420,500
115	Fire Department Fleet Replacement Program	120,000	-	20,000	750,000	85,000		85,000	70,000	750,000			85,000		995,000	136,500					85,000
116	Fire Department Equipment Replacement Program	81,000	73,050	43,619	37,307	53,114	123,942	82,291	40,661	68,102	54,466	72,403	357,163	347,447	66,355	107,589	48,449	82,035	50,649	61,790	61,460
117	Transit Bus Fleet Replacement Program			127,000			686,000	368,000						127,000					686,000	368,000	
118	Police Equipment	20,000																			
	<b>Total Vehicles and Equipment</b>	<b>2,132,616</b>	<b>1,259,550</b>	<b>508,619</b>	<b>1,901,307</b>	<b>769,114</b>	<b>1,409,942</b>	<b>1,145,791</b>	<b>629,161</b>	<b>1,388,602</b>	<b>487,966</b>	<b>1,060,753</b>	<b>1,086,663</b>	<b>942,447</b>	<b>1,931,355</b>	<b>673,589</b>	<b>1,324,349</b>	<b>837,535</b>	<b>1,151,649</b>	<b>1,359,790</b>	<b>481,960</b>
<b>Other Assets</b>																					
119	Internet Upgrade					50,000						50,000				50,000					
120	Video Surveillance	116,500	37,000			13,000		21,000	36,000	44,000	15,000	12,000		12,500	27,000	30,000	50,000	44,000		27,000	13,000
121	Video Surveillance	62,500																			
122	Computer Replacement/Upgrades	44,200	34,100	36,600	35,900	29,700	24,200	34,100	36,600	35,900	29,700	24,200	34,100	36,600	35,900	29,700	24,200	34,100	36,600	35,900	29,700
123	Computer Server Replacement/Upgrades	33,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
124	Computer Software Upgrades MS Products	21,785	22,429	22,429	22,429	22,429	92,429	22,429	22,429	86,409	22,429	22,429	92,429	22,429	22,429	22,429	22,429	86,409	92,429	22,429	22,429
125	Computer Software Upgrades MS Products				60,000										60,000						
126	Worktech Software		50,000										50,000								
127	Recreation Program Upgrade - Allan & Jean Millar Centre					60,000															
128	Payroll Software			55,000										55,000							
129	Diamond Upgrades		13,500		13,500		13,500		13,500		13,500		13,500		13,500		13,500		13,500		13,500
130	GIS System		20,000																		
131	Photocopier/Major Office Equipment	5,500	23,200	6,000	43,000	53,035	11,800	21,345	15,200	31,000	9,000	39,000	22,835	11,000	55,200	16,345	6,000	39,000	17,300	45,035	15,200
132	Transit Management Software					20,000					20,000					20,000					
133	Web Page						50,000												50,000		
134	IT Improvements	65,741																			
135	Legacy Project											150,000									
136	Record Management & Electronic Agenda Software	11,000	80,000																		
	<b>Total Other Assets</b>	<b>360,226</b>	<b>280,229</b>	<b>120,029</b>	<b>174,829</b>	<b>185,164</b>	<b>204,929</b>	<b>148,874</b>	<b>123,729</b>	<b>197,309</b>	<b>109,629</b>	<b>297,629</b>	<b>212,864</b>	<b>137,529</b>	<b>214,029</b>	<b>118,474</b>	<b>129,129</b>	<b>253,509</b>	<b>159,829</b>	<b>130,364</b>	<b>93,829</b>
<b>Capital Assets - Not Forecasted/Owned</b>																					
137	41 Avenue base upgrade (Blue Ridge Highway)																				
138	41 Avenue paving (Blue Ridge Highway)																				
139	Second Fire Station																				
140	Dahl Drive Overpass																				
141	33 Street River Crossing																				
142	Water Supply Line - Highway 43 West																				
143	Future Downtown Vitalization Infrastructure																				
144	Post Secondary Learning Campus																				
145	High Performance Sports Field																				
146	Regional Industrial Park																				
147	Cemetery Expansion Study																				
148	Tourism Infrastructure																				
149	Wastewater Master Plan																				
150	Third Arena																				
	<b>Total Capital Assets - Not Forecasted</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>21,710,206</b>	<b>31,728,460</b>	<b>17,480,678</b>	<b>6,328,117</b>	<b>24,734,026</b>	<b>4,595,124</b>	<b>6,416,401</b>	<b>9,203,910</b>	<b>6,266,454</b>	<b>10,652,473</b>	<b>5,556,377</b>	<b>4,482,402</b>	<b>8,547,809</b>	<b>8,333,421</b>	<b>4,484,122</b>	<b>5,977,773</b>	<b>5,879,525</b>	<b>6,297,025</b>	<b>4,576,729</b>	<b>7,912,226</b>

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

84	Sportfield Projects (8,9,11,14,15,16,17) include :	<ul style="list-style-type: none"> <li>Project 8- Sun Shelters</li> <li>Project 9- Disc Golf</li> <li>Project 11- Bridge, Graham Acres</li> <li>Project 14- Rink, Learning Campus</li> <li>Project 15- Multipurpose Courts, Learning Campus</li> <li>Project 16- Practice Field</li> <li>Project 17- Skate Park</li> </ul>
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**Town of Whitecourt  
2024 Twenty Year Capital and Major Maintenance Plan Funding**

Source		Funding Amount		
<b>GRANTS: Approved and/or applied for</b>				
Active Transportation Grant - Centennial Pathways		\$808,279		
Build Canada Grant - Water System Upgrades		17,249		
<b>Canada Community Building Fund</b>				
- 47 Street Sewer Line Replacement	\$200,000			
- Graham Acres Playground	50,000			
- Mountain Bike Access Road	78,600			
- Street Improvements Program	711,769			
- Tandem Hook Lift Replacement	310,187	1,350,556		
<b>Alberta Drought &amp; Flood Protection - Flood Mitigation Projects</b>			175,376	
<b>Disaster Recovery Grant - Flood Infrastructure Repairs</b>			562,166	
<b>Investing in Canada Infrastructure Program</b>				
- Culture and Events Centre	\$3,502,179			
- Festival Park Roadway/Parking and Rough Grade	271,190	3,773,369		
<b>Local Government Fiscal Framework - Capital</b>				
- Allan & Jean Millar Center Drainage	\$39,300			
- Culture & Events Centre	314,430			
- Street Improvements Program	343,212	696,942		
<b>Local Government Fiscal Framework Operating - Surveillance Study and IT Modernization Plan</b>			91,584	
<b>Municipal Sustainability Grant - Capital</b>				
- Culture & Events Centre	\$4,683,564			
- Street Improvements Program	352,401			
- Festival Park Roadway/Parking and Rough Grade	677,980	5,713,945		
<b>Municipal Sustainability Grant - Operating - IT Modernization Plan</b>			69,657	
<b>Miscellaneous Grants - LED Lighting, EV Charger</b>			95,000	
<b>Grants Total</b>			<b>\$ 13,354,123</b>	<b>61.5%</b>

<b>RESERVE CONTRIBUTIONS:</b>				
Future Community Projects		\$859,013		
Water and Sewer Reserve - Water System Upgrade and Improvements**		333,727		
Street Improvement Reserve **		181,089		
Safe Community Initiative Reserve - AJMC Generator**		34,584		
Safe Community Initiative Reserve - Hospice**		30,000		
GST Partnership Reserve - IT Improvements, Spur Signage**		19,000		
Land Reserves**		12,000		
Offsite Levies Reserve - Roads		8,000		
<b>Reserves funded from non-tax sources</b>			<b>\$1,477,413</b>	<b>6.8%</b>
Administration Building Reserve		\$2,186,036		
Fleet Equipment Reserve		1,501,629		
Recreation Facility Reserve		899,319		
Infrastructure Reserve		270,050		
Miscellaneous Reserves		268,655		
Fire Fleet and Equipment Reserve		126,600		
Sustainability Reserve		114,872		
Computer and Office Equipment Replacement Reserve		66,485		
Playground Replacement Reserve		58,600		
<b>Reserves funded through annual operating budget contribution</b>			<b>\$5,492,246</b>	<b>25.3%</b>
<b>Reserve Contribution Total</b>			<b>\$ 6,969,659</b>	<b>32.1%</b>

**Town of Whitecourt  
2024 Twenty Year Capital and Major Maintenance Plan Funding**

Source	Funding Amount		
<b>OTHER:</b>			
Woodlands County Contribution (Capital and Major Maintenance Projects)	\$809,439		
Sponsorship Donation - Mountain Bike Access Road	100,000		
Miscellaneous Capital Revenue - Sale of Assets/Recovered Costs	85,004		
Sponsorship Donation - Leak Detection, Accessible Doors, Valuable Lockers	74,000		
Sponsorship Donation - Command Trailer	10,000		
Sponsorship Donation - Electric Vehicle Charging Station	53,207		
Sponsorship Donation - Trending Fitness Equipment and Skateboard Park	20,000		
Sponsorship Donation - Festival Park Picnic Tables	2,550		
<b>Other Total</b>		<b>\$ 1,154,200</b>	<b>5.3%</b>
<b>TAXES: 2024 Estimate</b>		<b>\$ 232,224</b>	<b>1.1%</b>
<b>TOTAL 2024 Twenty Year Capital and Major Maintenance Plan Funding</b>		<b>\$21,710,206</b>	<b>100%</b>

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



## REQUEST FOR DECISION

**Date:** June 18, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Tara Gallant, Legislative Manager  
**Title:** RECORDS RETENTION AND DESTRUCTION BYLAW 1492-4

### PROPOSAL AND BACKGROUND:

Schedule "A" of Records Retention and Destruction Bylaw 1492 is a classification system that organizes records by the functions and activities of the Town.

As a housekeeping item, proposed Bylaw 1492-4 reflects an update to include the retention of body worn camera and in-car video system footage per Policy 23-016, which was adopted by Council on May 27, 2024.

### REFERENCES:

- Records Retention and Destruction Bylaw 1492
- Records Retention and Destruction Bylaw 1492-4 – attached

### BENEFITS/DISADVANTAGES AND OPTIONS:

The proposed amendment to Schedule "A" reflects retention of body worn camera and in-car video system footage as outlined in Policy 23-016. The Policies and Priorities Committee reviewed Bylaw 1492-4 and recommended it be adopted.

### COST AND SOURCE OF FUNDING:

N/A

### COMMENTS:

N/A

### RECOMMENDATION:

That Council accept the recommendation from the Policies and Priorities Committee and adopt Records Retention and Destruction Bylaw 1492-4.

### APPROVAL:

Department Director:

CAO:

\_\_\_\_\_

  
\_\_\_\_\_

**BYLAW NO. 1492-4  
OF THE TOWN OF WHITECOURT  
PROVINCE OF ALBERTA**

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

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

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

1. That Schedule "A", Records Classification and Retention Schedule, of Bylaw No. 1492-3 be deleted and replaced with the attached Schedule "A" dated June 2024.
2. That this Bylaw shall take effect upon third and final reading and is duly signed.

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.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

Signed by the Mayor and CAO this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Schedule "A"

Records Classification and Retention Schedule - June 2024

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

\* C - Current Year P - Permanent E - Event Required Before Calculating Retention UOS - Until Obsolete or Superseded



<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
	Investment summaries Investment tickets	
<b>AC04 - Budgeting</b>	Preliminary budget Departmental budgets and estimates Working papers Distribution summary sheets and estimates Calculations and background documentation Final budget* Comparison to budget Reserve schedules Budget summaries Budget highlights and changes	C+3 * Final budget kept permanently
<b>AC05 - Capital Asset Accounting</b>	Total cost of assets Net book value of assets Depreciation schedule Copies of invoices	E+7 E= disposition of fixed/tangible capital asset
<b>AC06 - Debt Structuring</b>	Debentures Debt payment schedule Certificate of cancelation	E+7 E= debt paid in full, canceled or matured
<b>AC07 - Financial Planning &amp; Reporting</b>	Financial statements Interim financial statements Working papers (comparison to budget reports) Lead sheets Trial balances	E+7 E=dissolution of municipality
<b>AC08 - General Ledger Control</b>	General ledgers Payroll ledger (register) Asset ledger Accounts payable & Accounts receivable ledgers Fixed asset sub ledgers Utility Detail Ledger, Detail Taxation Ledger	E+7 E= dissolution of municipality
<b>AC09 - Payroll Administration</b>	Employee banking information Subsidized program forms T4s TD1 forms Direct deposit register Year to date payroll summary reports Records of employment (ROE) Garnishments Government remittances and backup Severance paperwork (action forms, authorizations, amendments) Adjustments Deductions from the Canada Pension Plan Employment insurance Income tax and non-statutory deductions Employee information sheet Adjustment sheet	C+7

<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
<b>AC10 - Purchasing</b>	Request for proposals (RFP) Request for quote (RFQ) Vendor bids Vendor recommendations Evaluation matrices Award and justification documents Purchase order generation	C+7
<b>AC11 - Tax &amp; Property Assessment</b>	Notice of special assessments Supplemental notices Property assessment notice Billing requisitions School declaration support NSF notices Recovery notifications Tax notices Customer registration notices Tax penalties and corresponding documentation Arrears letters Copies of warrants Tax certificates Assessment roll* Tax roll* Tax recovery*	C+10* *assessment/tax roll/tax recovery kept kept permanently
<b>AC12 - Financial Planning - Miscellaneous</b>	Journal entries RCMP fines GST returns Safety code remittance	C+7
<b>BU - Business Administration Administration</b>	Use this functional category to organize records that are evidence of the day to day management of administrative activities.	
<b>BU01 - Business Activity Reporting</b>	Departmental presentations Activity reports Contact lists	C+2
<b>BU02 - Event &amp; Meeting Coordination</b>	Registration lists Advertisements Attendance lists Presentations Handouts Meeting notes Agendas	C+2
<b>BU03 - Historical Information</b>	Records of general historical nature, which do not pertain to any specific Business Function.	E+2 E=completion of history book that includes the historical record
<b>BU04 - Inquiry &amp; Request Response</b>	Complaint forms Correspondence	C+5
<b>BU05- Insurance Administration</b>	Certificates of insurance Insurance applications Insurance policies and renewals	E+6 E= expiration of insurance policy

<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
<b>BU06 - Insurance Claims</b>	Insurance claims Claim summaries Supporting information for claim (e.g. photos, witness statements, estimates etc.)	E+10 E= settlement of claim
<b>BU07 - Internal Communication</b>	Intranet content Notifications of social club events	C+2
<b>BU08 - Inventory Control</b>	Inventory reports Reconciliations Fuel level inventory Inventory transfer forms Tracking lists	C+7
<b>BU09 - Local Societies &amp; Non-Profit Organization Participation</b>	Newsletters Bulletins Professional licensing requirements Meeting materials Publications	C+2
<b>BU10 - Travel Arrangement</b>	Approved travel requests Scheduling information Travel itineraries and confirmation of bookings	C+2
<b>CO - Community Development and Programming</b>	Use this functional category to organize records that are evidence of developing and delivery of programs for Town residents.	
<b>CO01 - Cemetery Management</b>	Burial permits Cemetery register Burial plots and ownership records	P
<b>CO02 - Community Funding</b>	Funding application forms Criteria/eligibility checklist Annual funding reports Donation requests Expenditure summaries Copies of receipts Copies of invoices	E+7 E= funding/sponsorship complete
<b>CO03 - Community Programming</b>	Program descriptions Background information on programs Program evaluations and surveys Community Spectrum Membership lists Fee schedules Client files	C+7
<b>CO04 - Economic Development</b>	Records which support developing economic strategies and initiatives Information, reports, statistics and projections related to population growth	UOS+2
<b>EN - Environmental and Safety Responsibility</b>	Use this functional category to organize records that are evidence of securing, preventing and mitigating the impact of operations on personal safety, property, assets or the environment.	
<b>EN01 - Emergency Response Planning</b>	Municipal Emergency Plan Incident response plans	UOS+5

<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
	Inspections and notifications	
<b>EN02 - Environmental Monitoring &amp; Protection</b>	Environmental site assessments Studies (i.e. flood control, space planning, storm drainage etc.) Reclamation/remediation activities Reclamation certificate	P
<b>EN03 - Hazardous Material Storage &amp; Handling</b>	WHMIS Material Safety Data Sheets (MSDS)	C+10
<b>EN04 - Incident Investigation &amp; Reporting</b>	Incident reports Supervisor investigation report Cause Recommendations Prevention plan Photos Witness statements Investigation tracking reports FirePro incident database	E+10 E= incident closed
<b>EN05 - Safety Administration</b>	Tailgate meetings/pre job safety meetings Job safety assessments Copies of Occupational Health & Safety Workplace inspections Safety checklists	C+10
<b>HU - Human Resources Management</b>	Use this functional category to organize records that are evidence of the planning, management and administration of employees, supporting programs and services.	
<b>HU01 - Benefits Programming</b>	Brochures from benefit provider Rates Quotes Presentations Blank forms	UOS+2
<b>HU02 - Employee Administration</b>	Offer letters Photocopies of drivers license License abstract Training certification Performance reviews Year end vacation accruals Employee correspondence Orientation Disciplinary matters Copies of HSE incident reports Medical records/checks Drug testing results Criminal record checks Benefit sign up forms LAPP sign up forms Birth certificates Exit interviews Signed computer purchase plan and fitness plan	E+20 E= termination of employment and benefits/pension obligations fulfilled

<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
	Long term service awards Callout records for firefighters	
<b>HU03 - Recruiting</b>	Job postings Job descriptions Applicants resumes Interview schedules Interview questions Interview notes Final offer letters Reference checks	C+2
<b>HU04 - Staff Attendance &amp; Leave Tracking</b>	Requests for leave forms Timesheets Accrued vacation/sick/absence time reports	C+7
<b>HU05 - Training Development &amp; Delivery</b>	Training content, Course material Attendance reports Presentations Teaching material and supporting documentation	UOS+5
<b>HU06 - Workers' Compensation Coordination</b>	WCB claim reports	E+2 E=settlement of claim
<b>IN - Information Management</b>	Use this functional category to organize records that are evidence of the management and protection of information resources, systems, processes, infrastructure and telecommunications networks.	
<b>IN01 - Information Systems Development &amp; Implementation</b>	Technical documentation User documentation Design documents User testing & test scripts	E+2 E= system no longer in use
<b>IN02 - Information Systems Maintenance &amp; Support</b>	Records which support maintenance and activities of deployed information systems	C+2
<b>IN03 - Telecommunications Control</b>	Records which support installation, operation and maintenance of telecommunication systems: telephones, cellular phones and mobile phone base stations.	C+2
<b>IN04 - Data Management</b>	Geographical data (e.g. parcel and landowner ownership, boundaries, aerial photos etc.)	E+2 E= data no longer relevant
<b>IN05 - Records Administration</b>	File listings Classification schedule FOIP request Request for disposition of inactive record and record validation activities	C+2
<b>IN06 - Records Retention &amp; Disposition</b>	Records destruction authorization and signoff Retention schedule	UOS+2* *destruction certificates kept permanently"
<b>IN07 - Website Administration</b>	Internal and external website design	C+2
<b>LE - Legal Focus</b>	Use this functional category to organize records that are evidence of the protection and representation of legal rights, relationships and responsibilities.	
<b>LE01 - Agreements &amp;</b>	Cost share agreements	E+10

\* C - Current Year P - Permanent E - Event Required Before Calculating Retention UOS - Until Obsolete or Superseded

<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
<b>Contracts Administration</b>	Sponsorship agreements Software agreements Warranties Mutual aid agreement Vendor agreements Website development contract Banking agreement	E= termination of agreement or contract Original contract sent to Town Office and stored with Legislative Coordinator
<b>LE02 - Land Interest Administration</b>	Purchase and land sale agreements Property files Easements Legal plans Subdivision plans and files Encroachments Right of ways Utility line assignments Site plans Real property reports Certificates of title Site sketches Site plans Land use maps	E+80 E= no longer have an interest in the lands
<b>LE03 - Legal Advising</b>	Legal opinions	E+5 E=matter concluded
<b>LE04 - Litigation</b>	Statement of defense Witness statements Court documents	E+10 E= settlement of claim
<b>LE05 - Permit &amp; License Issuing</b>	Blueprints Building permit applications Development permit applications Variance requests	P
<b>LE06 - Compliance Certificates &amp; Site Inspections</b>	Compliance certificates Site inspections	UOS+2
<b>LE07 - Other Permit &amp; License Issuing</b>	Dog Licenses Burn and fire permits Block Party Permits	E+10 E= expiry of permit
<b>LE08 - Regulatory Reporting &amp; Compliance</b>	FOIP reporting - annual statistics Water and Waste Water Treatment Plant reporting Regulatory correspondence Annual Solicitor General report Fire Commissioner Office of Alberta reporting Alberta Environment reporting	E+10 E= submission of report/compliance requirements met
<b>LE09 - Ticketing &amp; Bylaw Enforcement</b>	Report Direct Program Resident complaints regarding bylaws Orders to comply Bylaw infractions Violation tickets	E+10 E= offence notice resolved *Date footage recorded +3; in the event a complaint is levied

Business Function	Records Description	Total Retention (Years)
	Inspection reports Complaint files Call logs Warning tickets *Body Worn Camera Footage *In-Car Video System Footage	against a Peace Officer the footage will be kept from the date it was recorded +5
<b>OG - Organizational Governance</b>	Use this functional category to organize records that are evidence of leadership and direction as well as the coordination of management and Council practices.	
<b>OG01 - Auditing</b>	Audit reports Recommendations Audit action plans Audit interview schedules Audit observations	E+7 E= period covered by two most recent completed audits
<b>OG02 - Bylaw Development</b>	Working papers Supporting material	E+2 E=bylaw accepted/passed by Town Council
<b>OG03 - Census Coordination</b>	Final census report Oath of office Summaries Working papers	UOS+2
<b>OG04 - Council Committees &amp; Boards Management</b>	Agendas Board and Committee meeting minutes Request for decision Request for direction Development applications and back up documents Terms of reference	P
<b>OG05 - Council Governance</b>	Council agendas Council minutes Signed bylaws Signed policies and procedures Final versions of motions and resolutions	P
<b>OG06 - Elections Coordination</b>	Election nomination lists Nomination papers Oath of office Candidate reports Election results (unofficial and official) Election ballots Affidavit of witness for destruction of elections material and voters registers	E+2* E= Council Elected *ballot boxes and voter registers retained for 6 weeks only
<b>OG07 - External Communications</b>	Brochures Publications and notices (e.g. information on Animal Control, Tax Deferral Program, Development & Building Permit, Budget Report) Press releases Radio scripts Advertisements	UOS+2

\* C - Current Year P - Permanent E - Event Required Before Calculating Retention UOS - Until Obsolete or Superseded

<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
	Content for Town external website and social networking sites (e.g. Facebook)	
<b>OG08 - Grant &amp; Sponsorship Administration</b>	Grant application forms Reporting forms Correspondence Compliance reporting Annual FCSS report Expenditures of FCSS program Schedule A and B reports	E+12 E= final grant report submitted and/or funding/sponsorship complete
<b>OG09 - Policy &amp; Procedure Development</b>	Policy Manuals Departmental processes and procedures Standard Operation Guidelines (SOG)	UOS+2
<b>OG10 - Strategic Planning</b>	Area Structure Plan	UOS+2
	Municipal Sustainability Plan Municipal Development Plan Quality Management Plan (QMP)	
<b>OP - Operations &amp; Construction Management</b>	Use this functional category to organize records that are evidence of the ongoing management of the Town's construction and operations activities.	
<b>OP01 - Equipment &amp; Unit Administration</b>	Preventative maintenance schedules Registration and licensing Lists of serial numbers or vehicle identification numbers (VIN) Work orders Pre and post trip inspections Commercial vehicle inspection Equipment service manuals Warranty items Equipment checklists and inspections Bill of sale	E+5 E= disposition of equipment/unit
<b>OP02 - Facilities &amp; Infrastructure Design &amp; Construction</b>	Issued for construction drawings As-built drawing Project progress reports Engineering plans Operation and Maintenance Manuals Construction Completion Certificates (CCC) and Final Acceptance Certificates (FAC) Letters of credit (copies) Flood risk management plans Storm water management plans Securities (copies)	E+10* E= life of facility/infrastructure *Issued for construction drawing may be destroyed following date of receipt of as-built drawing plus 2 years
<b>OP03-Facilities &amp; Infrastructure Guidelines &amp; Standards</b>	Architectural landscaping guidelines Design standards	UOS+2
<b>OP04 - Facilities &amp; Properties Inspection, Maintenance &amp; Repair</b>	Playground inspection reports Ice thickness reports Pool water test logs Ice plant checks Inspections of buildings & equipment	C+5

\* **C** - Current Year **P** - Permanent **E** - Event Required Before Calculating Retention **UOS** - Until Obsolete or Superseded



<b>Business Function</b>	<b>Records Description</b>	<b>Total Retention (Years)</b>
	Landscaping maintenance	
<b>OP05 - Road &amp; Sign Maintenance</b>	Specifications Sign & signal inspections	C+5
<b>OP06 - Utility Service Connections</b>	Meter reading requests Meter inspection reports Line locates Meter repairs Service installation reports Schematics of line on property Utility change form Waste cart codes	E+7 E= removal of meter
<b>OP07 - Water &amp; Waste Water Control</b>	Surveys on drinking water Analysis of drinking water Month end reports Consumption reports Pressure reports	E+10 E= life of water and waste water system
	Service line leak detections Maintenance reports	
	Water main repairs Photographs Sludge analyses Lab results Water sample results Main flushing records Reports and other records related to the operation of the treatment facility Records related to the maintenance of the sewer lines such as call-outs, repairs etc.	



## REQUEST FOR DECISION

**Date:** June 17, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Peter Smyl, Chief Administrative Officer  
**Title:** APPOINTMENT OF DEPUTY MAYOR

### PROPOSAL AND BACKGROUND:

Per Procedure Bylaw 1556, Council rotates the position of Deputy Mayor. The next term will run from July 1 – October 31, 2024.

### REFERENCES:

- Procedure Bylaw 1556
- Oath of Office – attached

### BENEFITS/DISADVANTAGES AND OPTIONS:

Rotating the Deputy Mayor position provides all Councillors the opportunity to fulfill this role.

### COST AND SOURCE OF FUNDING:

2024 Budget

### COMMENTS:

N/A

### RECOMMENDATION:

That Council appoint Councillor Tara Baker to serve as Deputy Mayor from July 1 – October 31, 2024, as recommended by the Mayor.

### APPROVAL:

Department Director:

CAO:



**OFFICIAL AFFIRMATION**

I, Tara Baker, do affirm that I will diligently, faithfully, and to the best of my ability, execute according to the law, the office of Deputy Mayor for the Town of Whitecourt, for the period of July 1 – October, 2024.

AFFIRMED BEFORE ME at the Town of )  
Whitecourt, in the Province of Alberta )  
this \_\_\_\_ day of June, 2024. )  
)  
)  
)  
)  
\_\_\_\_\_)  
Tom Pickard )  
Mayor – Town of Whitecourt )

\_\_\_\_\_  
Tara Baker



## REQUEST FOR DECISION

**Date:** June 20, 2024  
**Meeting:** June 24, 2024 Regular Council Meeting  
**Originated by:** Peter Smyl, Chief Administrative Officer  
**Title:** REQUEST FOR SPECIAL MEETING OF COUNCIL

### PROPOSAL AND BACKGROUND:

Administration is proposing a Special Meeting of Council be scheduled for 4:00pm on July 8, 2024 in regards to the Culture & Events Centre.

### REFERENCES:

N/A

### BENEFITS/DISADVANTAGES AND OPTIONS:

The tender for the Culture & Events Centre project was issued April 23, 2024. Clark Builders (construction manager) and BR2 Architecture (prime consultant) have been reviewing submissions, and anticipate that they will have completed their final review and recommendation for the Town of Whitecourt by July 8, 2024.

### COST AND SOURCE OF FUNDING:

2024 Budget

### COMMENTS:

N/A

### RECOMMENDATION:

That Council schedule a Special Meeting of Council to discuss the Culture & Events Centre on Monday, July 8, 2024 at 4:00pm at the Forest Interpretive Centre.

### APPROVAL:

Department Director:

CAO:

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## REQUEST FOR DECISION

**Date:** May 9, 2024  
**Meeting:** May 13, 2024 Regular Council Meeting  
**Originated by:** Wendy Grimstad-Davidson, Executive Assistant  
**Title:** ALBERTA MUNICIPALITIES 2024 CONVENTION

### PROPOSAL AND BACKGROUND:

The annual Alberta Municipalities Convention is scheduled for September 25 – 27 at Westerner Park in Red Deer. As with previous years, there will be dialogue sessions with provincial Ministers, keynote speakers, and education sessions leading up to the conference.

Pre-Convention Sessions run from 8:30am to 4:00pm on Tuesday, September 24:

- EOEP – Effective Meetings – this course provides an interactive experience to help participants understand and improve meetings; how rules of order and proper procedure enhance meetings, and provide the tools to make meetings work;
- EOEP – Council’s Role in Public Engagement – helps Council understand public engagement policy and framework and the role of the elected official in different types of decision making, along with differentiating between what is and isn’t public engagement;
- EOEP – Council’s Role in Land Use and Development Approvals – helps Council understand their role in long term land use planning; and
- Full Day Legal Seminar – Hosted by Reynolds Mirth Richards and Farmer LLP – the seminar focuses on recent Court decisions that have an effect on municipal responsibilities in the impact of providing services to residents and visitors.

Early bird registration ends August 16.

### REFERENCES:

- Alberta Municipalities Website

### BENEFITS/DISADVANTAGES AND OPTIONS:

The convention allows Council the chance to network and learn about current events and the impacts on municipal government. It is also helpful for Council and Administration to meet with provincial organizations to obtain answers to specific questions regarding our community.

### COST AND SOURCE OF FUNDING:

2024 Budget

### COMMENTS:

The Executive Assistant will register those Councillors wishing to attend the convention.

### RECOMMENDATION:

That Council be authorized to attend the 2024 Alberta Municipalities Convention and education sessions from September 24 – 27, 2024.

### APPROVAL:

Department Director:

CAO:



## REQUEST FOR DECISION

**Date:** June 20, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Wendy Davidson, Executive Assistant  
**Title:** **ALBERTA MUNICIPALITIES 2024 CONVENTION – MEETING WITH MINISTER OF MUNICIPAL AFFAIRS**

### PROPOSAL AND BACKGROUND:

The annual Alberta Municipalities Convention is scheduled for September 25 - 27, 2024.

The Minister of Municipal Affairs will be attending the convention and hosting a limited number of meetings. Requests to meet with the Minister must be submitted by July 12 and must include three priority items for discussion.

### REFERENCES:

Email dated June 14 from Alberta Municipal Affairs – attached

### BENEFITS/DISADVANTAGES AND OPTIONS:

In the past, Whitecourt has always been able to meet with Ministers on request. Should Council choose not to sign up for the opportunity to meet with Minister McIver at this time, future meetings could be requested of the Minister and Town Council would then be able to participate in convention sessions in their entirety.

### COST AND SOURCE OF FUNDING:

2024 Budget

### COMMENTS:

Council will be updated on timelines and potential meetings during the Convention closer to the date.

### RECOMMENDATION:

That Council provide direction to Administration on whether or not to sign up for the opportunity to meet with the Minister of Municipal Affairs at the 2024 Alberta Municipalities Convention.

### APPROVAL:

Department Director:

CAO:

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## Wendy Davidson

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**From:** Wendy Davidson  
**Sent:** June 21, 2024 10:25 AM  
**To:** Wendy Davidson  
**Subject:** FW: Meeting request with Minister McIver – ABmunis Fall 2024 Convention

**From:** MA Engagement Team [<mailto:ma.engagement@gov.ab.ca>]  
**Sent:** Friday, June 14, 2024 11:37 AM  
**To:** MA Engagement Team <[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)>  
**Subject:** Meeting request with Minister McIver – ABmunis Fall 2024 Convention

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

1. Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  1. It is highly recommended to provide details on the discussion topics.
2. Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
3. Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team  
 Municipal Services Division  
 Municipal Affairs

<image001.png>



# Whitecourt

## REQUEST FOR DECISION

**Date:** June 12, 2024  
**Meeting:** June 24, 2024 Regular Meeting of Council  
**Originated by:** Wendy Grimstad-Davidson, Executive Assistant  
**Title:** STREET CLOSURE REQUEST – DOWNTOWN STREET FEST

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### PROPOSAL AND BACKGROUND:

The Economic Development Committee, in partnership with the Town's Community Services Department, is planning a Downtown Street Fest on Saturday, August 10, 2024, from 2:00 – 7:00pm in the downtown core.

The event would include entertainment, community food vendors, multi-cultural activities and late-night shopping and would require the closure of:

- 50 Street from 52 Avenue to the alley entrance south of 51 Avenue;
- 51 Avenue from 49 Street to the alley entrance west of 50 Street; and
- A portion of the 52 Avenue parking lot;

as shown on the attached map. Activities are also planned in Friendship Park and in a portion of the 52 Avenue parking lot. Successful candidates from the Alberta Advantage Immigration Program Rural Renewal Stream who have filled vacant, full-time positions in Whitecourt will be invited to celebrate them and welcome them into the community.

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### REFERENCES:

- Map – attached
  - Policy 31-005 – Parades/Processions/Demonstrations/Events
- 

### BENEFITS/DISADVANTAGES AND OPTIONS:

Celebrating diversity and culture in the heart of Whitecourt will strengthen and welcome new community connections. The increased foot traffic from residents and visitors will benefit businesses in the downtown area and provide an opportunity to increase sales and awareness. In addition, businesses located in the event can utilize extra space to program in front of their business, such as an extended patio or pop-up.

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### COST AND SOURCE OF FUNDING:

2024 Budget

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### COMMENTS:

The request was circulated to emergency services and town departments. The Fire Department has requested that emergency access be maintained at all times and that fire hydrants remain accessible.

The Whitecourt & District Chamber of Commerce is also working with Administration to coordinate business participation.

The inaugural Street Fest held in 2023 was an overwhelming success and the Committee is looking forward to building on that success for 2024.



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**RECOMMENDATION:**

That Council approve the closure of:

- 50 Street from 52 Avenue to the alley entrance south of 51 Avenue;
- 51 Avenue from 49 Street to the alley entrance west of 50 Street; and
- A portion of the 52 Avenue parking lot;

from 7:30am to 8:00pm on Saturday, August 10, 2024; 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.

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**APPROVAL:**

Department Director:

CAO:

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Scale 1: 1,500



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## REQUEST FOR DECISION

**Date:** June 20, 2024  
**Meeting:** June 24, 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

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**REFERENCES:**

- Health Professionals Attraction & Retention Committee – January 31 & May 6, 2024
- Protective Services Committee – March 18, 2024
- Economic Development Committee – March 19, April 16 and May 21, 2024;
- FireSmart Working Group – March 27, 2024;
- Community Services Advisory Board – May 14, 2024

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**BENEFITS/DISADVANTAGES AND OPTIONS:**

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

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**COST AND SOURCE OF FUNDING:**

N/A

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**COMMENTS:**

N/A

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**RECOMMENDATION:**

That Council accept the Councillor Reports item as information.

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**APPROVAL:**

Department Director:

CAO:

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**MINUTES OF THE REGULAR MEETING OF  
Health Professionals Attraction and Retention Committee (HPARC)**  
held on Wednesday, January 31, 2024  
at the Town of Whitecourt Large Board Room – 12:00 p.m.

Present:	Chair Belke; Members Baker, Madsen, Robinson, and Halladay; Economic Development Officer Woods, and Recording Secretary Allen.
	RhPAP Rural Community Consultant Fagnan attended virtually.
Absent:	Member Schlosser, Thachuk, Kusch, Roszko, and Smith.
Call to Order:	The Meeting was called to order by Chair Belke. Time 12:06 pm.
Adoption of Agenda:	<u>24-001 Moved by Member Madsen</u> That the Agenda be accepted as presented.
Minutes from November 15, 2023 Regular Committee Meeting:	<u>24-002 Moved by Member Robinson</u> That Minutes from the November 15, 2023 Regular Committee Meeting be accepted as presented.
Whitecourt & District Health Partnership Update:	Mayor Pickard provided an update on tasks and strategies underway with the Whitecourt & District Health Partnership Committee and updates on rural health initiatives in the region. Mayor Pickard noted Health Minister Adriana LaGrange will be hosting an in-person public consultation in Whitecourt in the fall to gather feedback from health professionals and members of the public. It was noted that during an informal meeting with Mayor Pickard and Health Minister LaGrange that the Minister was impressed with the progress of the Health Professionals Attraction and Retention Committee's and greatly appreciated the passion and efforts to strengthen health care services in the community.
	<u>24-003 Moved by Member Madsen</u> That the Health Professionals Attraction and Retention Committee accept Whitecourt & District Health Partnership Update as information.
	- CARRIED.
RhPAP's Rural Community Development and Engagement Team Update – Anita Fagnan:	Rural Health Professions Action Plan (RhPAP) Rural Community Consultant Fagnan provided an overview on the "Lets Go Rural" initiative that would provide high school students the opportunity to learn more about rural health care and provide hands-on demonstrations. Rural Community Consultant Fagnan noted a representative from Hilltop High School has already begun looking into the event and that it would be beneficial if a member of the Committee would partner with the high school on this event and complete an Expression of Interest (EOI) to Rural Health Professions Action Plan (RhPAP) before March 15, 2024.
	Rural Community Consultant Fagnan noted the RhPAP hosts a Rural Community Health Provider Attraction and Retention (A&R) Conference will be held in Wainwright, Alberta from October 8-10, 2024. The provincial conference is an opportunity for rural community A&R committees, as well as interested community members from across Alberta, to come together and share experiences, learn about new initiatives related to the attraction and retention of health-care providers to rural communities, and network with other rural community members.

24-012 Moved by Member Baker

That the Health Professionals Attraction & Retention Committee proceed with the 2024 Project List as presented with the addition of a cooking class to be held in the Spring.

- CARRIED.

Blue Sky Discussion:

Member Baker noted that a representative from the Town of Hinton provided positive feedback on the organization and project coordination from Whitecourt's HPARC team and inquired about a contact to support the development of its Committee. Member Baker provided an update on the resolution of the Tamarack Health Advisory Council and noted this would be her last meeting in attendance.

Rural Health Professions Action Plan (RhPAP) Rural Community Consultant Fagnan provided an overview on events and activities underway including the RhPAP Conference scheduled for October 8-10 in Wainwright, a pilot project under way supporting partnerships on recruitment for new hires; and the upcoming Rural Health Week events. It was noted a written update would be provided by email and Administration would forward this to Committee Members.

24-013 Moved by Member Schlosser

That the Health Professionals Attraction and Retention Committee accept the Blue Sky Discussions as information.

- CARRIED.

Information Items:

The following items were included for information items:

- Honourable Rajan Sawhney Letter dated April 9, 2024; and
- Tamarack Health Advisory Council Presentation dated March 2024.

24-014 Member Madsen

That the Health Professionals Attraction & Retention Committee accept the information items as information.

- CARRIED

Date of Next Meeting:

The next meeting date is scheduled for June 12 at Noon at the Town Office, Large Boardroom. The following meeting in September was moved to September 18 at Noon to accommodate members' schedules.

Adjournment:

24-007 Moved by Chair Schlosser

That the Regular Meeting of the Health Professionals Attraction and Retention Committee be adjourned. Time 1:15 p.m.

- CARRIED.



Chair

**MINUTES OF THE REGULAR MEETING OF  
Health Professionals Attraction and Retention Committee (HPARC)**  
held on Monday, May 6, 2024  
at the Town of Whitecourt Large Board Room – 12:00 p.m.

- Present: Chair Belke; Members Schlosser, Baker, Madsen, Robinson, Kusch, and Halladay; Economic Development Officer Woods, and RhPAP Rural Community Consultant Fagnan.
- Absent: Member Thachuk, Roszko, and Smith.
- Minutes: Economic Development Officer Woods.
- Call to Order: The Meeting was called to order by Chair Belke. Time 12:06 p.m. and Chair Belke introduced Member Reeve Kusch from Woodlands County to the Committee. It was noted that Reeve Kusch has replaced Member Burrows as the Woodlands County representative. Members provided introductions.
- Adoption of Agenda: 24-008 Moved by Member Schlosser  
That the Agenda be accepted as presented.
- Minutes from January 31, 2024 Regular Committee Meeting: 24-009 Moved by Member Madsen  
That Minutes from the January 31, 2024 Regular Committee Meeting be accepted as presented.
- Project List Update: Administration reviewed the project list and members discussed the following items:
  - Sponsor a Doctor Program would be brought forward to the Committee when resources were requested for review and consideration;
  - Welcome packages were readily available and the medical student welcome packages would be available for the August intake;
  - Rural Health Week Baskets to be delivered on Tuesday, May 28 for Rural Health Week. Members were encouraged to connect with Administration to schedule delivery times and availability;
  - Health professionals and family follow up process and report by Member Robinson;
  - Let's Go Rural event application had been approved and would be hosted in Whitecourt in June with the date to be determined;
  - Annual HPARC Family Barbeque event;
  - Settlement and integration supports;
  - Activities & events for health care professionals and their families; and
  - Grant opportunities to support activities.

24-010 Moved by Member Kusch  
That the Health Professionals Attraction and Retention Committee direct Administration to proceed with a grant application to the Rural Health Workforce Attraction and Retention (A&R) Grant Program to support the Health Professionals Attraction and Retention Family Barbeque scheduled for September 12, 2024.

- CARRIED.

24-011 Moved by Member Derek  
That the Health Professionals Attraction & Retention Committee proceed with a catered event for the annual Health Professionals Attraction and Retention Barbeque scheduled for September 12.

- CARRIED.

2024 Project List  
Review:

24-004 Moved by Member Madsen

That the Health Professionals Attraction and Retention Committee accept the RhPAP's Rural Community Development and Engagement Team Update – Anita Fagnan as information.

- CARRIED.

Administration reviewed the Project List that was created by the Committee and the members discussed opportunities for 2024. Administration noted the project list is a working document for the Committee to reference tasks and identify resources needed. The Committee discussed the 2024 Project List and discussed the benefit of having members lead certain initiatives.

Member Robinson noted she would be interested in supporting Administration and Clinic Managers on following up with doctor families to ensure they are settling into the community and that they have the support needed.

Chair Belke nominated Member Thachuk to support Rural Community Consultant Fagnan and the high school representative with Hilltop High School on the Rural Health Professions Action Plan (RhPAP "Lets Go Rural" event.

Member Baker noted that she and Member Schlosser would partner on the beautification project for the Whitecourt Hospital and report back to the Committee.

The Committee discussed certain tasks will involve the entirety of the Committees support, including Rural Health Week appreciation, Annual HPARC BBQ, and advocating for increased health care options and courses through high school programming. It was suggested that the annual BBQ be catered to assist with the meal preparation and cooking entirely.

24-005 Member Madsen

That the Committee direct Administration to update the project list based on the January 31 meeting discussions and that the Health Professionals Attraction and Retention Committee accept the 2024 Project List Review as information.

- CARRIED

Blue Sky Discussion:

There were no Blue Sky Discussions reported by Members.

Information Items:

The following items were included in the meeting package for January 23, 2024, as information items: 2024 Rhapsody Awards Poster – February 29, 2024; 2024 Rhapsody Awards Nomination Checklist (Health-Care Heroes) – February 29, 2024; 2024 Rhapsody Awards Nomination Checklist (Physician Award) – February 29, 2024 and the Alberta News Press Release – January 16, 2024.

24-006 Moved by Member Madsen

That the Health Professionals Attraction and Retention Committee accept the Information Items as information.

- CARRIED.

Date of Next  
Meeting:

The next regular meeting is scheduled for April 24, 2024.

Adjournment:

24-007 Moved by Chair Belke

That the Regular Meeting of the Health Professionals Attraction and Retention Committee be adjourned. Time 1:33 p.m.

- CARRIED.



Chair



**MINUTES OF THE REGULAR MEETING OF  
Protective Services Committee**  
Monday, March 18, 2024 at 12:00 p.m.  
Town Administration Office – Large Boardroom

**Present:** Chair: Sharon Mailloux; Members: Raelene Day, Braden Lanctot, Bill McAree, Tom Pickard; Acting Staff Sergeant: Matthew Clarke; Director of Community Safety: Lee Hardman; Manager of Safety for Woodlands County: Sheldon Schoepp; Recording Secretary: Rhiannon Bisson.

**Absent:** Member: Bruce Prestidge; Recording Secretary: Tina Prodaniuk.

**Call to Order:** The Meeting was called to order with Chair S. Mailloux presiding. Time: 12:05 p.m.

**Adoption of Agenda:** 24-001 Moved by: B. Lanctot  
That the Agenda be adopted as presented. - CARRIED.

**Adoption of Minutes from the December 18, 2023 Regular Meeting:** 24-002 Moved by: T. Pickard  
That the Minutes from the December 18, 2023 Regular Meeting be adopted as presented. - CARRIED.

**Annual Performance Plan (APP) Priorities Discussion:** Acting Staff Sergeant M. Clarke presented the highlights of the Annual Performance Plan (APP) to the Committee.

It was noted that the APP focuses on crime reduction, equity/diversity/inclusion, indigenous communities, community safety and well-being, enhancing services delivery; and enhancing engagement with community stakeholders.

24-003 Moved by: R. Day  
That the Protective Services Committee accept the Annual Performance Plan Priorities Discussion item as information. - CARRIED.

**R.C.M.P Quarterly Report:** Acting Staff Sergeant M. Clarke presented highlights from the R.C.M.P Quarterly Report to the Committee.

24-004 Moved by: B. Lanctot  
That the Protective Services Committee accept the R.C.M.P Quarterly Report as information. - CARRIED.

**Crime Prevention Report:** Acting Staff Sergeant M. Clarke presented highlights from the Crime Prevention Report to the Committee.

24-005 Moved by: T. Pickard  
That the Protective Services Committee accept the Crime Prevention Report as information. - CARRIED.

**Alberta Association of Police Governance (AAPG):** Director of Community Safety L. Hardman presented the Alberta Association of Police Governance (AAPG) Online Training Modules, Board Nominations and Call for Resolution; and the Alberta Community Crime Prevention Association (ACCPA) Conference items to the Committee.

Online Training Modules, Board Nominations and Call for Resolution; and the Alberta Community Crime Prevention Association (ACCPA) Conference:

It was noted that members of the Protective Services Committee who are interested in attending the training can access it for free and register themselves as per the information noted in the Agenda.

24-006 Moved by: B. McAree

That the Protective Services Committee accept the Alberta Association of Police Governance (AAPG) Online Training Modules, Board Nominations and Call for Resolution; and the Alberta Community Crime Prevention Association (ACCPA) Conference items as information.

- CARRIED.

Protective Services Task List:

Director of Community Safety L. Hardman and Acting Staff Sergeant M. Clarke reviewed the Protective Services Task List with the Committee:

1. It was noted that the Emergency Call-Out System (BARC) Item no 1 could be marked as completed on the Task List. Director of Community Safety L. Hardman presented the Committee with a new tool from the Alberta R.C.M.P called 'RAVE Mobile Safety', an app for the Alberta RCMP to fan out real-time information and Alberta to members of the community. It was noted that roll-out of this new system would replace BARC.
2. It was noted that attendance of Public Communication Events is ongoing.
3. It was noted that E-Bikes could be marked as completed on the Protective Services Committee Task List as legislation is in place both provincially (per the Traffic Safety Act) and municipally (per the Traffic Bylaw).

Next Meeting Date:

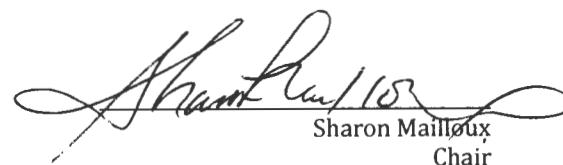
Chair S. Mailloux noted that the next Protective Services Committee will be held on Monday, June 17, 2024 at 12:00 p.m.

Adjournment:

24-007 Moved by: B. McAree

That the Regular Meeting of the Protective Services Committee be adjourned. Time: 12:55 p.m.

- CARRIED.



Sharon Mailloux  
Chair

**MINUTES OF THE REGULAR MEETING OF  
Whitecourt Economic Development Committee**  
held on Tuesday, March 19, 2024  
at the Town of Whitecourt Large Board Room – 1:00pm

Present:	Vice-Chair Sawyer; Members Pickard, Chauvet, and Lanctot; Director of Planning and Development Loberg; Economic Development Officer Woods and Recording Secretary Allen.
Absent:	Member Strebchuk, Richards, and Cook.
Call to Order:	The Meeting was called to order by Vice-Chair Sawyer. Time 1:32 pm.
Adoption of Agenda:	<p><u>24-019 Moved by Member Chauvet</u> That the Agenda be adopted as amended.</p> <p style="text-align: right;">- CARRIED.</p>
Minutes from the February 20, 2024 Regular Meeting:	<p><u>24-020 Moved by Member Pickard</u> That the Minutes from the February 20, 2024 Regular Meeting be approved as presented.</p> <p style="text-align: right;">- CARRIED.</p>
Sports Hosting Grant Application:	<p>Administration provided an overview on the Sports Hosting Grant Program that provides an opportunity for Whitecourt and the sport community to work together to maximize the economic and community benefits derived from hosting provincial sport events. Administration noted the grant application from Whitecourt Minor Hockey did not make the last meeting due to the timing of the submission; however, the application was submitted to all members via email for review. Chair Strebchuk and Vice-Chair Sawyer reviewed the application and provided a recommendation for the Committee's consideration. Committee's members supported the recommendation via email to allocated \$3,500 from the 2024 Sports Hosting Program to Whitecourt Minor Hockey for hosting of the U-18 provincial championship in Whitecourt.</p> <p><u>24-021 Moved by Member Lanctot</u> That the Economic Development Committee ratify the decision to allocate \$3,500 from the 2024 Sports Hosting Program to Whitecourt Minor Hockey to host the U18AA Provincial Championship event and forward a recommendation to Council for consideration.</p>
Economic Development Report to Council:	<p>As identified in the Economic Development Strategic Plan, Administration proposed to the Committee to present an Economic Development Report to Council at the April 22 or May 13 Regular Meeting of Council. It was noted that the Chair usually attends, with Administration, to present and if unavailable an alternate would be scheduled. It was noted that Vice-Chair Sawyer would be willing to attend as an alternate if Chair Strebchuk was not available.</p> <p><u>24-022 Moved by Member Pickard</u> That the Economic Development Committee accept the Economic Development Report to Council as information.</p> <p style="text-align: right;">- CARRIED.</p>
Vacant Lots & Buildings:	Town Council had asked the Committee for feedback on creative ideas or solutions for empty lots in the downtown that would encourage new development and/or provide temporary beautification and purpose to those locations. The Committee discussed options based on research that was provided including incentives, taxation, business case development, beautification projects or programs, and the benefits and/or disadvantages of each. Research was gathered from several municipalities and members discussed examples from other municipalities intended to provide activity

space (i.e. recreation courts, temporary parks or green space etc.) and the challenges due to liability and limited control on the site due to ownership. It was also noted that taxation for vacant lots or buildings would have to apply to the entire Town instead of only impacting a specific area, such as downtown. It was noted that business case development could help attract and package opportunities for promotion to investors, entrepreneurs and developers.

24-023 Moved by Vice-Chair Sawyer

That the Economic Development Committee accept the Downtown Vacant Lots item as information.

- CARRIED.

EDO Report Update  
– Verbal Report:

Administration provided an update and information on the following economic development initiatives and projects underway:

- Update on single family dwellings;
- New businesses arriving in the community;
- Update on electric vehicle charging;
- Overview of meeting with Whitecourt Employment Services;
- Update on Summer Street Fest 2024 partnership with Whitecourt & District Chamber of Commerce by supporting businesses interested in participating;
- New billboard featuring Party In The Park and Summer Street Fest;
- New Tourism Enhancement Grant application underway;
- Explore NW Alberta regional campaign underway;
- Update on broadband meetings;
- Business Support Network;
- Overall marketing strategies underway; and
- Grant updates that would be provided at the next regular meeting in April.

24-024 Moved by Member Pickard

That the Economic Development Committee accept Economic Development Officer (EDO) Update – Verbal Report as information.

- CARRIED.

Information Items:

The following items were included in the meeting package for January 23, 2024, as information items:

1. EDC Strategic Priority Chart – dated March 2024
2. Events Calendar – March 2024
3. Whitecourt Town Council Press Release – February 28, 2024
4. Business Support Network: Artificial Intelligence and Machine Learning – April 3, 2024
5. Whitecourt & District Chamber of Commerce Trade Fair – May 11 & 12, 2024
6. Alberta Weekly Economic Review – March 1, 2024
7. Alberta Economy Indicators at a Glance – March 1, 2024
8. Alberta Labour Market InSights – March 6, 2024

24-025 Member Chauvet

That the Economic Development Committee accept the Information Items as information.

- CARRIED.

Blue Sky Discussion:

Member Chauvet discussed with the Committee the upcoming Moraine Power Generation Project that is anticipated to provide 600-700 jobs with a proposed construction date in Q1 of 2025.

Member Pickard noted the benefit of an Economic Development Report that is a community resource for the Committee and Town Council. In addition, the Report helps track progress and results.

Vice-Chair Sawyer discussed Travel Alberta's Northern Rockies Discovery Plan presentation that was held last meeting with the Committee. The Committee discussed Travel Alberta's proposed visitor spending forecast of \$25 million and eligibility opportunities for Whitecourt to grow tourism activities within the community. Vice-Chair Sawyer discussed how to gather data on the community and additional opportunities on data collection that is specific to Whitecourt.

24-026 Moved by Member Chauvet

That the Economic Development Committee accept the Blue Sky Discussions as information.

The next regular scheduled meeting is scheduled for April 16, 2024 at 1:30 pm.

24-027 Moved by Member Pickard

That the Regular Meeting of the Economic Development Committee be adjourned.

Time 2:42 pm.

- CARRIED.

Date of Next  
Meeting:  
Adjournment:



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Vice Chair

**MINUTES OF THE REGULAR MEETING OF  
Whitecourt Economic Development Committee**  
held on Tuesday, April 16, 2024  
at the Town of Whitecourt Large Board Room – 1:00pm

Present:	Chair Strebchuk; Members Pickard, Chauvet, Lanctot and Cook; Economic Development Officer Woods.
Absent:	Vice-Chair Sawyer; and Member Richards.
Call to Order:	The Meeting was called to order by Chair Strebchuk. Time 1:30 pm.
Adoption of Agenda:	<p><u>24-028 Moved by Member Chauvet</u> That the Agenda be adopted as amended to remove item 10 I-Team Verbal Report (Closed Meeting). - CARRIED.</p>
Minutes from the March 19, 2024 Regular Meeting:	<p><u>24-029 Moved by Member Pickard</u> That the Minutes from the March 19, 2024 Regular Meeting be approved as presented. - CARRIED.</p>
2024 Whitecourt Launch Applications:	<p>Administration reported that the Whitecourt Launch Program was in its second year and three applications were received. Administration was currently reviewing the submissions for completeness and gathering additional details as needed. Community Futures Yellowhead East would be working with Administration in the upcoming weeks on evaluating the business plans for feasibility and providing feedback on each proposal. It was noted that July 23 may be difficult for scheduling and moving the presentations to the June meeting may be beneficial and was supported by members.</p> <p><u>24-030 Moved by Member Lanctot</u> That the Economic Development Committee accept the Whitecourt Launch Program Applications item as information and schedule the Whitecourt Launch pitch presentations for the June 18 regular scheduled meeting. - CARRIED.</p>
2024 Tourism Enhancement Grant Program Application:	<p>Administration reviewed the Tourism Enhancement Grant Program application from the Canadian Motorcycle Tourism Association (CMTA) with the Committee and it was noted that the regional event provided several benefits by increasing Whitecourt Tourism recognition and support for the tourism sector in our area.</p> <p><u>24-031 Moved by Member Cook</u> That the Economic Development Committee forward a recommendation to Council to support the Canadian Motorcycle Tourism Association (CMTA) application in the amount of \$2,500 under the Tourism Enhancement Grant Program. CARRIED.</p>
Small Community Opportunity Program (SCOP) Grant::	<p>Administration was pleased to inform the Economic Development Committee that their application for the Small Community Opportunity Program (SCOP) had been successful for grant funding of \$70,000 to support a Business Market Analysis Attraction &amp; Retention Strategy.</p> <p><u>24-032 Moved by Member Pickard</u> That the Economic Development Committee Small Community Opportunity (SCOP) Grant item as information. - CARRIED.</p>

EDO Report Update  
– Verbal Report:

Administration provided an update and information on the economic development initiatives and projects underway including new businesses arriving in the community; business retention strategies underway; Invest Alberta campaign; and tourism initiatives and marketing strategies underway.

24-033 Moved by Member Chauvet

That the Economic Development Committee accept Economic Development Officer (EDO) Update – Verbal Report as information.

- CARRIED.

Information Items:

The following items were included in the meeting package for April 16, 2024, as information items:

1. EDC Strategic Priority Chart – April 2024
2. Alberta Weekly Economic Review – April 5, 2024
3. Alberta Weekly Economic Review Population – March 28, 2024
4. Alberta Weekly Economic Review Housing Market – March 22, 2024

24-034 Member Pickard

That the Economic Development Committee accept the Information Items as information.

- CARRIED.

Blue Sky Discussion:

Member Pickard noted that he would be representing the Railway Advocacy Group as an Executive working to enhance delivery services to Northwest Alberta. Member Pickard noted that a new Chair, Tany Yao, was designated to Northern Alberta Development Council. Member Pickard discussed current marketing strategies and if the municipality should focus on additional marketing efforts or change the scope to ensure efforts were reaching these target markets and opportunities.

Member Chauvet noted that larger cities were currently very busy in real estate. Member Chauvet discussed the unique offerings Whitecourt has, including quality of life and affordable housing, which could play a role in attracting residents from larger cities. It was noted that additional promotional strategies to highlight the value added would be beneficial.

Member Strebchuk discussed the missed opportunity with marketing the Canamex Highway and the benefit to Whitecourt as a tourism stop along the way. It was noted that a marketing brochure from Mexico that he had provided at the meeting highlights the Canamex Corridor and Whitecourt being on the map. Member Strebchuk discussed potential to work with Alberta Transportation to have highway signage similar to Highway 40 as the designated route.

24-035 Moved by Member Chauvet

That the Economic Development Committee accept Blue Sky as information.

- CARRIED.

Date of Next  
Meeting:  
Adjournment:

The next regular scheduled meeting is scheduled for May 21, 2024 at 1:30 pm.

24-036 Moved by Member Lanctot

That the Regular Meeting be adjourned. Time 2:13 pm.

Chair

**MINUTES OF THE REGULAR MEETING OF  
Whitecourt Economic Development Committee**  
held on Tuesday, May 21, 2024  
at the Town of Whitecourt Large Board Room – 1:00pm

Present:	Chair Strebchuk; Members Pickard, Chauvet, Lanctot; and Cook. CAO Smyl; and Economic Development Officer Woods.
Absent:	Vice-Chair Sawyer
Call to Order: <b>Amended by Motion 24-048, June 18, 2024</b>	The Meeting was called to order by <b>Chair Strebchuk</b> . Time 1:31 pm.
Adoption of Agenda:	<u>24-037 Moved by Member Lanctot</u> That the Agenda be adopted as amended. <p style="text-align: right;">- CARRIED.</p>
Minutes from the April 16, 2024 Regular Meeting:	<u>24-038 Moved by Member Pickard</u> That the Minutes from the February 20, 2024 Regular Meeting be approved as presented. <p style="text-align: right;">- CARRIED.</p>
Tourism Enhancement Grant review:	Administration provided an overview of the grant application submitted by the Whitecourt ISGA Tourism Association. Chair Strebchuk and Member Cook reviewed the submission prior to the meeting as per policy 72-026 and provided a recommendation based on the policy guidelines and scorecard. It was noted that that a comprehensive business plan, detailed project budget, permitting, and the commercial insurance policy documentation was also provided for a Tee Pee Village project.  <u>24-039 Moved by Member Chauvet</u> That the Economic Development Committee accept the recommendation to support the Whitecourt ISGA Tourism Association in the amount of \$5,200 from the Tourism Enhancement Grant Program for the Tee Pee Village project and forward a recommendation to Council. <p style="text-align: right;">- CARRIED.</p>
Whitecourt Sports Hosting Program Application:	Administration provided an overview of the application submitted by Whitecourt Blue Dolphins for a Provincial Swim Meet being held on June 8, 2024. Chair Strebchuk and Member Cook met with administration to review the application as per the Sports Hosting Policy and Scorecard and had recommended supporting the applicant as the event fits the policy guidelines and demonstrates an economic impact to the community.  <u>24-040 Moved by Member Lanctot</u> That the Economic Development Committee accept the recommendation to allocate \$3,500 from the 2024 Sports Hosting Program to Whitecourt Blue Dolphins for the Whitecourt Provincial Swim Meet being held on June 8, 2024. <p style="text-align: right;">- CARRIED.</p>
Powerlifting Event Request Letter:	Administration received a letter of request addressed to the Whitecourt Economic Development Committee from the Whitecourt Strength Sports organization in Whitecourt requesting consideration for financial support in the amount of \$2,500 to host the World Raw Powerlifting Federation (WRPF) Alberta Provincial Championship event. It was reported that the organization was in the process of submitting an application for non-profit status; however, the application had not been approved to date. It was noted that no funds had been allocated in the 2024



budget for this event and that Administration would continue to work with the organization for opportunities under the branding program or if non-profit status is confirmed through the Sports Hosting Program.

24-041 Moved by Member Pickard

That the Economic Development Committee accept the Powerlifting Event Request Letter as information.

- CARRIED.

EDO Report Update  
– Verbal Report:

Administration provided an update and information on the following economic development initiatives and projects underway:

- Business Visitation Program;
- Community Futures Yellowhead East partnerships;
- Smart Start Program Update;
- Update on business attraction strategies as per the Strategic Plan;
- Summer Street Fest event overview;
- Career & Education Expo and partnership with Chamber for expansion to a try-a-trade event;
- Alberta Advantage Immigration Program;
- Explore Whitecourt/Shop Local Marketing Campaign underway; and
- New businesses opened in the community.

24-042 Moved by Member Pickard

That the Economic Development Committee accept Economic Development Officer (EDO) Update – Verbal Report as information.

- CARRIED.

Information Items:

The following items were included in the meeting package for May 21, 2024, as information items:

1. Travel Alberta Email Follow Up – March 2024
2. Discover Whitecourt – WILD Alberta Marketing
3. Festival park Marketing
4. Member Resignation Email – April 2024
5. EDC Strategic Plan – May 2024
6. Alberta Economic Review – May 024
7. Business Support Network Speaker – May 2024
8. Party In the Park – June 2024
9. National Indigenous Days – June 2024
10. Canada Day – July 2024
11. Summer Street Fest – August 2024
12. Whitecourt Transit Information

24-043 Member Chauvet

That the Economic Development Committee accept the Information Items as information.

- CARRIED.

Blue Sky  
Discussions:

Member Cook provided an update on the Whitecourt & District Chamber of Commerce events and initiatives underway. It was noted that the Trade Fair doubled its attendance from the previous year and the carnival was successful. Member Cook reported the Chamber Golf Tournament would be held on June 21 and the Christmas Parade would be hosted on November 16, 2024.

Member Pickard noted the Northern Alberta Development Council is reactivating and Alberta Municipalities is looking for representation from this region. Member Pickard noted he had put his name forward and would report back to the Committee once more details are confirmed.

Member Lanctot provided an update on the Whitecourt Trade Fair Booth and noted the location was great to be connected with the BR2 Architects for the Culture & Events Center providing a great opportunity to hear feedback and provide additional information to the community. It was noted that including local businesses for trades and services as the project moves forward was a high priority and that there were a number of great connections made and dialogue resulting.

Chair Strebchuk discussed the Province's direction around signage along Highway 40 and the missed marketing on Highway 16 and 43. It was noted that encouraging the province to be more active on marketing corridors for rubber tired traffic in this region would be beneficial.

24-044 Member Cook

That the Economic Development Committee accept the Blue Sky Discussions as information.

- CARRIED.

24-043 Moved by Member Lanctot

That the Economic Development Committee move to a Closed Meeting for the I-Team – Verbal Report (Section 16 and 25 of the Freedom of Information and Protection of Privacy (FOIP) Act). Time 2:01 p.m.

- CARRIED.

24-044 Moved by Member Chauvet

That the Economic Development Committee revert to the Regular Meeting.

Time 2:15 pm.

- CARRIED.

24-045 Moved by Member Pickard

That the Economic Development Committee accept the I-Team – Verbal Report as information.

- CARRIED.

I-Team – Verbal  
Report (Closed  
Meeting):

Date of Next  
Meeting:

The next regular scheduled meeting was scheduled for June 18, 2024, 2024 at 1:00 p.m. and would focus on the the Whitecourt Launch Pitch Presentations.

24-046 Moved by Member Pickard

That the Regular Meeting of the Economic Development Committee be adjourned.

Time 2:16 pm.

- CARRIED.

  
Chair

**MINUTES OF THE REGULAR MEETING OF  
Whitecourt FireSmart Working Group**  
Wednesday, March 27, 2024 at 1:00 p.m.  
Town of Whitecourt Administration Office – Large Boardroom

**Present:** Chair: Mike Hudson; Members: Tara Baker, Jennine Loberg, Brian Wynn; Director of Community Safety: Lee Hardman; Recording Secretary: Rhiannon Bisson.

The Working Group welcomed Dr. Jennifer Beverly, a representative from the University of Alberta to present the FireSmart Wildfire Exposure Assessment results.

**Absent:** Members: Mike Penner, Peter Smyl.

**Call to Order:** The Meeting was called to order with Chair M. Hudson presiding. Time: 1:02 p.m.

**Adoption of Agenda:** 24-001 Moved by: J. Loberg  
That the Agenda be adopted as amended with the addition of items #8 – Fireguard Discussion and #9 – University of Alberta Wildfire Exposure Assessment presentation.

- CARRIED.

**Adoption of Minutes from the December 13, 2023 Regular Meeting:** 24-002 Moved by: T. Baker  
That the Minutes from the December 13, 2023 Regular Meeting be adopted as presented.

- CARRIED.

**Appointment of Working Group Chair and Vice-Chair:** 24-003 Moved by: J. Loberg  
That the Whitecourt FireSmart Working Group re-elect Chair M. Hudson and Vice-Chair B. Wynn to serve as Chair and Vice-Chair of the Working Group from March 2024 – March 2025.

Chair M. Hudson and Vice-Chair B. Wynn accepted their nominations.

No further nominations were presented.

- CARRIED.

**Grant Updates:** Director of Community Safety L. Hardman and Member B. Wynn presented the Grant Updates to the Working Group.

24-004 Moved by: B. Wynn  
That the Whitecourt FireSmart Working Group accept the Grant Updates item as information.

- CARRIED

**FireSmart 2023 Annual Report:** Director of Community Safety L. Hardman and Member B. Wynn presented the FireSmart 2023 Annual Report to the Working Group.

24-005 Moved by: B. Wynn  
That the Whitecourt FireSmart Working Group accept the FireSmart 2023 Annual Report as information, and that the Report be forwarded to Council for approval.

- CARRIED.

**FireSmart  
Advocacy:**

Director of Community Safety L. Hardman presented the FireSmart Advocacy item to the Working Group.

24-006 Moved by: J. Loberg

That the Whitecourt FireSmart Working Group authorize the Chair and Administration of the Working Group to draft a letter to Council to request advocacy for additional FireSmart Funding and Support pending the release of the Provincial Budget.

- CARRIED.

**Fireguard  
Discussion:**

Director of Community Safety L. Hardman presented the Fireguard Discussion item to the Working Group.

24-007 Moved by: M. Hudson

That the Whitecourt FireSmart Working Group make a recommendation to Council to apply for the Fireguard Grant funding.

- CARRIED.

**FireSmart  
Wildfire Exposure  
Assessment  
Presentation:**

The Working Group welcomed Dr. Jennifer Beverly, a representative from the University of Alberta to present the FireSmart Wildfire Exposure Assessment results.

24-008 Moved by: T. Baker

That the Whitecourt FireSmart Working Group accept the FireSmart Wildfire Exposure Assessment Presentation as information.

- CARRIED.

**Review of the  
Mitigation  
Strategy  
Implementation  
Plan:**24-009 Moved by: M. Hudson

That the Review of the Mitigation Strategy Implementation Plan be deferred to the next Regular Meeting.

- CARRIED.

**Next Meeting  
Date:**

The next Regular Meeting of the Whitecourt FireSmart Working Group was scheduled for June 12, 2024 at 12:00 p.m.

**Adjournment:**24-010 Moved by: J. Loberg

That the Regular Meeting of the Whitecourt FireSmart Working Group be adjourned. Time: 3:02 p.m.

- CARRIED.

Mike Hudson  
Chair

**MINUTES OF THE REGULAR MEETING OF  
Community Services Advisory Board**  
Tuesday, May 14, 2024 at 7:00 p.m.  
Allan & Jean Millar Centre – Crown & Anchor Pub Boardroom

**Present:** Chair: Brigette Moore; Members Raelene Day, Derek Schlosser, Crystal Szybunka, Stacey White; Manager of Recreation, Arts and Culture: Kelly Sadoway; Manager of FCSS: Angela Mitchell; Recording Secretary: Tara Gallant.

**Absent:** Members Dave Arcand and Jeremy Wilhelm.

**Call to Order:** The Meeting was called to order with Chair B. Moore presiding. Time: 6:58 p.m.

**Adoption of Agenda:** 24-024 Moved by: D. Schlosser  
That the Agenda be adopted as presented. - CARRIED.

**Adoption of Minutes from the April 9, 2024 Regular Meeting:** 24-025 Moved by: S. White  
That the Minutes from the April 9, 2024 Regular Meeting be adopted as presented. - CARRIED.

**Enhancement Grant Allocations:** 24-026 Moved by: R. Day  
That the Community Services Advisory Board go into Closed Meeting to discuss Enhancement Grant Allocations per Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time: 6:59 p.m. - CARRIED.

24-027 Moved by: D. Schlosser  
That the Community Services Advisory Board revert to its Regular Meeting. Time: 7:16 p.m. - CARRIED.

24-028 Moved by: R. Day  
That the Community Services Advisory Board recommend to Town Council that \$30,000.00 from the Enhancement Grant be allocated to:

Group	Project	Funding
The Woodchuckers – Whitecourt Cornhole League	Scoring Towers	\$1,440.00
Whitecourt Indigenous Friends Society	National Truth & Reconciliation Day	\$8,144.02
Whitecourt Minor Baseball Association	Diamond and Equipment Enhancement	\$6,894.18
Whitecourt Slo-Pitch Association	Graham Acres Diamond Additions	\$13,521.80
	<b>TOTAL</b>	<b>\$30,000.00</b>

- CARRIED.

**World Hunger Day:** The Manager of FCSS provided an overview of the World Hunger Day event.

24-029 Moved by: S. White  
That the Community Services Advisory Board accept the World Hunger Day initiative as information. - CARRIED.

2024 Seniors' Week:

The Manager of FCSS provided an overview of activities scheduled for Seniors' Week, June 3-8, 2024. Members were invited to attend the Pancake Breakfast, the Intergenerational Cook Off, and dinner/entertainment events. Members were asked to RSVP their attendance to [css@whitecourt.ca](mailto:css@whitecourt.ca) by May 27, 2024.

24-030 Moved by: S. White

That the Community Services Advisory Board accept the 2024 Seniors' Week as information.

- CARRIED.

Information Items:

Board Members reviewed the information items and future board meeting items.

In response to a question from the Board, the Managers noted that garden plots at the Community Garden that are not rented out for the season are used by community partners to grow food for the Whitecourt Food Bank, and as part of community programs to educate youth about gardening. The Board discussed statistics provided for the Whitecourt Food Bank, transit ridership, the Swim to Survive program, and private swim lessons.

24-031 Moved by: C. Szybunka

That the Community Services Advisory Board accept the Information Items as information.

- CARRIED.

Adjournment:

24-032 Moved by: S. White

That the Regular Meeting of the Community Services Advisory Board be adjourned. Time: 7:37 p.m.

- CARRIED.

  
\_\_\_\_\_  
Brigette Moore  
Chair



## REQUEST FOR DECISION

Date: June 20, 2024  
 Meeting: June 24, 2024 Regular Meeting of Council  
 Originated by: Wendy Grimstad-Davidson, Executive Assistant  
 Title: **ITEMS OF INFORMATION**

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### PROPOSAL AND BACKGROUND:

The following items are included in the June 24, 2024 Council package as information items:

- a. Town Accounts – Cheques 88529 – 88731 (Council Members to contact the Director of Corporate Services prior to Regular Meeting with any questions regarding Town accounts);
- b. June 14, 2024 Alberta Municipal Affairs Letter re Canada Community Building Fund;
- c. June 19, 2024 Email re Council Committees Presentation to Council for 2025 Strategic Plan;
- d. Strategic Priorities Chart – June 2024;
- e. Town of Whitecourt 2024 Press Releases:
  - i. June 12 – Whitecourt Town Council Update;
- f. Woodlands County 2024 Press Releases:
  - i. June 21 –Woodlands County Council Recap – June 19;
- g. Mayor's Calendar; and
- h. Council Calendar.

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### RECOMMENDATION:

That Council accept the Items of Information as information.

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### APPROVAL:

Department Director:

CAO:

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Town of Whitecourt

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VENDOR CHEQUE REGISTER REPORT

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Payables Management

User ID: STACYN

Ranges: From: To: From: To:  
 Cheque Number First Last  
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 Vendor Name First Last  
 \* Voided Cheques  
 Cheque Date 6/06/24 6/19/24  
 Chequebook ID First Last

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
88529	1712599	1712599 AB LTD	6/11/24	SCOTIA	PMCHQ00003133	\$423.10
88530	1STCALL001	1ST CALL HEALTH & SAFETY CONSU	6/11/24	SCOTIA	PMCHQ00003133	\$168.00
88531	ABAS001	CANOE PROCUREMENT GROUP OF CAN	6/11/24	SCOTIA	PMCHQ00003133	\$31,076.23
88532	ALTOG001	ALTOGETHER SHREDDING SERVICES	6/11/24	SCOTIA	PMCHQ00003133	\$367.50
88533	ARCA004	ARCAND, MICHELLE	6/11/24	SCOTIA	PMCHQ00003133	\$250.00
88534	ARCA012	ARCAND-HUARD, LEE	6/11/24	SCOTIA	PMCHQ00003133	\$250.00
88535	AUMAUT001	ALBERTA MUNICIPAL SERVICES COR	6/11/24	SCOTIA	PMCHQ00003133	\$186,098.26
88536	BEAU008	BEAULAC, LINDA	6/11/24	SCOTIA	PMCHQ00003133	\$250.00
88537	BERU002	BERUBE-POTVIN, JORDAN	6/11/24	SCOTIA	PMCHQ00003133	\$47.81
88538	BILAU003	BILAU, HEIDI	6/11/24	SCOTIA	PMCHQ00003133	\$424.32
88539	BR2001	BR2 ARCHITECTURE	6/11/24	SCOTIA	PMCHQ00003133	\$268,361.59
88540	CANN002	CANNIFF AND ASSOCIATES	6/11/24	SCOTIA	PMCHQ00003133	\$300.00
88541	CAPI001	CAPITAL REGION ASSESSMENT	6/11/24	SCOTIA	PMCHQ00003133	\$26,253.35
88542	CASE004	CASE + POINT: MEDIA	6/11/24	SCOTIA	PMCHQ00003133	\$3,378.38
88543	CIXM001	CIXM - JIM PATTISON BROADCAST	6/11/24	SCOTIA	PMCHQ00003133	\$152.25
88544	COFFEE001	THE COFFEE COURIER	6/11/24	SCOTIA	PMCHQ00003133	\$273.18
88545	CONE002	CONE, NICOLE	6/11/24	SCOTIA	PMCHQ00003133	\$20.00
88546	DANM001	DANMAR CONSULTING	6/11/24	SCOTIA	PMCHQ00003133	\$3,155.40
88547	FRASER005	FRASER, EMMADAEA	6/11/24	SCOTIA	PMCHQ00003133	\$50.00
88548	GALL005	GALLANT, DEAN	6/11/24	SCOTIA	PMCHQ00003133	\$250.00
88549	GFL001	GFL ENVIRONMENTAL SOLID WASTE	6/11/24	SCOTIA	PMCHQ00003133	\$50,175.28
88550	GOVABLAND001	GOVERNMENT OF ALBERTA	6/11/24	SCOTIA	PMCHQ00003133	\$30.00
88551	INC001	INCEPTION PHOTO BOOTH CO. LTD	6/11/24	SCOTIA	PMCHQ00003133	\$262.50
88552	JEND001	JENDRICK, MARTIE	6/11/24	SCOTIA	PMCHQ00003133	\$72.96
88553	JOBS001	JOBSITE WORKWEAR WHITECOURT	6/11/24	SCOTIA	PMCHQ00003133	\$218.39
88554	LACT001	LAC STE ANNE FOUNDATION	6/11/24	SCOTIA	PMCHQ00003133	\$117,386.50
88555	MAPP001	MAPPIN, KOLBY	6/11/24	SCOTIA	PMCHQ00003133	\$20.00
88556	MARU002	MARUSYK, CORRINA	6/11/24	SCOTIA	PMCHQ00003133	\$300.00
88557	MERR005	BRYAN MERRILL	6/11/24	SCOTIA	PMCHQ00003133	\$700.00
88558	MOORE009	MOORE, ALEXANDER	6/11/24	SCOTIA	PMCHQ00003133	\$20.00
88559	OLSON002	OLSON, ALLISON	6/11/24	SCOTIA	PMCHQ00003133	\$20.00
88560	PEMB006	PEMBINA WEST CO-OP	6/11/24	SCOTIA	PMCHQ00003133	\$36,557.28
88561	POST005	POSTMEDIA	6/11/24	SCOTIA	PMCHQ00003133	\$2,387.70
88562	PUROLA001	PUROLATOR INC.	6/11/24	SCOTIA	PMCHQ00003133	\$738.03
88563	ROBI003	ROBINSON, MICHELLE	6/11/24	SCOTIA	PMCHQ00003133	\$65.88
88564	ROBIN008	ROBINSON, CRAIG	6/11/24	SCOTIA	PMCHQ00003133	\$568.20
88565	RORG001	RORY GARDINER	6/11/24	SCOTIA	PMCHQ00003133	\$900.00
88566	SAGIT003	SAGITAWAH BREWING COMPANY	6/11/24	SCOTIA	PMCHQ00003133	\$150.00
88567	SPIVAK001	SPIVAK, KRISTA	6/11/24	SCOTIA	PMCHQ00003133	\$742.73
88568	STROE003	STROEDER, DONAVAN	6/11/24	SCOTIA	PMCHQ00003133	\$20.00
88569	SUPER006	SUPERIOR SAFETY CODES INC.	6/11/24	SCOTIA	PMCHQ00003133	\$1,865.03
88570	TELE003	TELECONNECT INTERNATIONAL	6/11/24	SCOTIA	PMCHQ00003133	\$543.90
88571	TELUS001	TELUS COMMUNICATIONS	6/11/24	SCOTIA	PMCHQ00003133	\$6,285.36
88572	TELUS005	TELUS SERVICES INC.	6/11/24	SCOTIA	PMCHQ00003133	\$288.75
88573	TEMP00000004360	BOUGIE, CHRIS	6/11/24	SCOTIA	PMCHQ00003133	\$500.00
88574	TEMP000000005872	LOCKE, WILLIAM ALLAN	6/11/24	SCOTIA	PMCHQ00003133	\$12.64
88575	TEMP000000005873	SIMON, BLAKE EDWARD JOSEPH	6/11/24	SCOTIA	PMCHQ00003133	\$9.13
88576	TEMP000000005874	MADSEN, ERIK	6/11/24	SCOTIA	PMCHQ00003133	\$22.74
88577	TRIGG003	TRIGG, BLAINE	6/11/24	SCOTIA	PMCHQ00003133	\$20.00
88578	ULINE001	ULINE CANADA CORPORATION	6/11/24	SCOTIA	PMCHQ00003133	\$253.64
88579	WCTFIRE001	WHITECOURT FIRE FIGHTERS ASSOC	6/11/24	SCOTIA	PMCHQ00003133	\$657.23
88580	WCTVOL001	WHITECOURT VOLUNTEER	6/11/24	SCOTIA	PMCHQ00003133	\$15,560.00
88581	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	6/11/24	SCOTIA	PMCHQ00003133	\$549.77
88582	XEROX001	XEROX CANADA LTD.	6/11/24	SCOTIA	PMCHQ00003133	\$2,797.95
88583	YOUNG001	YOUNG, LESLEY	6/11/24	SCOTIA	PMCHQ00003133	\$50.00
88584	STUCK002	STUCKLESS, BRAD	6/12/24	SCOTIA	PMCHQ00003134	\$1,323.19
88585	989779	989779 ALBERTA LTD.	6/18/24	SCOTIA	PMCHQ00003135	\$2,184.00
88586	ABACS001	ALBERTA ACTION SPORTS	6/18/24	SCOTIA	PMCHQ00003135	\$1,500.00
88587	ABMUN005	ALBERTA MUNICIPAL SERVICES COR	6/18/24	SCOTIA	PMCHQ00003135	\$441.38
88588	ABWAT001	ALBERTA WATER & WASTE-WATER	6/18/24	SCOTIA	PMCHQ00003135	\$630.00
88589	APEX003	APEX SUPPLEMENTARY PENSION TRU	6/18/24	SCOTIA	PMCHQ00003135	\$1,913.83
88590	APEX005	APEX SUPPLEMENTARY PENSION TRU	6/18/24	SCOTIA	PMCHQ00003135	\$209.18
88591	ARCA007	ARCAND, DAVE	6/18/24	SCOTIA	PMCHQ00003135	\$103.10
88592	AVAN001	AVANTI SOFTWARE INC.	6/18/24	SCOTIA	PMCHQ00003135	\$1,575.00
88593	BAKER005	TARA BAKER	6/18/24	SCOTIA	PMCHQ00003135	\$1,066.61
88594	BELAN001	BELAN, AUSTIN	6/18/24	SCOTIA	PMCHQ00003135	\$186.09
88595	BELL004	BELL MOBILITY INC.	6/18/24	SCOTIA	PMCHQ00003135	\$88.14
88596	BELLC001	BELL CANADA	6/18/24	SCOTIA	PMCHQ00003135	\$942.90
88597	BJOR005	BJORNSTED, JENNIFER	6/18/24	SCOTIA	PMCHQ00003135	\$4,000.00



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## VENDOR CHEQUE REGISTER REPORT

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\* Voided Cheques

## Payables Management

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88600	BUCH006	BUCHANAN, SHARON	6/18/24	SCOTIA	PMCHQ00003135	\$1,835.83
88601	CANN002	CANNIFF AND ASSOCIATES	6/18/24	SCOTIA	PMCHQ00003135	\$400.00
88602	CARI001	CARIGNAN, KATIE	6/18/24	SCOTIA	PMCHQ00003135	\$289.96
88603	CASE004	CASE + POINT: MEDIA	6/18/24	SCOTIA	PMCHQ00003135	\$6,776.44
88604	CASE005	CASEWARE INTERNATIONAL INC	6/18/24	SCOTIA	PMCHQ00003135	\$6,589.80
88605	COFFEE001	THE COFFEE COURIER	6/18/24	SCOTIA	PMCHQ00003135	\$288.64
88606	DANI002	DANIELS, TANNER	6/18/24	SCOTIA	PMCHQ00003135	\$3,575.00
88607	DAY004	DAY, RAELENE	6/18/24	SCOTIA	PMCHQ00003135	\$103.10
88608	DEAN001	DEANIE'S DJ SERVICE	6/18/24	SCOTIA	PMCHQ00003135	\$360.00
88609	DEETS002	DEETS, DEREK	6/18/24	SCOTIA	PMCHQ00003135	\$201.59
88610	DEREK001	DEREK MCNIECE PROMOTIONS	6/18/24	SCOTIA	PMCHQ00003135	\$442.93
88611	DIRECT002	DIRECT ENERGY	6/18/24	SCOTIA	PMCHQ00003135	\$871.62
88612	FLAG001	THE FLAG SHOP	6/18/24	SCOTIA	PMCHQ00003135	\$6,594.95
88613	FOOD001	FOOD BANKS ALBERTA ASSOCIATION	6/18/24	SCOTIA	PMCHQ00003135	\$3,221.00
88614	FORT002	FORTIS ALBERTA INC.	6/18/24	SCOTIA	PMCHQ00003135	\$289,120.03
88615	FRIEND001	FRIENDS OF WHITECOURT SOCIETY	6/18/24	SCOTIA	PMCHQ00003135	\$200.00
88616	GFL001	GFL ENVIRONMENTAL SOLID WASTE	6/18/24	SCOTIA	PMCHQ00003135	\$4,965.93
88617	GOVABFP001	GOVERNMENT OF ALBERTA	6/18/24	SCOTIA	PMCHQ00003135	\$60.01
88618	GOVER001	GOVEREAU, THEO	6/18/24	SCOTIA	PMCHQ00003135	\$20.00
88619	HIGH007	HIGH Q GREEN HOUSES	6/18/24	SCOTIA	PMCHQ00003135	\$15,393.97
88620	HILLO001	HILLSIDE OUTLAWS	6/18/24	SCOTIA	PMCHQ00003135	\$1,312.50
88621	INSP001	THE INSPECTIONS GROUP INC.	6/18/24	SCOTIA	PMCHQ00003135	\$275.63
88622	JEND001	JENDRICK, MARTIE	6/18/24	SCOTIA	PMCHQ00003135	\$84.00
88623	KUCH001	KUCHARCHUK ENTERPRISES LTD	6/18/24	SCOTIA	PMCHQ00003135	\$125.74
88624	LACST001	LAC STE ANNE FOUNDATION	6/18/24	SCOTIA	PMCHQ00003135	\$81.00
88625	LAMB007	LAMBERT, KAILEY	6/18/24	SCOTIA	PMCHQ00003135	\$300.00
88626	LANC003	LANCTOT, BRADEN	6/18/24	SCOTIA	PMCHQ00003135	\$755.00
88627	LAPO001	LAPOINTE, SERENA	6/18/24	SCOTIA	PMCHQ00003135	\$393.54
88628	LIV001	LIVING WATERS CRD # 42	6/18/24	SCOTIA	PMCHQ00003135	\$113,400.79
88629	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	6/18/24	SCOTIA	PMCHQ00003135	\$68,329.41
88630	LOCAL002	LOCAL AUTHORITIES PENSION PLAN	6/18/24	SCOTIA	PMCHQ00003135	\$1,009.70
88631	MAILL001	MAILLOUX, SHARON	6/18/24	SCOTIA	PMCHQ00003135	\$266.20
88632	MALM001	MALMQUIST, ANDREW	6/18/24	SCOTIA	PMCHQ00003135	\$272.11
88633	MCEWAN001	MCEWAN, RUTH	6/18/24	SCOTIA	PMCHQ00003135	\$2,017.30
88634	MCLA005	MCLAREN, SHANE	6/18/24	SCOTIA	PMCHQ00003135	\$900.00
88635	MIKE001	13457770 CANADA LTD	6/18/24	SCOTIA	PMCHQ00003135	\$103.68
88636	MOORE005	MOORE, BRIGETTE	6/18/24	SCOTIA	PMCHQ00003135	\$133.10
88637	ORKIN001	ORKIN CANADA CORPORATION	6/18/24	SCOTIA	PMCHQ00003135	\$189.00
88638	PEPSI001	THE PEPSI BOTTLING GROUP (CANA	6/18/24	SCOTIA	PMCHQ00003135	\$2,483.05
88639	PERRIN.C001	PERRIN, CARIZZA	6/18/24	SCOTIA	PMCHQ00003135	\$533.31
88640	PUROLA001	PUROLATOR INC.	6/18/24	SCOTIA	PMCHQ00003135	\$115.22
88641	RECEIV001	RECEIVER GENERAL FOR CANADA	6/18/24	SCOTIA	PMCHQ00003135	\$193,885.91
88642	REQU001	CINDY REQUA	6/18/24	SCOTIA	PMCHQ00003135	\$400.00
88643	RESU001	RESULTS CANADA	6/18/24	SCOTIA	PMCHQ00003135	\$1,553.31
88644	RITZ0001	THE RITZ CAFE & MOTOR INN	6/18/24	SCOTIA	PMCHQ00003135	\$67.37
88645	RIVER004	RIVER VALLEY PONY CLUB	6/18/24	SCOTIA	PMCHQ00003135	\$400.00
88646	ROB001	ROB WRIGHT BUILDING MATERIALS	6/18/24	SCOTIA	PMCHQ00003135	\$15.00
88647	ROGERS001	ROGERS	6/18/24	SCOTIA	PMCHQ00003135	\$22.90
88648	SNIP001	SNIPER PRESSURE SERVICE	6/18/24	SCOTIA	PMCHQ00003135	\$90.00
88649	SNOW001	ALLEN SNOW	6/18/24	SCOTIA	PMCHQ00003135	\$20.00
88650	STAPLES001	STAPLES #453 WHITECOURT	6/18/24	SCOTIA	PMCHQ00003135	\$48.29
88651	STIEL0001	STIELOW CANADA INC.	6/18/24	SCOTIA	PMCHQ00003135	\$370.52
88652	SUPER006	SUPERIOR SAFETY CODES INC.	6/18/24	SCOTIA	PMCHQ00003135	\$2,405.18
88653	TRL001	TRL GAS CO-OP LTD.	6/18/24	SCOTIA	PMCHQ00003135	\$137.21
88654	VAN DER001	VAN DER MEER, CHERIE	6/18/24	SCOTIA	PMCHQ00003135	\$958.53
88655	VAN003	VAN DEN OEVER, JAN	6/18/24	SCOTIA	PMCHQ00003135	\$207.89
88656	VIDAD001	VIDAD, RYAN	6/18/24	SCOTIA	PMCHQ00003135	\$171.56
88657	WATER002	WATER PURE & SIMPLE	6/18/24	SCOTIA	PMCHQ00003135	\$47.94
88658	WCTDIS001	WHITECOURT & DISTRICT	6/18/24	SCOTIA	PMCHQ00003135	\$60.00
88659	WCTFIRE001	WHITECOURT FIRE FIGHTERS ASSOC	6/18/24	SCOTIA	PMCHQ00003135	\$250.00
88660	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	6/18/24	SCOTIA	PMCHQ00003135	\$988.40
88661	WHITEST001	WHITE, STACEY	6/18/24	SCOTIA	PMCHQ00003135	\$103.10
88662	XEROX001	XEROX CANADA LTD.	6/18/24	SCOTIA	PMCHQ00003135	\$5,793.82
88663	4IMP001	4IMPRINT INC	6/19/24	SCOTIA	PMCHQ00003136	\$547.47
88664	ABFIR001	ALBERTA FIRE CHIEFS ASSOCIATIO	6/19/24	SCOTIA	PMCHQ00003136	\$399.12
88665	ABSAW001	ALBERTA SAW & KNIFE LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$147.00
88666	AERZ001	AERZEN CANADA	6/19/24	SCOTIA	PMCHQ00003136	\$227.14
88667	ASSOC005	ASSOCIATED FIRE SAFETY	6/19/24	SCOTIA	PMCHQ00003136	\$132.82
88668	AUTOMA001	AUTOMATED AQUATICS CANADA LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$10,297.18
88669	BARON001	BARON OILFIELD SUPPLY	6/19/24	SCOTIA	PMCHQ00003136	\$237.97
88670	BLINE001	B-LINE TIRE & AUTO SUPPLY LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$230.01
88671	BROG002	BROGAN FIRE & SAFETY	6/19/24	SCOTIA	PMCHQ00003136	\$6,482.07
88672	CARO001	CARO ANALYTICAL SERVICES	6/19/24	SCOTIA	PMCHQ00003136	\$291.38
88673	COMMTRK01	COMMERCIAL TRUCK EQUIPMENT COR	6/19/24	SCOTIA	PMCHQ00003136	\$308.39

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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
88674	DAVT001	DAVTECH ANALYTICAL SERVICES (C	6/19/24	SCOTIA	PMCHQ00003136	\$3,246.72
88675	DBS001	DBS ENVIRONMENTAL	6/19/24	SCOTIA	PMCHQ00003136	\$2,257.20
88676	EAGLE001	EAGLE RIVER CHRYSLER LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$999.24
88677	EDMTR002	EDMONTON TRAILER SALES & LEAS	6/19/24	SCOTIA	PMCHQ00003136	\$2,226.30
88678	ELECT002	ELECTRICAL & INSTRUMENTATION	6/19/24	SCOTIA	PMCHQ00003136	\$9.32
88679	ENVIRO003	ENVIRONMENTAL 360 SOLUTIONS (A	6/19/24	SCOTIA	PMCHQ00003136	\$81.38
88680	FABCO001	FABCO PLASTICS	6/19/24	SCOTIA	PMCHQ00003136	\$352.58
88681	FAST001	FASTENAL CANADA	6/19/24	SCOTIA	PMCHQ00003136	\$61.75
88682	FIREHALL001	FIREHALL BOOKSTORE	6/19/24	SCOTIA	PMCHQ00003136	\$286.91
88683	FIRST001	FIRST CHOICE HUSKY	6/19/24	SCOTIA	PMCHQ00003136	\$280.55
88684	FIRST014	FIRST TRUCK CENTRE	6/19/24	SCOTIA	PMCHQ00003136	\$70.22
88685	GREGG001	GREGG DISTRIBUTORS LP	6/19/24	SCOTIA	PMCHQ00003136	\$4,747.02
88686	GREY003	GREYSTONE ELECTRIC LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$3,032.84
88687	HACH001	HACH SALES & SERVICE CANADA LP	6/19/24	SCOTIA	PMCHQ00003136	\$1,853.25
88688	HODGE004	HODGE VEGETATION CONTROL LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$791.03
88689	HYDRO001	HYDRO PLUMBING & MECHANICAL	6/19/24	SCOTIA	PMCHQ00003136	\$241.50
88690	IDEAL001	IDEAL AUTOMOTIVE & IND. SUPPLY	6/19/24	SCOTIA	PMCHQ00003136	\$8,451.26
88691	INDUST001	INDUSTRIAL MACHINE INC.	6/19/24	SCOTIA	PMCHQ00003136	\$853.73
88692	JARO001	JARON WATER HAULING LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$240.00
88693	JOBS001	JOBSITE WORKWEAR WHITECOURT	6/19/24	SCOTIA	PMCHQ00003136	\$10.91
88694	KEYAG001	KEY AGVENTURES INC.	6/19/24	SCOTIA	PMCHQ00003136	\$1,378.13
88695	KWMECH001	K.W. MECHANICAL	6/19/24	SCOTIA	PMCHQ00003136	\$63.17
88696	LIBE002	LIBERTY SECURITY SYSTEMS INC.	6/19/24	SCOTIA	PMCHQ00003136	\$4,138.50
88697	LIFT001	LIFT BOSS INC.	6/19/24	SCOTIA	PMCHQ00003136	\$204.42
88698	LINDE001	LINDE CANADA INC.	6/19/24	SCOTIA	PMCHQ00003136	\$90.63
88699	MAX001	MAX FUEL DISTRIBUTORS LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$263.34
88700	MEGA002	MEGA-TECH	6/19/24	SCOTIA	PMCHQ00003136	\$1,421.85
88701	MK001	MK HYDRO BLASTING LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$1,143.45
88702	NORT004	NORTHERN METALIC SALES	6/19/24	SCOTIA	PMCHQ00003136	\$749.22
88703	NORW002	NORWOOD FOUNDRY LIMITED	6/19/24	SCOTIA	PMCHQ00003136	\$7,930.78
88704	OAKCR001	OAK CREEK GOLF & TURF INC	6/19/24	SCOTIA	PMCHQ00003136	\$1,078.38
88705	ODDB001	ODDBALL AUTOMOTIVE	6/19/24	SCOTIA	PMCHQ00003136	\$1,038.45
88706	OTEX001	OTEX MANUFACTURING	6/19/24	SCOTIA	PMCHQ00003136	\$1,441.58
88707	PLC001	PLC SUDS & SERVICES LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$141.75
88708	PRIN002	PRINOTH LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$13,018.05
88709	RALCOM001	RALCOMM LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$2,028.50
88710	RED-L001	RED-L DISTRIBUTORS LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$215.16
88711	ROB001	ROB WRIGHT BUILDING MATERIALS	6/19/24	SCOTIA	PMCHQ00003136	\$500.83
88712	ROYAL004	ROYAL CARETAKING SUPPLIES INC	6/19/24	SCOTIA	PMCHQ00003136	\$3,397.81
88713	SCRE001	SCREAM'IN EAGLE SALES LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$350.01
88714	SMALL002	SMALL POWER BARRHEAD LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$99.82
88715	SMYL001	SMYL CHEVROLET BUICK GMC LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$65.85
88716	SPRAY002	SPRAYER RESCUE INC.	6/19/24	SCOTIA	PMCHQ00003136	\$1,104.81
88717	STAN003	STANLEY PUMP SUPPLY LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$97.65
88718	STITCH001	STITCH N TIME CUSTOM EMBROIDER	6/19/24	SCOTIA	PMCHQ00003136	\$390.87
88719	TERRY001	1754529 ALBERTA LTD.	6/19/24	SCOTIA	PMCHQ00003136	\$35,230.95
88720	TRAC004	TRACER LOCATING SERVICES LTD	6/19/24	SCOTIA	PMCHQ00003136	\$1,470.00
88721	VALLEY003	VALLEY BLADES LIMITED	6/19/24	SCOTIA	PMCHQ00003136	\$232.05
88722	VWR001	VWR INTERNATIONAL CO.	6/19/24	SCOTIA	PMCHQ00003136	\$1,259.64
88723	W.R.001	W.R. MEADOWS OF WESTERN CANADA	6/19/24	SCOTIA	PMCHQ00003136	\$2,667.00
88724	WCI001	WCI WHYTE COMMUNICATIONS INC.	6/19/24	SCOTIA	PMCHQ00003136	\$1,865.12
88725	WCTSTA002	WHITECOURT STATIONERY LTD	6/19/24	SCOTIA	PMCHQ00003136	\$2,656.97
88726	WHEAT001	WHEAT KING MECHANICAL LTD	6/19/24	SCOTIA	PMCHQ00003136	\$2,161.58
88727	WHITEFORD001	WHITECOURT FORD INC.	6/19/24	SCOTIA	PMCHQ00003136	\$280.81
88728	WHITEIGA001	WHITECOURT IGA	6/19/24	SCOTIA	PMCHQ00003136	\$3,966.87
88729	WHITEMACH001	WHITECOURT MACHINE & WELDING	6/19/24	SCOTIA	PMCHQ00003136	\$252.00
88730	WHITETRAN001	WHITECOURT TRANSPORT INC.	6/19/24	SCOTIA	PMCHQ00003136	\$3,454.87
88731	XYLEM002	XYLEM CANADA LP	6/19/24	SCOTIA	PMCHQ00003136	\$2,845.75

Total Cheques: 203

Total Amount of Cheques: \$1,671,380.27

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114222

Dear Chief Elected Officials:

The Government of Alberta administers federal funding through the Canada Community-Building Fund (CCBF) to provide Alberta communities with flexible capital funding to invest in local infrastructure priorities. As you may be aware, the Canada-Alberta agreement for the CCBF for 2014-24 expired on March 31, 2024. The Alberta government is in active negotiations with the Government of Canada on a 10-year renewal agreement that will cover the 2024-34 period.

The Government of Canada sent a draft renewal agreement to Alberta late in 2023, and the agreement has several aspects that are concerning for Alberta and for local governments. As a result, we are standing up for the interests of Alberta in negotiations and doing our utmost to ensure funding continues to flow to local governments with as much flexibility as possible to address local priorities without unnecessary administrative burdens. As these negotiations are ongoing, there may be delays in the 2024 program, including the notification of allocation amounts and timing of payments to local governments.

As discussions with the federal government continue, we are working with the municipal associations to ensure the Alberta government understands the perspectives of local governments. We will continue to advocate for your interests and the interests of the province, and I will provide more information on the signing of the agreement as soon as possible.

Thank you for your understanding and patience during this renewal process.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver".

Ric McIver  
Minister

cc: Chief Administrative Officers

## Wendy Davidson

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**From:** Tara Gallant  
**Sent:** June 19, 2024 2:20 PM  
**To:** Peter Smyl; Judy Barney; Jennine Loberg; Chelsea Grande; Drew Hadfield; Lee Hardman; Rhonda Woods  
**Cc:** Wendy Davidson  
**Subject:** Council Committee Presentations to Council for 2025 Strategic Plan

Good afternoon,

Per Council's direction, select Council Committees have been asked to make a presentation to Council in preparation for the 2025 Strategic Planning process.

I have scheduled each Committee to present to Council this fall/winter. If you need the presentation dates changed, please let me know. (Only the Chair's attendance is required.)

- Communities in Bloom Committee – September 23
- Protective Services Committee – October 15
- Health Professionals Attraction and Retention Committee – October 28
- Community Services Advisory Board – November 12
- Economic Development Committee – November 25
- Youth Advisory Committee – December 16

Each Committee is asked to prepare a PowerPoint presentation that answers/highlights the following:

- A general overview of initiatives/projects undertaken by the Committee in 2024.
- What feedback has the Committee received from the public/stakeholders/organizations (on topics within the scope of the Committee)? What groups/organizations has the Committee received reports from over the last year?
- Are there any trends or emerging issues Council should be aware of (on topics within the scope of the Committee)?
- From the Committee's perspective, what are the things you are most proud of and want to sustain?
- What does the Committee feel are the two most important opportunities/issues facing Whitecourt? (As it relates to the mandate of the Committee.)
- What actions do you feel Whitecourt should prioritize to address these opportunities/issues?
- Looking out five years, what are the Committee's plans/aspirations for Whitecourt?

(The Powerpoint presentation will then be available as a reference to Council when preparing the 2025 Strategic Plan.)

Let me know if you have any questions.

**Tara Gallant**

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

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## CORPORATE PRIORITIES (Council/CAO)

Updated June 2024

CORPORATE PRIORITIES (Council/CAO)	
Updated June 2024	
<b>NOW (Top 4 Priorities)</b>	<b>TIMELINE</b>
<b>WOODLANDS COUNTY: ICF Agreement</b> <b>CEC: Tender</b> <b>MDP/LUB REVIEW: Adoption</b> <b>DOWNTOWN VITALIZATION: Update Cost Estimates Phase 1 &amp; 2</b>	Aug Jul Jul Dec
<b>NEXT</b> <ul style="list-style-type: none"> <li>• ANNEXATION: Feasibility</li> <li>• WASTE GOVERNANCE MODEL: Presentation</li> <li>• WASTEWATER TREATMENT PLANT: Study</li> <li>• TRANSPORTATION MASTER PLAN</li> </ul>	<b>ADVOCACY</b> <ul style="list-style-type: none"> <li>• <i>Health Facility Enhancements/CT Scanner</i></li> <li>• <i>Broadband Service</i></li> <li>• <i>FireSmart Alberta Funding</i></li> </ul>
<b>LATER</b> <ul style="list-style-type: none"> <li>• WASTE DIVERSION: Options</li> </ul>	<b>PARTNERSHIPS</b> <ul style="list-style-type: none"> <li>• <i>Regional Business Park</i></li> <li>• <i>Whitecourt Seniors/Affordable Housing Needs</i></li> <li>• <i>Comm./Ind. Waste Diversion: Options (WRSWMA)</i></li> <li>• <i>Community to Community Liaison</i></li> <li>• <i>Woodlands County</i></li> </ul>
OPERATIONAL STRATEGIES (CAO/Staff)	
<b>CHIEF ADMINISTRATIVE OFFICER</b> <ol style="list-style-type: none"> <li>1. <b>CEC: Tender Review/Award</b> – Jul</li> <li>2. <b>WOODLANDS COUNTY: ICF Agreement</b> – Aug</li> <li>3. Strategic Plan Review/Design - Octo               <ul style="list-style-type: none"> <li>• Economic Attraction</li> <li>• Staff Development Succession Planning</li> </ul> </li> </ol>	<b>ECONOMIC DEVELOPMENT</b> <ol style="list-style-type: none"> <li>1. Broadband: Options – Jun</li> <li>2. SCOP Grant – Jul</li> <li>3. EDC/Tourism Planning Session - Sep               <ul style="list-style-type: none"> <li>• Alberta Advantage Immigration Program Streams</li> <li>• H-PARC Initiatives</li> </ul> </li> </ol>
<b>COMMUNITY SAFETY</b> <ol style="list-style-type: none"> <li>1. Automated Traffic Enforcement: Contract Start-Up - Jul</li> <li>2. Health &amp; Safety Manual: Update – Jul</li> <li>3. Animal Control Bylaw: Review - Sep               <ul style="list-style-type: none"> <li>• False Alarm Bylaw</li> <li>• Fire Bylaw</li> </ul> </li> </ol>	<b>COMMUNITY SERVICES</b> <ol style="list-style-type: none"> <li>1. <b>CEC: Tender</b> – Jul</li> <li>2. Festival Park Road Extension – Jul</li> <li>3. <b>CEC: Construction Start Up</b> - Jul               <ul style="list-style-type: none"> <li>• Municipal Climate Change Project Application</li> <li>• Surveillance Project</li> </ul> </li> </ol>
<b>CORPORATE SERVICES</b> <ol style="list-style-type: none"> <li>1. <b>WOODLANDS COUNTY: Cost Analysis</b> – Aug</li> <li>2. Franchise Fee 5-Year Plan Review – Sep</li> <li>3. Asset Management Phase 1 Implementation - Dec               <ul style="list-style-type: none"> <li>• IT Modernization Phase 1</li> <li>• Agenda and Meeting Management Software RFP</li> </ul> </li> </ol>	<b>INFRASTRUCTURE SERVICES</b> <ol style="list-style-type: none"> <li>1. WASTE GOVERNANCE MODEL: Presentation – Aug</li> <li>2. WASTEWATER TREATMENT PLANT: Study - Aug</li> <li>3. Centennial Park Pathway Reconstruction Phase 1 &amp; 2 – Oct               <ul style="list-style-type: none"> <li>• WASTE DIVERSION : Commercial/Indust: Options</li> <li>• Snow Removal Policy Review</li> </ul> </li> </ol>
<b>PLANNING &amp; DEVELOPMENT</b> <ol style="list-style-type: none"> <li>1. <b>MDP/LUB REVIEW: Adoption</b> – Jul</li> <li>2. ANNEXATION: Feasibility - Aug</li> <li>3. <b>DOWNTOWN VITALIZATION: Update Cost Estimates Phase 1 &amp; 2</b> – Dec               <ul style="list-style-type: none"> <li>• Offsite Levy Bylaw Review</li> <li>• TRANSPORTATION MASTER PLAN</li> </ul> </li> </ol>	

## PRESS RELEASE

JUNE 12, 2024

### WHITECOURT TOWN COUNCIL UPDATE

Phase 1 of a four-year concrete rehabilitation project for 55 Avenue has been approved. Based on assessments, the pavement along 55 Avenue remains in good condition and doesn't require replacement at this time; however, the concrete is in need of replacement. The curb and gutters along 55 Avenue, between 41 Street and Mink Creek Road, will be fully removed and reconstructed over a four-year period. This will allow drainage and sidewalk condition to be improved and will rectify any deterioration of the sidewalk joints.

Year 1 Torgerson Drive to 39 Street (south sidewalk)

Year 2 39 Street to 41 Street (south sidewalk, including swales)

Year 3 Mink Creek Road to Atkinson Crescent (north sidewalk)

Year 4 Atkinson Crescent to end (north sidewalk)

The construction schedule for Phase 1 is still being developed, and information will be posted once finalized.

As part of Whitecourt's asset management implementation plan, Pillar Systems has been contracted to complete the Town's asset inventory, update the Town's GIS database, create asset performance criteria, and review asset management software options.

Canada Day celebrations will be held in Festival Park on Monday, July 1. The event will include a pancake breakfast, family activities, crib and volleyball tournaments, as well as live music and fireworks. Visit [www.whitecourt.ca](http://www.whitecourt.ca) for details.

The Town of Whitecourt has approved the Joint Use Planning Agreement with Living Waters Catholic Separate School Division, Northern Gateway Public Schools, the Francophone Regional Authority of Greater North Central Francophone Education Region, and Woodlands County. The Government of Alberta requires all municipalities to enter into Joint Use Planning Agreements with all school boards that operate within their municipal boundaries, and the agreement enables the integrated and long-term planning and use of school sites.

For more information, please contact:

Tara Gallant  
Legislative Manager  
Town of Whitecourt  
[taragallant@whitecourt.ca](mailto:taragallant@whitecourt.ca)



5004 52 Avenue, Box 509, Whitecourt AB T7S 1N6

Phone / 780.778.2273 Fax / 780.778.2062

[www.whitecourt.ca](http://www.whitecourt.ca)

21 June 2024

## WOODLANDS COUNTY COUNCIL RECAP – WEDNESDAY, JUNE 19, 2024

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

Sgt. Dallas Choma, with Lac Ste. Anne County, provided an **enforcement services update in Woodlands County**. During Q1 2024, 73 tickets and 17 warnings were issued, and peace officers responded to 15 incidents. Woodlands County continues to contract Lac Ste. Anne County for municipal enforcement services.

Council gave first reading to **Bylaws 617-24 and 618-24, borrowing bylaws for West and East Mountain Road Resurfacing**, respectively. Both projects were carried over to 2024 and a borrowing bylaw must be passed to fund the projects. The proposed bylaws are available on the Woodlands County [CivicWeb Portal](#) in the June 19 Council Meeting agenda package. Woodlands County ratepayers are welcome to make comments on the bylaws before they are passed and feedback can be directed to the Director, Corporate Services, before end of business day, Wednesday, July 10, 2024.

Council gave first reading to Bylaw 616/24 - Land Use Amendment Application 2024LUA01 Bylaw 616/24 and a **public hearing is scheduled for 9:45 am, July 17, 2024, at the Woodlands County Whitecourt Council Chambers**. The amendment would rezone the parcel on PT W 1-62-6-W5M, Plan 1084KS Block 7 Lots 5 and 6 in Fort Assiniboine from Public/Institutional to Hamlet Residential.

Council approved a **pilot project to identify local Woodlands County businesses and their products**. Local businesses can apply with 10 businesses being selected and provided "Woodlands County Local Vendor" signs and graphics to use at markets, events and advertising. Information can be obtained by contacting Woodlands County's Economic Development Officer.

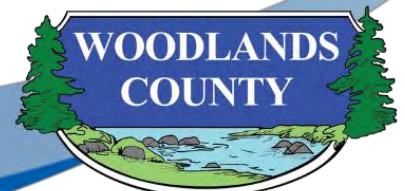
**Township Road 584 Road Construction** project, to connect Range Road 120 and Range Road 121, was carried forward to the 2026 budget to ensure engineering is completed and avoid conflicts with the BF78525 bridge construction project in the same area in 2025.

### Upcoming scheduled meetings:

- **Regular Council** – Wednesday, July 17, 9:30 am
- **Regular Council** – Wednesday, August 14, 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-





# June 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1 10:15am Run 4 Fun (AJMC) - Wendy Davidson
2	9:00am Seniors Week Pancake Breakfast (Seniors Circle) - Wendy Davidson	4	8:30am CRAA Executive 10:50am Sharing History 12:45pm Minister 12:45pm Minister	5:00pm Intergenerational Cook Off (Seniors Circle) - Wendy	7 10:00am Cheque Presentation - Sports 4:00pm Pride Celebration and BBQ	8 5:00pm Seniors Week Dinner (Seniors Circle) - Wendy Davidson
9	9:30am ATE Engagement Session 9:30am Automated 11:30am Mayoral Panel	11 ANC 10th Anniversary Event 4:00pm Council Meeting (FIC) - Wendy	12 Alberta Municipalities Summer Municipal 12:00pm H-PARC Meeting - Zoom	13 8:30am CRAA Bi-Weekly 9:30am Enhancement 1:10pm Whitecourt 2:00pm Whitecourt	14 5:00pm Party in the Park (Festival Park) - Wendy Davidson	15 2:00pm Party in the Park (Festival Park) - Wendy Davidson
16	12:00pm Protective Service Meeting 4:00pm P&P (Town Office Large Board	18 1:00pm Economic Development Committee Regular Meeting - Whitecourt	19 4:30pm AFPA Open House (1300, 10707 6:00pm Travel to Calgary	20 Electricity Canada Symposium (Calgary)	21 6:00am Return travel from Calgary	22
23	24 4:00pm Town Council (FIC) - Wendy Davidson	25 2:30pm Council Workshop (Large Board Room) - Wendy Davidson	26 8:30am CRAA All-Member Meeting (Microsoft Teams Meeting) - Kayla	27 1:00pm Hilltop Grad Ceremonies (JDA Place) - Wendy Davidson	28 6:00pm 7:30am Monthly Green Gables Meeting 1:30pm SVL Birthdays	29
30	Jul 1	2	3	4	5	6

# July 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1	2	3	4	5	6
7	8	9	10	11 8:30am CRAA Bi-Weekly Executive Meeting (Microsoft Teams) 10:00am Whitecourt Community	12	13
14	15 4:00pm Council (FIC) - Wendy Davidson	16 1:30pm Economic Development Committee Regular Meeting (Town Office Large Boardroom) -	17	18 1:15pm Whitecourt Regional Landfill Q&A (Town Office - 2:00pm Whitecourt Regional Solid Waste	19	20
21	22	23	24	25 8:30am CRAA Bi-Weekly Executive Meeting (Microsoft Teams Meeting) - Kayla Doody	26 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - 1:30pm SVL Birthdays (SV Lodge) - Wendy	27
28	29	30	31	Aug 1	2	3

# June 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2	3 9:00am Seniors Week Pancake Breakfast (TP, TB, BL, SL, BM, PC) (Seniors Circle)	4	5	6 5:00pm Srs. Wk Intergenerational Cook Off (TP, BL, BM) (Seniors Circle)	7 4:00pm Pride Celebration & BBQ (TP, BM, DS) (Festival Park)	8 12:00pm Ecole St. Joseph School Grad Ceremony (DS) (St. Joseph School)
9	10	11 4:00pm Council Meeting (FIC) 7:00pm Community Services Advisory	12 12:00pm FireSmart (TB) (Large Board Room)	13 1:30pm WRSMA (TP, PC, BL) (Small Board Room)	14 5:00pm PitP (Festival Park)	15 11:00am Lemonade Day (BL, SL, DS) (Various) 2:00pm PITP (Festival Park)
16	17 12:00pm Protective Services (TP, BL, BM) 4:00pm Policies & Priorities Committee	18 12:00pm Eagle Tower (TB) (Provincial) 1:00pm EDC (PC, BL, TP) 6:00pm Library (SL)	19	20 1:00pm CFYE (SL)	21 8:00am Chamber Golf Tournament (TB, SL, BM) (Whitecourt Golf & Country Club)	22
23	24 4:00pm Council Meeting (FIC)	25 12:00pm EAC (TB, BM) (Small Board Room)	26 1:00pm Lac Ste. Anne Foundation (PC) 2:00pm Airport Advisory (BL)	27 4:00pm MPC (BL, DS)	28 5:30pm Whitecourt Fire Department Golf Tournament (Whitecourt Golf & Country Club)	29
30	Jul 1	2	3	4	5	6

# July 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1	2	3	4	5	6
7	8	9 1:30pm Ec Dev (TP, PC, BL) (Lg BR) 7:00pm Community Services Advisory Board (DS) (AJMC)	10	11 4:00pm MPC (BL, DS)	12	13
14	15 4:00pm Council (FIC)	16 12:00pm Eagle Tower (TB) (Provincial Building) 1:30pm EDC (PC, BL, TP) (Large Board Room)	17	18 1:00pm CFYE (SL) 1:00pm WRSWMA (TP, PC, BL) (Large Board Room)	19	20
21	22	23	24	25 4:00pm MPC (BL, DS)	26	27
28	29	30	31	Aug 1	2	3