

AGENDA

REGULAR MEETING OF COUNCIL
Monday, March 24, 2025 at 4:00pm
Forest Interpretive Centre Council Chambers

Present: Mayor Pickard; Deputy Mayor Lapointe; Councillors Baker, Chauvet, Lanctot, 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 March 10, 2025 Regular Meeting of Council:
4. Public Input Session:
5. Fire Services Bylaw 1582:
6. Fees, Rates and Charges Bylaw 1551-14:
7. Family & Community Support Services Grants:
8. Project List:
9. Write Off Uncollectable Utility Accounts:
10. Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee:
11. Request to Join Mid-Size Towns Mayors Caucus:
12. Addition to April 2, 2025 Special Council Meeting:

13. Lemonade Day 2025:

14. Councillor Reports:

15. Items of Information:

16. Canadian Fiber Optics (Closed):
(Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act)

17. Adjournment:

**MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Whitecourt**
held on Monday, March 10, 2025 at the Forest Interpretive Centre

Present:	Mayor Pickard, Deputy Mayor Lapointe; Councillors Baker, Chauvet, Lanctot, 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 4:01pm; Mayor Pickard presiding.
Adoption of Agenda:	<p><u>25-074 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 February 24, 2025 Regular Meeting:	<p><u>25-075 Moved by Councillor Chauvet</u></p> <p>That the Minutes from the February 24, 2025 Regular Meeting be adopted as presented.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Public Input Session:	There was no one present wishing to make a presentation.
Forest Resource Improvement Association of Alberta Grant Application Support – FireSmart Community Plan:	<p>Councillor Schlosser arrived at the meeting. Time: 4:02pm.</p> <p>The Chief Administrative Officer stated that Administration prepared a grant application to the Forest Resource Improvement Association of Alberta to develop a FireSmart Community Plan and introduced the Director of Community Safety. The Director noted that the grant would aid in completing a hazard and risk assessment, a wildfire mitigation strategy, and a wildfire preparedness guide.</p> <p><u>25-076 Moved by Deputy Mayor Lapointe</u></p> <p>That Council accept the recommendation of the FireSmart Working Group to support the Forest Resource Improvement Association of Alberta Non-Vegetation Management Grant Application to develop a FireSmart Community Plan for Whitecourt.</p> <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
Alberta/Japan Twinned Municipalities Conference and Yubetsu Visit:	<p>The Chief Administrative Officer noted that the Alberta/Japan Twinned Municipalities Conference was being held in Stony Plain in May and that representatives from Yubetsu plan on attending and introduced the Director of Community Services. The Director advised that the Yubetsu delegates planned to visit Whitecourt after the conference.</p> <p><u>25-077 Moved by Councillor Schlosser</u></p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Authorize a Council member to attend the Alberta/Japan Twinned Municipalities Conference on May 23 & 24, 2025 in Stony Plain; 2. Host the Yūbetsu delegation in Whitecourt, May 24 – 26, 2025; and 3. Be authorized to attend the dinner on May 25, 2025. <p style="text-align: right;">- CARRIED UNANIMOUSLY.</p>
2025 National Volunteer Week:	The Chief Administrative Officer advised that the Town would be hosting National Volunteer Week and introduced the Director of Community Services. The Director

advised that the theme for 2025 was “Volunteers Make Waves” and that a luncheon was planned to honour and recognize volunteers throughout the community.

25-078 Moved by Councillor McAree

That Council be authorized to attend the 2025 National Volunteer Week “You’ve Been Great!” Volunteer Celebration lunch on April 28, 2025.

- CARRIED UNANIMOUSLY.

Whitecourt Horse Club Request:

The Chief Administrative Officer reported that the Whitecourt Horse Club requested a letter of support to become the Trailmaster for the Whitecourt Sandhills Public Land Use Zone and introduced the Director of Community Services to provide further details.

25-079 Moved by Councillor McAree

That Council accept the letter from the Whitecourt Horse Club as information with no objections to the Club obtaining Trailmaster status at the Sandhills Public Land Use Zone.

- CARRIED UNANIMOUSLY.

Truck Purchase:

The Chief Administrative Officer advised that a tender had been issued for the purchase of four trucks and introduced the Director of Infrastructure. The Director advised that bids were received from two of the local vehicle dealerships.

25-080 Moved by Councillor Chauvet

That Council award the tenders for the purchase of the four trucks to Smyl GM as follows:

Unit 0125	\$55,544	Unit 1125	\$68,200
Unit 1225	\$55,544	Unit 8325	\$55,544

plus GST.

- CARRIED UNANIMOUSLY.

Councillor Reports:

Councillor Chauvet attended the Alberta CARE Conference.

Councillor Baker attended a FireSmart Working Group Committee meeting and the Budget Information Open House.

Councillor McAree attended the Budget Information Open House.

Councillor Lanctot attended the Budget Information Open House and a meeting with the Whitecourt/Woodlands Winter Recreation Park Society.

Councillor Schlosser attended a Youth Advisory Committee meeting and the Budget Information Open House.

Deputy Mayor Lapointe also attended the Youth Advisory Committee meeting and Budget Information Open House. She also attended the Alberta Municipalities President’s Summit and Spring Leaders Caucus.

Mayor Pickard attended the Health Professionals Attraction & Retention Committee meeting and an Industries Breakfast meeting; as well as the Budget Information Open House. He met with the Minister of Public Safety and Emergency Services and attended a press conference with the Minister of Forestry & Parks and Forest Resource Improvement Association of Alberta. While at the Alberta Municipalities

President’s Summit and Spring Leaders Caucus, he attended a meeting with the Mid-Sized Towns Mayor’s Caucus.

25-081 Moved by Councillor Schlosser

That Council accept the Councillor Reports as information.

- CARRIED UNANIMOUSLY.

25-082 Moved by Councillor Chauvet

That the following items be accepted as information:

- a) Town Accounts – Cheques 91849 – 91990;
- b) February 26, 2025 Letter from Alberta Municipal Affairs re Provincial Priorities Act;
- c) February 26, 2025 Letter from Alberta Public Safety & Emergency Services re Community Peace Officers;
- d) February 27, 2025 Letter from Alberta Municipal Affairs re Budget 2025;
- e) February 28, 2025 Letter to Alberta Public Safety & Emergency Services re Request for Ministerial Order for Protective Services Committee;
- f) March 4, 2025 Congratulations Letter to MLA Long on Appointment as Minister of Infrastructure;
- g) March 6, 2025 Letter from Whitecourt & District Chamber of Commerce re Advocacy and Tariffs;
- h) Town of Whitecourt 2025 Press Releases:
 - i. February 25 – Construction on the Culture & Events Centre On Time and On Budget;
 - ii. February 28 – Whitecourt Town Council Update;
- i) Woodlands County 2025 Press Releases:
 - i. February 27 – Woodlands County Council Recap – February 26;
- j) Mayor’s Calendar; and
- k) Council Calendar.

- CARRIED UNANIMOUSLY.

The meeting recessed. Time 4:49pm.

The meeting reconvened. Time 4:51pm.

25-083 Moved by Deputy Mayor Lapointe

That Council go into Closed Meeting to discuss Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee per Section 17 & 25 of the Freedom of Information and Protection of Privacy (FOIP) Act; and Council Committee Appointments per Section 17 of the FOIP Act. Time 4:52pm.

- CARRIED UNANIMOUSLY.

25-084 Moved by Councillor Schlosser

That Council revert to Regular Meeting. Time 5:30pm.

- CARRIED UNANIMOUSLY.

25-085 Moved by Councillor Baker

That Council direct Administration to bring forward a policy to the Policies and Priorities Committee to discuss Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees Schedule D – Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee.

- CARRIED UNANIMOUSLY.

Items of Information:

Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee:

Council Committee
Appointments:

25-086 Moved by Councillor Chauvet

That Council accept Council Committee Appointments as information and direct Administration to readvertise the vacancy on the Community Services Advisory Board.

- CARRIED UNANIMOUSLY.

Adjournment:

25-087 Moved by Councillor Baker

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

- CARRIED UNANIMOUSLY.

Mayor

Chief Administrative Officer

DRAFT



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: March 19, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Lee Hardman, Director of Community Safety
Title: FIRE SERVICES BYLAW 1582

PROPOSAL AND BACKGROUND:

There are currently five active bylaws referencing the regulation of fire services. These include Bylaws 697, 842, 1015, 1092 and 1118. The purpose of the proposed Fire Services Bylaw is to consolidate these bylaws into one document, ensuring legislation is current, and that the new Bylaw meets the needs of the community.

In creating this Bylaw, a comparison review was conducted with several municipalities to ensure a more consistent approach to the legislation is applied. The proposed Fire Services Bylaw 1582 includes legislation updates, new definitions, and further enhancements for the betterment of the community.

The proposed Fire Services Bylaw 1582 was discussed and recommended for approval by the Policies and Priorities Committee at its March 17, 2025 meeting.

REFERENCES:

- Bylaw 697 – Fire Crackers and Fireworks
 - Bylaw 842 – Establishment and Operation of a Fire Department
 - Bylaw 1015 – Burning Bylaw
 - Bylaw 1092 – Burning Bylaw (Amended Bylaw 1015)
 - Bylaw 1118 – Fire Bylaw (Amended Bylaw 842)
 - Bylaw 1582 – Fire Services Bylaw – attached
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BENEFITS/DISADVANTAGES AND OPTIONS:

Consolidation of Bylaws creates ease of access for residents and visitors to access all Fire Services related legislation in one document.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

RECOMMENDATION:

That Council accept the recommendation by the Policies and Priorities Committee and adopt Bylaw 1582 – Fire Services Bylaw.

APPROVAL:

Department Director:

Acting CAO:

BYLAW NO. 1582

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

**TO ESTABLISH AND OPERATE A FIRE DEPARTMENT, PROVIDE FOR THE
PREVENTION AND CONTROL OF FIRES, AND AUTHORIZE THE RECOVERY OF
RELATED FEES, EXPENSES, AND CHARGES**

WHEREAS, pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, and amendments thereto, a municipality may pass a bylaw respecting the safety, health, and welfare of people and the protection of property; and

WHEREAS, pursuant to the Municipal Government Act, a municipality may pass a bylaw to regulate, prohibit and impose a system of licences, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for fire services; and

WHEREAS, the Town of Whitecourt wishes to establish fire service within the Town and provide for the efficient operation of such service; and

WHEREAS, the Town of Whitecourt wishes to provide Fire Inspections, Fire Investigations and Enforcement of the National Fire Code - 2023 Alberta Edition as an accredited municipality under the Safety Codes Act of Alberta 2000, being Chapter S-1 of the Statutes of Alberta; and

WHEREAS, the Town of Whitecourt wishes to provide for the prevention, regulation, and control of fires within the Town;

NOW THEREFORE, Council of the Town of Whitecourt, duly assembled, hereby enacts as follows:

PART 1 – PURPOSE

1.1 This Bylaw shall be called the “Fire Services Bylaw”.

PART 2 – DEFINITIONS

- 2.1 “Acceptable Fire Pit” means an outdoor receptacle on a Person’s property that meets the following specifications:
- a. The opening shall not exceed 1 metre in diameter.
 - b. A minimum of 3 metres clearance from any property line.
 - c. A minimum clearance measured from the nearest inside edge of the receptacle to any structure, trees, shrubs, or other combustible material as follows:
 - 2.5 metres for fire pits up to 0.7 metres in diameter,
 - 3 metres for fire pits up to 1 metre in diameter.
 - d. Must not be located underneath any trees, branches, power/utility lines, or other combustible materials.
 - e. Must be located at least 1 metre clear from any underground utilities.

The receptacle shall:

- a. be located on a non-combustible base and surrounded by non-combustible material equal to the height of the pit.
- b. have non-combustible sides with a minimum height of 30 centimetres above ground level.
- c. have a spark arrestor mesh screen with openings no larger than 1.25 centimetres that is constructed of metal (or equivalent material) that is placed over the

receptacle in a manner sufficient to contain and reduce the hazards of airborne sparks.

- 2.2 “Acceptable Fireplace” means an outdoor receptacle on a Person’s property that meets the following specifications:
- a. a minimum of 1 metre clearance is maintained from any building, property line, or other combustible material when measured from the nearest fireplace edge;
 - b. the fireplace is constructed of materials such as bricks or rocks that are heat and flame resistant;
 - c. the fireplace is equipped with a chimney that is not less than 2.5 metres in height when measured from the base of the burning area;
 - d. the fireplace chimney is equipped with a mesh screen with openings no larger than 1.25 centimetres designed to contain and reduce the hazards of airborne sparks
 - e. the base of the fire burning area is not less than 30 centimetres above the surrounding grade; and
 - f. the fire chamber does not exceed 1.25 metres in width and is at least 40 centimetres, but not more than 60 centimetres in depth.
- 2.3 “Apparatus” means any machinery, vehicle, or Equipment operated by or for the Fire Department whether that vehicle operates on land, in the air, or on water.
- 2.4 “Barbeque (BBQ)” means any appliance that burns propane, natural gas, or wood pellets that is designed and certified for the intended use of cooking or obtaining warmth.
- 2.5 “Burning Hazard” has the same meaning as in the *Forest and Prairie Protection Act*, RSA 2000 CF-19.
- 2.6 “Chief Administrative Officer” (CAO) means the administrative head for the Town of Whitecourt or the person designated by the CAO to perform their duties set out in this Bylaw.
- 2.7 “Council” means the Council of the Town of Whitecourt elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21, as amended.
- 2.8 “Dangerous Goods” has the same meaning as in the *Dangerous Goods Transportation and Handling Act*, RSA 2000, c 0-4.
- 2.9 “Equipment” means any tools, devices, materials, or supplies used by or for by the Fire Department to respond to an incident.
- 2.10 “Fire Ban” means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, RSA 2000 cF-19, or an order issued pursuant to this Bylaw, for the purpose of cancelling all Fire Permits, prohibiting the lighting of, and requiring the extinguishment of all fires within the Town.
- 2.11 “Fire Chief” means the person employed by the Town as the Fire Chief, or their designate.
- 2.12 “Fire Restriction” means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, RSA 2000 cF-19, or an order issued pursuant to this Bylaw, for the purpose of cancelling that all active Fire Permits for Fireworks, Special Events, and Open Burning, and no Fire Permits will be issued until the Fire Restriction is removed.
- 2.13 “Fire Department” means the Whitecourt Fire Department as established by the Town of Whitecourt pursuant to the provisions of this bylaw consisting of, but not limited to, all persons appointed or recruited to various positions, all Equipment, Apparatus, materials and supplies used in the operation, maintenance and administration of the Fire Department, including Fire Department Facilities.

- 2.14 “Fire Hazard” has the same meaning as in the *Forest and Prairie Protection Act*. RSA 2000 Cf-19.
- 2.15 “Fireworks” means any pyrotechnic device pursuant to the Explosives Act (RSC., 1985, c. E-17) and the Explosives Regulations, 2013 (SOR/2013-211), including, but not limited to consumer fireworks, display fireworks, firecracker or special effect pyrotechnics.
- 2.16 “Incident” includes a fire, medical, vehicular, or other emergency situation presenting danger or possible danger to life, property, or the environment, and to which the Fire Department has responded.
- 2.17 “Member” means any individual who is appointed as a member of the Fire Department.
- 2.18 “Member in Charge” means the Fire Chief, or in the absence of the Fire Chief, the Fire Department member designated as Duty Officer or Incident Commander.
- 2.19 “Municipal Tag” means a tag or similar document issued by the Town pursuant to the Municipal Government Act, RSA 2000, cM-26, as amended, for the purposes of notifying a Person that an offence has been committed for which a prosecution may follow.
- 2.20 “Occupant” means the Person that is in possession, control or occupation of Property including, but not limited to, the holder(s) of an easement or right-of way.
- 2.21 “Order” means a written order pursuant to the Municipal Government Act, RSA 2000, cM-26, as amended, to remedy a contravention of this Bylaw.
- 2.22 “Owner” means any Person listed on title as the registered owner of Property at the Land Titles Office.
- 2.23 “Peace Officer” means a member of the Royal Canadian Mounted Police (RCMP), a Peace Officer appointed under the Peace Officer Act, RSA 2006, cP-3.5, as amended, a bylaw enforcement officer appointed under the Municipal Government Act RSA 2000, cM-26, as amended, or any other person who is, in the execution of their duties, responsible for the preservation and maintenance of the public peace.
- 2.24 “Person” means any individual, firm, partnership, association, corporation, or society.
- 2.25 “Prohibited Debris” means any material that when burned will result in the release of dense smoke or toxic air contaminants to the atmosphere as outlined in any legislation or bylaw written to protect and enhance the environment and includes but is not limited to materials described as:
- a. animal manure;
 - b. animal carcasses
 - b. chemicals or chemical containers;
 - c. combustible material in automobiles;
 - d. household refuse;
 - e. non-wooden materials;
 - f. paints and painting materials;
 - g. pathological waste;
 - h. rubber or plastic, or anything containing or coated with rubber or plastic or similar substances;
 - i. tires;
 - j. toxic substances;
 - k. used oil; or
 - l. wood or wood products containing substances for the purpose of preserving wood.
- 2.26 “Property” means any real or personal property.

- 2.27 “Recreational Fire” means a fire confined within an Acceptable Fire Pit, Acceptable Fireplace, or non-combustible container provided by the Town within a designated public park or recreational area which is lit for the purpose of cooking, obtaining warmth, or viewing for pleasure. Approval by the Town is required.
- 2.28 “Special Event” means any ceremony, performance, dance, show, event or other exceptional circumstances.
- 2.29 “Town” means the municipal corporation of the Town of Whitecourt in the Province of Alberta, or where the context so requires, the area contained within the boundaries of the Town of Whitecourt.
- 2.30 “Violation Ticket” means a ticket issued pursuant to Part II or Part III of the Provincial Offences Procedure Act, RSA 2000, cP-34, as amended.

PART 3 – ESTABLISHMENT AND PURPOSE OF THE WHITECOURT FIRE DEPARTMENT

- 3.1 The Whitecourt Fire Department is hereby established for the purpose of:
- a. Preventing and extinguishing fires;
 - b. Investigating the cause of fires as an Accredited Municipality under the Safety Codes Act in accordance with the quality management plan approved by Council and the Safety Codes Council;
 - c. Preserving life, Property, and the environment, and protecting Persons and Property from injury or destruction by fire;
 - d. Providing rescue services and medical emergency co-response;
 - e. Carrying out fire inspections as an Accredited Municipality under the Safety Codes Act in accordance with the quality management plan approved by Council and the Safety Codes Council;
 - f. Enforcing provisions of the *National Fire Code – 2023 Alberta Edition as an Accredited Municipality under the Safety Codes Act*;
 - g. Fulfilling the requirements of any mutual aid agreements with other municipalities, corporations, or other entities;
 - h. Assisting with emergency management;
 - i. Providing fire public education and information regarding emergency preparedness and community safety;
 - j. Controlling and mitigating incidents involving Dangerous Goods;
 - k. Establishing guidelines and recommendations for wildfire risk reduction, suppression, and FireSmart initiatives; and
 - l. Providing public fire prevention and emergency response pre-planning.

PART 4 – AUTHORITY AND RESPONSIBILITY OF THE FIRE CHIEF

- 4.1 The CAO shall ensure that a Town employee is designated as Fire Chief and assumes the authority and responsibility under this Bylaw.
- 4.2 The Fire Chief shall be responsible for managing the overall delivery of the Fire Department, subject to:
- a. Provincial legislation and regulations;
 - b. This Bylaw;
 - c. All applicable Town policies;
 - d. The direction of the CAO; and
 - e. Any agreements the Town has with other municipalities or other entities.
- 4.3 The Fire Chief is authorized to delegate, and to authorize further delegations, of any powers, duties and functions delegated to the Fire Chief by Council under this Bylaw.

PART 5 – AUTHORITY AND RESPONSIBILITY OF MEMBERS

- 5.1 Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable Town policies.

PART 6 – AUTHORITY AND RESPONSIBILITY OF THE MEMBER IN CHARGE

- 6.1 The Member in Charge at an Incident shall have control, direction and management of all Apparatus, Equipment, and resources assigned to that Incident until relieved by another Member authorized to take over.
- 6.2 The Member in Charge shall take action as deemed necessary for preserving life and Property and protection to Persons and Property from injury or destruction by fire or other emergency and is authorized to:
- a. Enter, pass through or over buildings, structures or Property whether adjacent or in proximity to an Incident and to cause staff or Apparatus to enter or pass through or over the building, structure or Property without permission.
 - b. Establish boundaries or limits and keep Persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
 - c. Request a Peace Officer to enforce restrictions on Persons entering within the boundaries or limits outlined in Part 6 (b);
 - d. Cause a building, structure or object to be pulled down, demolished or otherwise removed;
 - e. Secure resources and Equipment which they consider necessary to manage an Incident.
 - f. Secure and/or commandeer privately owned Equipment which they consider to deal with an Incident and authorize payment for use of the Equipment.
 - g. Require any adult Person who is not a Member, to assist in:
 - i. Extinguishing a fire or preventing the spread thereof;
 - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same and
 - iii. Demolishing a building or structure at or near the fire or other Incident.

PART 7 – PERMITTED AND PROHIBITED FIRES

- 7.1 No Person or Occupant or Owner of a property shall burn or allow to be burned any Prohibited Debris.
- 7.2 No Person or Occupant or Owner of a property shall allow a fire to create dense smoke or offensive odours that creates a risk to public safety.
- 7.3 No Person or Occupant or Owner of a property shall light or cause to be lit a fire or allow any fire on land unless the Person holds a valid and subsisting Fire Permit.
- 7.4 Notwithstanding Part 7.3 of this Bylaw, Fire Permits are not required under this Bylaw for:
- a. a Recreational Fire approved by the Town
 - b. a Barbeque (BBQ) when used on the property of the Person or in a public area approved by the Town.
- 7.5 This Bylaw does not apply to an outdoor fire lit by the Fire Department for training or preventative control purposes.

PART 8 – FIRE PERMITS

- 8.1 The following types of Fire Permits will be issued:
- a. Fire Pit: for fires in an Acceptable Fire Pit or Acceptable Fireplace
 - b. Campground: for fires in an Acceptable Fire Pits or Acceptable Fireplace within a designated Campground.
 - c. Fireworks: for the discharge of any Fireworks
 - d. Special Event: for any burning or use of fire for a Special Event
 - e. Open Burn: for any other open fires or burning
- 8.2 Any person wishing to obtain a Fire Permit must submit an application on a form adopted by the Town, for the corresponding permit type.
- 8.3 An administrative fee as outlined in the Town of Whitecourt Fees, Rates, and Charges Bylaw shall be charged for application of a Fire Permit.
- 8.4 Upon receipt of an application for a Fire Permit, the Fire Chief or designate may, at their sole and absolute discretion, issue a Fire Permit upon such terms and conditions as the Fire Chief or designate deems appropriate, or refuse to issue a Fire Permit.
- 8.5 A Fire Permit shall only be valid for the time period, terms, and conditions expressly indicated on the Permit, as determined by the Fire Chief, or designate issuing the Permit, having regard for the nature and purpose of the fire and prevailing circumstances and environmental conditions.
- 8.6 The Fire Chief or designate may amend, terminate, suspend, or cancel a Fire Permit at any time.
- 8.7 Upon receiving notification of termination, suspension, or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire or cease the activity set pursuant to the Fire Permit.
- 8.8 A Fire Permit is only valid for the Person named on the Permit and is not transferable.
- 8.9 Every Person who sets a fire under authority of a Fire Permit shall:
- a. Comply with all terms or conditions of the Fire Permit;
 - b. Have the permission of the Owner of the Property.
 - c. Keep the permit at the site of the fire;
 - d. Produce and show the Permit to a Fire Chief, a Member, or a Peace Officer upon request;
 - e. Have a responsible Person in attendance at the fire at all times;
 - f. Keep the fire under control;
 - g. Not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighbouring Property, Persons or roadways;
 - h. Extinguish the fire before expiration of the Permit or upon cancellation of the Permit; and
 - i. Be responsible for costs of any action whatsoever in response to an Incident related to such fire.

PART 9 – FIRE RESTRICTION

- 9.1 The Fire Chief may, from time to time, prohibit the issuance of any new Fire Permits and suspend all active Fire Permits when, in the opinion of the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- 9.2 A Fire Restriction imposed pursuant to Part 9 of this Bylaw shall remain in force until either the date provided in the notice of the Fire Restriction or until such time as the Fire Chief provides notice to the public that the Fire Restriction is no longer in effect.

- 9.3 Notice of a Fire Restriction shall be provided to the public. Notice may be in the form of signage, the Town's website, through social media, or other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Restriction.
- 9.4 When a Fire Restriction is in place, all active Fire Permits for Fireworks, Special Events, and Open Burning are suspended, and no Fire Permits will be issued until the Fire Restriction is removed.

PART 10 – FIRE BAN

- 10.1 The Fire Chief may prohibit all fires in the Town when, in the opinion of the Fire Chief, the prevailing environmental conditions give rise to an increased risk of fire running out of control.
- 10.2 A Fire Ban imposed pursuant to Part 10 of this Bylaw shall remain in effect until either the date provided in the notice of the Fire Ban or until such time as the Town provides notice to the public that the Fire Ban is no longer in effect.
- 10.3 Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, the Town's website, through social media, or other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.
- 10.4 No person shall ignite any fire whether or not the Person is the holder of a Fire Permit, and shall immediately extinguish any fire lit.
- 10.5 During a Fire Ban a Person may, subject to the requirements of this Bylaw, and unless the notice of the Fire Ban provides otherwise, use a Barbeque (BBQ) on the property of the Person.

PART 11 – FIREWORKS

- 11.1 No person shall use, discharge, fire or set off or cause to be discharged, fired or set off any Fireworks unless the Person is a holder of a Fire Permit that authorizes the use of Fireworks within Town.

PART 12 – INCIDENT REPORTING REQUIREMENTS

- 12.1 The Owner or Occupant of any Property damaged by fire must immediately report the particulars of the fire to the Fire Chief.
- 12.2 The Owner or Occupant of any Property containing Dangerous Goods, which sustains an accidental or unplanned release of the Dangerous Goods, must immediately report the particulars of the release to applicable government organization(s) as required by legislation or regulation, as well as to the Fire Chief.

PART 13 – RECOVERY OF COSTS

- 13.1 The Town may establish and levy fees and charges for services in accordance with the Fees, Rates and Charges Bylaw.
- 13.2 Where the Fire Department has taken any action whatsoever in response to an Incident, they shall charge the fees set out in the Fees, Rates and Charges Bylaw to the Person responsible for the Incident, the Owner or occupier of the land where the Incident occurred, and/or the insurance provider.
- 13.3 In respect of the fees or charges required to be paid under this Bylaw:

- a. The Town may, in accordance with the Municipal Government Act, RSA 2000, cM-26, add outstanding amounts for unpaid expenses and costs to a Property Tax Roll, if the contravention of the Bylaw occurred on all or part of the Owner's property.

PART 14 – INSPECTION AND ENFORCEMENT

- 14.1 The Fire Chief or designate is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the Municipal Government Act, RSA 2000 cM-26, and the Safety Codes Act.
- 14.2 A Person shall not provide false or misleading information to any Member, or Peace Officer.
- 14.3 A Person shall not:
 - a. Impede, interfere with, or attempt to obstruct a Member or Peace Officer, or other person assisting or acting under the direction of the Fire Chief or the Member in Charge.
 - b. Drive a vehicle over any Equipment without permission of the Fire Chief or Member in Charge;
 - c. Falsely represent themselves as a Member;
 - d. Obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
 - e. Enter into the vicinity of an Incident unless permitted by the Fire Chief or Member in Charge.
- 14.4 The Fire Chief, or designate, or a Peace Officer, is hereby authorized to enforce this Bylaw to the extent of their authority.
- 14.5 Orders to remedy contraventions:
 - a. If the Fire Chief or Peace Officer finds that a person is contravening this Bylaw, the Fire Chief or Peace Officer may write an Order in accordance with the Municipal Government Act, RSA 2000, cM-26, to require any person responsible for the contravention to remedy it.
 - b. The Order may:
 - i. direct a person to stop doing something, or to change the way in which they are doing it;
 - ii. direct a person to take any action necessary to remedy the contravention of this bylaw to prevent recurrence of the contravention;
 - iii. state a specified time to comply; and,
 - iv. state that if the person does not comply within a specified time, the Town shall take necessary action, at the expense of the person.
 - c. The expenses and costs resulting from action taken by the Town under this Part, are due and payable by the person in contravention of this Bylaw.
 - d. The Town may, in accordance with the Municipal Government Act, RSA 2000, cM-26, add outstanding amounts for unpaid expenses and costs referred to in this Bylaw to a Property Tax Roll, if the contravention of the Bylaw occurred on all or part of the Owner's property.
- 14.6 Review by Council:
 - a. A person who receives a written notice or Order under this Bylaw, may submit a request for Council to review the notice or Order within fourteen (14) days after the date it was received, provided the request is submitted in writing.
 - b. A person shall pay the required fee as per the Fees, Rates and Charges Bylaw prior to the review by Council.
 - c. After review, Council may confirm, vary, substitute or cancel the notice or Order.

- 14.7 Vicarious Liability:
- a. For the purpose of this Bylaw, an act or omission by the Owner or another person acting on their behalf is deemed to be an act or omission of the Owner. If the act or omission occurred in the course of exercising the powers or performing any duties on behalf of the Owner.
- 14.8 Corporations and Partnerships:
- a. When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission, or agreed to participate in the act or omission that constitutes the offence, is guilty of the offence.
 - b. If a partner in partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act, or agreed to participate in the act or omission that constitutes the offence, is guilty of the offence.
- 14.9 A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who is believed on reasonable and probable grounds to have contravened any provisions of this Bylaw.
- 14.10 A Municipal Tag shall be deemed to have been sufficiently served if:
- a. served personally upon the accused;
 - b. mailed to the last known address of the person; or
 - c. by leaving it at the last known address of such person.
- 14.11 A Municipal Tag shall be in a form approved by the Town, and shall state:
- a. the name of the person;
 - b. the offence;
 - c. the appropriate penalty for the offence as specified in this Bylaw;
 - d. the due date at which time the penalty is required to be paid; and,
 - e. any other information as may be required by the Town.
- 14.12 Where a Municipal Tag has been issued to a Person pursuant to this Bylaw, the person to whom the Tag has been issued to may in lieu of prosecution of the offence, pay the Town the specified penalty set out on the Municipal Tag by the due date listed on the Municipal Tag.
- 14.13 In the case where a Municipal Tag has been issued and the penalty specified on the Municipal Tag has not been paid within the prescribed time, a Peace Officer is authorized and empowered to issue a Violation Ticket pursuant to Part II or Part III of the Provincial Offences Procedures Act, RSA 2000, cP-34 as amended.
- 14.14 Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket pursuant to either Part II or Part III of the Provincial Offences Procedures Act, RSA 2000, cP-34 as amended.
- 14.15 If a Person has been prosecuted for the offence specified in the Violation Ticket and has been convicted of such, then the fine imposed shall not be less than the original amount indicated on the Violation Ticket.

PART 15 – AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER

- 15.1 The CAO is hereby delegated the authority to:
- a. carry out inspections to determine compliance with this Bylaw;
 - b. take steps or carry out actions required to enforce this Bylaw;
 - c. take necessary steps or carry out actions as required to remedy a contravention of this Bylaw;
 - d. issue and establish terms and conditions to be met for a Permit under any section of this Bylaw that required a Permit; and,

- e. delegate any powers, duties or functions under this bylaw to an employee of the Town.

PART 16 – OFFENCES AND PENALTIES

- 16.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon summary conviction, to a specified penalty for that offence as set out in Schedule A – Fines to this Bylaw.
- 16.2 Notwithstanding Schedule A – Fines of this Bylaw, any Person who commits a second and subsequent offence under this Bylaw, within one (1) year of committing a first offence under this Bylaw, is liable on summary conviction to double the fine set out in Schedule A – Fines to this Bylaw, for that offence.
- 16.3 A Person who is guilty of an offence is liable to a fine in an amount not less than established in Schedule A – Fines, and not exceeding ten thousand dollars (\$10,000) or to an order of imprisonment for not more than six (6) months, or both.

PART 17 - SEVERABILITY

- 17.1 Every provision of this Bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder of the provisions shall remain valid and enforceable.

PART 18 - EFFECTIVE DATE

- 18.1 This Bylaw shall come into force and take effect when it receives third reading and is duly signed.

PART 19 - REPEAL OF BYLAWS

- 19.1 Bylaws 697, 842, 1015, 1092, 1118 and any amendments, are hereby rescinded in their entirety upon final passing of this Bylaw.
- 19.2 Any action or preceding action taken or any charge or offence ticket issued under any of the preceding Bylaws shall be continued to completion, and notwithstanding the final passage of this Bylaw, the preceding Bylaws shall apply to any such action, preceding charge or offence ticket.

READ a first time this __ day of _____, 2025.

READ a second time this __ day of _____, 2025.

READ a third and final time this __ day of _____, 2025.

Mayor

Chief Administrative Officer

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

**Bylaw 1582 FIRE SERVICES Bylaw
SCHEDULE A – FINES**

OFFENCE	SECTION	SPECIFIED PENALTY
PART 7 – PERMITTED AND PROHIBITED FIRES		
Burning Prohibited Debris	7.1	\$500
Smoke/Odour Risk to Public Safety	7.2	\$250
Fire Without Permit	7.3	\$250
PART 8 – FIRE PERMITS		
Fail to comply with conditions of Fire Permit	8.9	\$250
PART 10 – FIRE BAN		
Ignite Fire in Fire Ban	10.4	\$1,000
PART 11 - FIREWORKS		
Discharge Fireworks in Town without Permit	11.1	\$250
PART 12 – INCIDENT REPORTING		
Fail to Report Property Damage by Fire	12.1	\$500
Fail to Report Dangerous Goods Release	12.2	\$500
PART 14 – INSPECTION AND ENFORCEMENT		
Provide False/Misleading Information to Member, Peace Officer	14.2	\$500
Impede/Obstruct Member, Peace Officer	14.2	\$1,000
Conditions for a Person	14.3	\$500
Fail To Comply with Order	14.5	\$500



REQUEST FOR DECISION

Date: March 18, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Tara Gallant, Legislative Manager
Title: **BYLAW 1551-14 – FEES, RATES AND CHARGES**

PROPOSAL AND BACKGROUND:

Bylaw 1551-14 includes an update to the fee schedule to include fees established in Fire Services Bylaw 1582. Bylaw 1582, and its accompanying fees, were discussed and recommended for approval by the Policies and Priorities Committee at its March 17, 2025 meeting.

REFERENCES:

- Bylaw 1551-14 – Fees, Rates and Charges – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

The Bylaw outlines fees for a number of services provided by the Whitecourt Fire Department, including fire prevention activities, fire permitting, and incident responses. Implementing the proposed fees will assist with cost recovery and is aligned with how other municipalities manage these services.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

Should Bylaw 1551-14 be adopted, the Bylaw would take effect immediately.

RECOMMENDATION:

That Council accept the recommendation from the Policies and Priorities Committee to adopt Fees, Rates and Charges Bylaw 1551-14 as presented.

APPROVAL:

Department Director:

Acting CAO:

BYLAW NO. 1551-14

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

**TO ESTABLISH FEES, RATES AND CHARGES FOR INFORMATION
AND SERVICES PROVIDED**

WHEREAS, Council deems it expedient and proper to make certain amendments to Bylaw No. 1551, being the Fees, Rates and Charges Bylaw.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 2000, and amendments thereto, the Municipal Council of the Town of Whitecourt, Province of Alberta, duly assembled, enacts as follows:

1. That Schedule "A" of Bylaw 1551-13 be deleted and replaced with the attached Schedule "A".
2. That this Bylaw shall come into force and take effect upon third and final reading.

READ a first time this __ day of _____, 2025.

READ a second time this __ day of _____, 2025.

READ a third and final time this __ day of _____, 2025.

Mayor

Chief Administrative Officer

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

Schedule “A”

Fees, Rates, and Charges Bylaw

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APPENDIX "A"

Community Safety

Fire Services: Fire Prevention - As established by Bylaw 1582

Fire Prevention	
Fire Safety Plan Review and Inspection***	\$225.00/occupancy
Fire Safety Presentations for schools, community groups and organizations	No Charge
Fire Inspection initiated by the Fire Chief proactively or by public complaint; inspections for Town of Whitecourt facilities; or public service occupancies.	No Charge
Request/required fire inspection, re-inspection, or special event inspection***	\$150.00/hour
Occupant Load Calculation and Certificate***	\$120.00/occupancy
Occupant Load Certificate Replacement Fee (must have satisfactory Fire Inspection completed within previous 12 months)***	\$50.00/request
Fire Permit	
Fire Pit (for fire pits, outdoor fireplaces, solid fuel cooking	\$25.00/fire pit for current occupant
Fire Pit requiring on-site inspection (for fire pits, outdoor fireplaces, solid fuel cooking appliances requiring site visit)***	\$50.00/fire pit for current occupant
Campground***	\$150.00/campground
Fireworks***	\$100.00/event
Special Event***	\$100.00/event
Special Event hosted by the Town of Whitecourt, or hosted for religious or ceremonial purposes	No Charge
Open Burning***	\$100.00/permit
Incident Response	
<p>Response within the municipal boundary - This fee may be applied where the Fire Department responds to a fire, rescue, release of chemical, dangerous goods or other incident on any property if:</p> <p>*A fire for which a person is convicted of arson under the Criminal Code of Canada;</p> <p>*An unregulated release of dangerous goods;</p> <p>*A fire which is intentionally set, with or without permit, and becomes out of control or some other emergency results thereof.</p>	Government of Alberta Transportation Rate - Per Hour, Per Unit
Contractor Fees (invoiced at 100% cost recovery for an incident: Fire Investigator, Vac Truck, Excavator, Fencing, or Security)	Cost +15% Administrative Overhead
Replacement cost of equipment and/or materials used, lost or damaged as a result of the response	Cost +15% Administrative Overhead
Response outside the municipal boundary/jurisdiction, to areas included in an agreement, or Mutual Aid Response	Government of Alberta Transportation Rate - Per Hour, Per Unit

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Structural Protection or Wildland Urban Interface Responses	Government of Alberta Wildland Urban Interface Rates
Fire Investigation***	\$150.00/hour per member or portion thereof plus expenses
Providing Security and/or fire watch for a Building Fire Protection System Shutdown***	\$100.00/hour per person

Fire Department Training Grounds

External Facility Use Fee	\$850.00
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Responsible Pet Ownership - As established by Bylaw 1580

Cat Trap Rental Fee	\$30.00/5-day rental
Cat Trap Damage Deposit (refunded upon return of the trap in good condition)	\$50.00
Impoundment Fee	\$30.00/day
Review of Council Fee	\$50.00

Whitecourt RCMP

Information Checks	
Record Check/Declaration ¹	\$30.00
Vulnerable Sector Check - Volunteer ¹	No Charge
Vulnerable Sector Check - Employment ¹	\$30.00
Fingerprints	
Ink Prints for Foreign Countries	\$35.00
Livescan for Land Immigrants	\$30.00
Livescan for Employment	\$80.00
Livescan for Vulnerable Sector Employment	\$80.00
Livescan for Vulnerable Sector Volunteer	No Charge
Collision Report for Insurance Companies	\$30.45

¹Service not available to people who live outside of Whitecourt and Woodlands County.

APPENDIX "B"

COMMUNITY SERVICES

Allan & Jean Millar Centre

*Individuals that are 18 years of age and still attending high school will be considered "Youth".

Daily Admissions	
Adult Drop-In Sport	\$4.48
Youth Drop-In Sport	\$3.00
Toonie Swim	\$2.00
Adult (18-59 years)	\$8.43
Senior (60-69 years)	\$6.48
Super Senior (70+ years)	\$3.24
Youth (13-17 years)	\$5.48
Child (3-12 years)	\$3.95
Tot (under 3 years)	Free
Family	\$18.86
Running Track	\$2.00
Go Active Zone (for children ages 3-7 years)	\$2.10
10 Visit Pass	
Adult (18-59 years)	\$75.90
Senior (60-69 years)	\$58.30
Super Senior (70+ years)	\$29.20
Youth (13-17 years)	\$49.30
Child (3-12 years)	\$35.60
Tot (under 3 years)	Free
Family	\$169.70
Summer Fun Passes (May 1 - August 31)	
Adult (18-59 years)	\$121.68
Youth (13-17 years)	\$74.06
Child (3-12 years)	\$61.10
Monthly Rates	
Adult (18-59 years)	\$50.81
Senior (60-69 years)	\$38.11
Super Senior (70+ years)	\$19.05
Youth (13-17 years)	\$31.57
Child (3-12 years)	\$23.45
Tot (under 3 years)	Free
Annual Rates	
Adult (18-59 years)	\$507.85
Senior (60-69 years)	\$342.80
Super Senior (70+ years)	\$171.40
Youth (13-17 years)	\$284.84
Child (3-12 years)	\$210.71
Tot (under 3 years)	Free

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Family Monthly Rates	
Adult (18-59 years)	\$40.65
Senior (60-69 years)	\$30.49
Super Senior (70+ years)	\$15.25
Youth (13-17 years)	\$25.25
Child (3-12 years)	\$18.76
Tot (under 3 years)	Free
Family Annual Rates	
Adult (18-59 years)	\$406.28
Senior (60-69 years)	\$274.24
Super Senior (70+ years)	\$137.12
Youth (13-17 years)	\$227.40
Child (3-12 years)	\$168.57
Tot (under 3 years)	Free
Corporate Memberships - Monthly Rates ²	
Adult (18-59 years)	\$43.20
Senior (60-69 years)	\$32.40
Super Senior (70+ years)	\$16.20
Youth (13-17 years)	\$26.82
Corporate Memberships - Annual Rates ²	
Adult (18-59 years)	\$431.68
Senior (60-69 years)	\$291.38
Super Senior (70+ years)	\$145.69
Youth (13-17 years)	\$241.61

²Any business, corporation, registered society or association may participate in the package program, provided that a minimum of 5 people from the organization commit. In return, individual memberships will be sold at 15% discount off the regular rates (as noted in prices listed above).

Administration Fees	
Program Withdrawal Administration Fee	\$10.50
Annual Membership Hold Fee	\$5.00
Cleaning Fee	\$250.00
Not Sufficient Funds (NSF) Fee	\$25.00
Set-Up Fee	\$250.00
Fitness	
Fitness Studio Rental	\$36.00/hour
Fitness Instructor	\$50.00/hour
Aquatic	
25m Pool Hourly Rental Rates	\$21.00/hour
Club Rate	\$13.25/lane per hour
Lane Swim Meet Rate	\$2,200.00
School/Group Swim	\$28.00
Child Mind Rates	
Drop-In Rate	\$5.64
10-Hour Punch Pass	\$46.13
30-hour Punch Pass	\$123.00
60-hour Punch Pass	\$230.63

Meeting Room Rental Fees	
Hourly Regular Rate	\$35.87
Hourly Non-Profit Rate	\$25.62
Daily Regular Rate	\$143.52
Daily Non-Profit Rate	\$102.52
Special Services	
Area Tarp	\$52.11/booking
Bleacher Rental	\$20.84/set per day
Bouncy Castle	\$130.26/hour
Chairs	\$1.56/chair
Facility Rental - For-Profit	\$5,200.00 or 15% of profits, whichever is greater, plus 10% deposit
Facility Rental - Non-Profit	\$1,664.00
Tables	\$3.65/table
Fieldhouse Change Room/Ref Room	\$24.81/room per booking
Casual Staff	
Projector Rental	\$20.84
Stage Rental (includes set-up)	\$156.32
Party Base Rental	\$104.21
25+ People	\$52.10
Facilitated Party	\$67.74
Giant Games	\$20.84
Portable Microphone	\$20.84
Portable Speakers	\$26.05
Dunk Tank	\$26.05
Dunk Tank Damage Deposit	\$100.00
Racquet Rental	\$1.90
BBQ Damage Deposit	\$100.00
Chair Rental Damage Deposit	\$100.00
Giant Games Rental Damage Deposit	\$100.00
Fieldhouse Rental Fees	
Full Surface - Youth	\$84.72
Full Surface - Adult	\$107.28
1/2 Fieldhouse - Youth	\$48.00
1/2 Fieldhouse - Adult	\$62.09
1/3 Fieldhouse - Youth	\$32.00
1/3 Fieldhouse - Adult	\$41.54

Community Resource Centre

Multipurpose Room	
Youth Rate	\$31.74/hour
Adult Rate	\$37.04/hour
Boardroom (seats 8)	
Non-Profit Organization	\$15.32/hour or \$58.50/day
For Profit Organization	\$20.30/hour or \$78.09/day

GST, where applicable, will be charged at the prevailing rate.

Rates marked *** will increase annually by the Cost of Living Adjustment.

Festival Way Rental

Damage Deposit	\$250.00
Rental Rate	\$150.00/day

Planned Giving Opportunities

Park Bench or Main Street Bench	\$2,000.00
Picnic Table	\$2,500.00
Playground Equipment	To Be Negotiated
One Kilometre or Gravel/Asphalt Trail	\$20,000.00
Sponsorship of Event or Activity	To Be Negotiated
Rest Stop Area or Viewpoint	To Be Negotiated

Community Spectrum Advertising Rates

Full Page	\$200.00
Half Page Horizontal	\$110.00
Half Page Vertical	\$110.00
Quarter Page	\$60.00
Front Inside Cover	\$250.00
Back Inside Cover	\$225.00
Back Outside Cover	\$250.00

Twin Arenas Facility Admission/Rental Rates (rates listed are per hour fees)

Ice Rentals	
Minor Hockey	\$95.18/hour
Figure Skating	\$95.18/hour
Adult - Prime	\$161.96/hour
Adult - Non-Prime	\$134.61/hour
Youth - Non-Prime (start time 7:00am to 4:00pm weekdays)	\$68.36/hour
Youth - Prime	\$95.18/hour
Adult Tournament	\$149.34/hour
Private Hockey Leagues (i.e. Junior "A")	Per Contract
Ice Rentals (Parties - Youth)	\$95.18/hour
Ice Rentals (Parties - Adult)	\$161.96/hour
Facility Rental - No Ice	
Day Rate	\$1,063.93
Day rate Non-Profit	\$521.05
Bond Deposit	\$500.00
Shinny Admission Fees	
2 Years and Under	Free
3-12 Years	\$1.98
13-17 Years	\$2.98
Adult	\$4.96
Facility Sign Board Advertising - in McLeod Arena	
Installation Fee	\$50.00
4' x 8' Sign Board (for one year)	\$280.00
Public Skating Admission is currently sponsored by a local service club	

Sportfield Facility Rental Rates (rates listed are per season fees)

Flag Football	\$394.01
Adult Soccer	\$394.01
Minor Soccer	\$198.49
Adult Ball	\$394.01
Minor Ball	\$198.49
Occasional Use	No Charge
Day Use	\$72.60
Sportfield Damage Deposit	\$250.00

Sportfield Facility Rental Rates for Tournaments

Tournament Play - Adult	\$297.00/weekend
Tournament Play - Local Minor Ball	\$133.98
Enhanced Tournament Maintenance and Cleaning Service Options	Per Contract
Damage deposit for sportfield facility rental by non-local teams	\$5,000.00
Concession facility deposit for local team rentals	\$250.00
Bathroom facility deposit for local team rentals	\$250.00

Whitecourt Transit

Advertising Fees	
Dial A Bus - Interior Signage Rates	
Interior Side Panel (minimum 2 month term)	\$60.00/month
Public Transit - Interior Signage Rates (terms negotiable)	
Interior Side Panel (minimum 2 month term)	\$60.00/month
Public Transit - Exterior Signage Rates	
Tail Sign (minimum 6 month term)	\$500.00/month or \$5,500.00/year
Bus Shelter Signage Rates	
Board (minimum 2 month term)	\$300.00-\$400.00/ month depending on location
Transit Fares	
Cash Fare	\$3.00
Transit 10-Ticket Pass	\$25.00
Adult Monthly Pass	\$70.00
Senior (65+)/Youth (7-17 years) Monthly Pass	\$40.00
Children (6 and under)	Free
Youth Groups	\$1.00/child
Annual Student Pass - Valid September 1 to August 31 (Students from both school districts, post secondary institutions, and the community at large qualify)	\$275.00
Dial A Bus Pass	\$40.00
Transportation Grant Transit Pass	\$40.00

APPENDIX "C"

CORPORATE SERVICES

Freedom of Information and Protection of Privacy (FOIP) Requests

Where an individual is required to pay a fee for services, such fee shall be payable in accordance with the Freedom of Information and Protection of Privacy Regulation, A/R 186/2008, as amended from time to time, or any successor Regulation that sets fees for requests for information.

Forest Interpretive Centre - Rental Rates

Hourly Regular Rate	\$37.67
Hourly Non-Profit Rate	\$26.90
Daily Rate	\$150.68
Daily Non-Profit Rate	\$107.63

Hawkers & Pedlars Licence - As established by Bylaw 1462

Annual Licence Fee	\$200.00
Transfer of Licence within Company	\$25.00/licence transfer

Copy Service

Photocopying	\$0.25/page
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Returned Payments

For pre-authorized debit accounts	\$25.00
For cheque payments	\$25.00

Taxation

Assessment Information	\$10.00 flat fee
Tax Certificates	\$25.00
Tax Recovery Notification	\$25.00

Assessment Complaint Fees

To Regional Local Assessment Review Board	\$50.00
To Regional Composite Assessment Review Board	\$650.00

Third Party Billing Fees

Administration Fee	\$20.00
Miscellaneous Labour	Fee is double the Town's costs
Materials	Cost to Town plus 20%
Equipment Rental Rates	Established by Alberta Road Builders Association Equipment Rental Rates Guide plus 20%

APPENDIX "D"**INFRASTRUCTURE****Cemetery - As established by Bylaw 1563*****

Grave Lot Purchase	
Resident***	\$530.00
Non-Resident***	\$663.00 ³
Veteran (Field of Honour)	No Charge
Opening and Closing	
Grave Opening and Closing - casket***	\$597.00
Urn Opening and Closing (Monday-Friday 10:00am to 4:00pm)***	\$199.00
Urn Opening and Closing (after hours, weekends, holidays)***	\$67.00/hour ⁴
Columbarium	
Resident***	\$1,128.00 ⁵
Non-Resident***	\$1,255.00 ^{3 and 5}
Veteran***	\$817.00
Second Opening and Closing***	\$133.00 ⁴
Second Urn Engraving***	\$530.00
New Face Plate (if required)***	\$199.00
Niche Vase***	\$265.00
Extra Engraving (images, inlays, diamond etching)	At Cost
Transfer Application Fee***	\$52.00

³ Non-Resident - Someone who reside outside of Whitecourt or Woodlands County.

⁴ Opening and Closing Fees apply plus after hours and/or holiday hourly rate; weekend opening and closing for urns and additional hourly rate applies.

⁵ Cost includes engraving for the first urn, and opening and closing for the first urn. Inscription on the cover (modified Roman Font) will consist of Surname; Given Name(s); Date(s) of Birth; Date(s) of Death; and, a one-line epitaph.

Concrete and Asphalt Rubble Disposal Fee

Tandem Axle Truck	\$250.00
Tri Axle Truck	\$313.00
Tandem End Dump	\$375.00
Tridem End Dump	\$417.00
Loader Bucket	\$42.00
Pickup	\$21.00
2-Axle Trailer (light duty)	\$21.00
3-Axle Trailer (light duty)	\$31.00

Residential Waste Services - As established by Bylaw 1464

Waste Cart Replacement Fee	\$120.00
Landfill Disposal Fee	\$14.05/month
Residential Pickup	\$11.50/month
Recycling Residential Pickup	\$10.29/month

Shallow Utility Installation on Town Land

Shallow Utility Permit Fees	
Application Fee	\$42.00/permit
Processing, Review and Inspection Fee	\$209.00/permit
Security on Shallow Utility Installation on Town Lands	
Security = Per Permit Fee + [Rate x (Width + 2m) x (Length + 2m)] OR Security = Per Permit Fee + [Rate x (Directional Drilling Length + 2m)]	
Asphaltic Pavement Excavation	
Minimum Charge	\$678.00/permit
50 millimetres compacted lift	\$83.00/m ²
75 millimetres compacted lift	\$92.00/m ²
100 millimetres compacted lift	\$98.00/m ²
Landscaped Area Excavation	
Minimum Charge	\$417.00/permit
Of established sod	\$37.00/m ²
Of established grass	\$27.00/m ²
Natural ground	\$11.00/m ²
Concrete Area Excavations	
Minimum Charge	\$782.00/permit
Sidewalks	\$438.00/m ²
250 millimetres curb and gutter	\$375.00/l.m.
500 millimetres curb and gutter	\$542.0/l.m.
Concrete swale	\$323.00/m ²
Directional Drilling	
Minimum Charge	\$313.00/permit
Inside of soft surface, landscape area	\$26.00/l.m.
Inside of hard surface landscape area	\$42.00/l.m.

Other work not listed in the Shallow Utility Installation Fees, will be qualified based on field measurements and industry-standard costs.

Non-refundable fees for Shallow Utility Installation on Town Lands	
Infrastructure Degradation	
Cost of increased maintenance and/or reduce the life of relevant infrastructure	5% of Security Total

Temporary Traffic Control Permit

Application Fee	\$42.00/permit
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Transportation Routing and Vehicle Information System - Multi Jurisdiction (TRAVIS-MJ)

Overweight/Over dimension permit application fee	\$25.00
Above permit cancellation fee	\$25.00

Water & Sewer Charges - As established by Bylaw 1511

Administration Fees	
Reprint Fee for invoices, receipts, summary	\$11.00

Late Payment	3.5% per month of outstanding balance
Camera Line Fee	\$114.00
Deposits	
Municipal Infrastructure Restoration Deposit	\$2,500.00
Deposit for Commercial Bulk Water	\$2,000.00
Deposit for Residential Bulk Water	\$300.00
Special Use Fees	
Temporary water supply for construction purposes and includes temporary water meter	Admin fee \$90.00 plus refundable meter deposit of \$500.00, plus consumption charges
Use of designated fire hydrants and applicable apparatuses (e.g.. 3" turbine water meter and back-flow preventer) to obtain bulk water	Admin fee \$120.00 plus refundable deposit \$2,500.00, plus applicable bulk water rates
Operational Fees	
Meter Charge (various sizes)	At cost plus 20%
Meter installation up to 25mm	\$106.00
Meter inspection over 25mm	\$106.00
Service connection inspection fee	\$106.00
Meter calibration/test	\$106.00
Requested meter reading	\$42.00
Disconnection fee	\$42.00
Reconnection fee	\$42.00
After hours calls (outside business hours)	(3 hour minimum) \$97.00/hour
No access fee (is charged in circumstances where a site visit was made, but access was not provided by the owner or occupant/tenant.)	\$50.00
Service Charge	
Water	\$9.69/month
Sewer	\$9.69/month
Sewer Charge	
Residential/Commercial/Industrial	100% of water consumption charged at \$1.66/m ³
Water Charges	
Residential/Commercial/Industrial	\$1.65/m ³
Bulk Water	\$9.85/m ³

APPENDIX 'E'

PLANNING AND DEVELOPMENT

Development Services

Land Use Bylaw, Municipal Development Plan, Area Structure Plan Amendments	
One Application***	\$1,445.00
If more than one bylaw for the same project is involved***	\$1,748.00
Subdivision	
Application***	\$930.00 + \$103.00/lot
Endorsement (not including Public Utility Lots)	\$40.00/lot
Subdivision/Development Appeal Board	
Appeal Fee (refunded if appellant wins)***	\$310.00
Building Permits - Residential/Dwelling Units	
New Construction	
Main level***	\$0.67/ft ²
Upper/Lower level***	\$0.46/ft ²
Additions/Renovations/Basement Development***	\$0.42/ft ² (min. \$205.00)
Solid Fuel Burning Appliance (wood stove, or fireplace (if not included in new construction), hot tub/pool and rooftop solar panels)***	\$155.00
Demolition***	\$155.00
Geothermal Heating***	\$280.00
Accessory Building (shop, garage, shed)***	\$0.36ft ² (min. \$155.00)
Covered Deck/Veranda***	\$0.36ft ² (min. \$155.00)
Uncovered Deck***	\$155.00
Building Permits - Manufactured and Modular Homes	
Modular Home Setup***	\$260.00
Basement Development (if on full basement)***	\$0.42/ft ² (min. \$205.00)
Ready to Move (RTM)	\$390.00
Basement Development (if on full basement)***	\$0.42/ft ² (min. \$205.00)
Building Permits - Commercial/Industrial/Institutional	
First \$1,000,000 construction value***	\$6.90 per \$1,000.00 construction value
Over \$1,000,000 construction value***	\$6,900.00 + \$5.40/\$1,000.00 construction value
Minimum Fee***	\$430.00
Demolitions***	\$230.00
Other Building Permit Fees/Charges	
Reinspection Fee***	\$155.00
Reopening Fee (reinspection may be required when reopening a permit)***	\$75.00
Permit Extensions - maximum on year***	\$155.00

Variations (charged at a minimum of 2 hours, not subject to the SCC Levy)***	\$128.00/hour
Cancellations/Refunds	
Refunds for cancelled Building Permits will be provided as follows: Original building permit fee less \$50.00 if a drawing review has not yet been completed. 75% of original building permit fee if a drawing review has been completed. Should any work of construction start prior to obtaining the required permit(s), The Town shall charge double the Permit Fees, to a maximum of \$500.00 surcharge per permit plus SCC Levy.	
Safety Code Council (SCC) Levy (added to each Permit Fee)	
Building Code Fee	4%
Minimum Levy	\$4.50
Maximum Levy	\$560.00
Development Permits⁶	
Residential Permitted Use With Construction***	\$49.00 + \$1.70/m ² (max. \$1,650.00)
Residential Permitted Use Without Construction***	\$49.00
Non-Residential Permitted Use With Construction***	\$128.00 + \$1.70/m ² (max. \$1,650.00)
Non-Residential Permitted Use Without Construction***	\$128.00
Direct Control Application***	\$368.00 Regular Permit fees would apply unless bylaw is being amended.
Encroachment	
Application Fee***	\$368.00
Municipal Planning Commission⁶	
Discretionary Use (includes base permit fees)***	\$368.00
Special Meeting (*plus MPC Variance/Discretionary Fee)***	\$368.00
Variance⁶	
Administrative (within 20%) includes base permit fee***	\$190.00
Municipal Planning Commission includes base permit fee***	\$368.00

⁶ Fees are doubled when development (work) started prior to permit/variance being issued.

Other Development Service Fees:

File Review Fee	
Single Family Home	\$35.00 flat fee
Multi-Family and Non-Residential (minimum 1 hour charge)	\$85.00/hour
Environmental Review Fee (minimum one hour charge)	\$25.00 + \$85.00/hour
Map Printing	
2' x 3' map - black and white	\$15.00
2' x 3' map - colour	\$25.00
3' x 5' map - black and white	\$20.00
3' x 5' - colour	\$30.00
Map scanning (using plotter)	\$5.00/page

Off Site Levies - As established by Bylaw 1532

Off Site Levy rates are amended each year based on the Annual Off Site Levy Review Report	
Single Family Dwelling Unit (including manufactured homes, duplex, triplex and four plex developments, excluding row housing)	\$4,765.00/dwelling unit

Multi Family Dwelling Unit (any development with 5 or more units, including row housing)	\$2,075.00/dwelling unit
Non-Residential	\$55,534.00/hectares



Whitecourt

REQUEST FOR DECISION

Date: February 14, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Fay Arcand, Family and Community Support Services Program Coordinator
Title: 2025 FAMILY AND COMMUNITY SUPPORT SERVICES GRANT

PROPOSAL AND BACKGROUND:

The Town of Whitecourt Family and Community Support Services (FCSS) Grant Program provides assistance to community organizations that plan to provide social programs that are preventive in nature to the community. The deadline for this annual grant funding program is November 30. To be eligible to apply for the Whitecourt FCSS Grant, groups must attend the FCSS Grant Workshop that is held in the beginning of November. BGC Whitecourt & District, attended this information workshop. With changes occurring at the Club, the Club missed submitting the application.

Eligible expenses under this grant can include funding for program operations (rent, utilities, equipment) that align with the Family and Community Support Services Regulation and Framework as set by the Province of Alberta and also includes funding to support volunteer training, coordination, and supervision. This grant is offered once annually and all approved funding must be used within the fiscal year it is received. To be eligible for consideration, projects must meet the following FCSS mandates:

- Be of a preventive nature and enhance the social well-being of individuals, families, and the community through promotion of intervention strategies provided at the earliest opportunity, and;
- Result in one of the following:
 - Help people become self-reliant, build resiliency, and become able to function in a positive manner.
 - Promote and help people develop positive social relationships.
 - Help people become socially engaged and contribute to their community.
 - Support people to remain active participants in their community.
 - Empower people to address social issues and influence change.

Programs and services **not eligible** for FCSS grant funding include those that:

- Provide primarily for recreational needs or leisure time pursuits of individuals;
- Offer direct assistance, including money, food, clothing or shelter to sustain an individual or family;
- Are primarily rehabilitative;
- Duplicate services that are ordinarily provided by a government or government agency;
- Have already received funding through the Town of Whitecourt's annual budget, unless the application is unique to funding already received;
- Do not have financial need;
- Programs/organizations that leverage support to a secondary agency, group, or organization;
- Are for volunteer recognition.

The following groups have applied for funding:

Groups Applying:	Project:	Asking For:
BGC Whitecourt & District	Youth & Teen Programming:	\$3,500
Total		\$3,500

REFERENCES:

- Policy 72-025 – FCSS Grant Program

BENEFITS/DISADVANTAGES AND OPTIONS:

The FCSS Grant provides an opportunity to address community and social issues by supporting local organizations and volunteers. All grant applications were reviewed and scored based on the following criteria: alignment with the Family and Community Supports Regulation and Framework, if the strategy proposed is a best practice to meet the identified outcome(s), amount of residents served, volunteer involvement (hours), overall budget, organization's financial need, and social return on investment for the community.

The BGC of Whitecourt & District project highlights opportunities for youth to build positive relationships as well as develop confidence and skills for life. The use of funding includes venue rent and Indigenous art supplies.

COST AND SOURCE OF FUNDING:

The 2025 Operating Budget includes a total of \$20,000 for the Family and Community Support Services Grant Program. The grant funding allocated to date totals \$18,605, which leaves \$1,396 remaining that can be disbursed.

COMMENTS:

The BGC has not accessed FCSS funding since 2020.

RECOMMENDATION:

That Council accept the Community Services Advisory Board's recommendation and allocate the 2025 FCSS Grants as follows:

Groups Applying:	Project:	Recommendation:
BGC Whitecourt & District	Youth & Teen Programming:	\$1,396.00
Total		\$1,396.00

APPROVAL:

Department Director:

Acting CAO:





REQUEST FOR DECISION

Date: March 20, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Judy Barney, Director of Corporate Services
Title: 2024 PROJECT LIST

PROPOSAL AND BACKGROUND:

As part of the year end process, the final project costs have been determined. Administration has updated the attached 2024 Project List with the project status, final cost and anticipated completion date as at December 31, 2024.

REFERENCES:

2024 Project List – attached

BENEFITS/DISADVANTAGES AND OPTIONS:

The intent of the Project List is to keep Council informed on the status of projects and activities.

COST AND SOURCE OF FUNDING:

2024 Budget

COMMENTS:

Outstanding projects at year end will be carried forward to the 2025 budget as required. A 2025 Project list will be presented to Council in the second quarter.

RECOMMENDATION:

That Council accept the 2024 Project List for information.

APPROVAL:

Department Director:

Acting CAO:

2024 PROJECT LIST

Project No.	Project	Total Project Budget	Final Cost	2024 Budget	Director Responsible	% Complete	Project Deadline	Status/Notes as at December 31, 2024
Legislative (11)								
Administration (12)								
1	Culture & Events Centre	54,253,359		52,027,882	Chelsea	30%	2026	Construction underway.
2	IT Modernization	141,914		131,726	Judy	75%	2025	Bandwidth upgrade and networking is complete. Server and additional software security upgrades are deferred to 2025.
Other Government General Services (19)								
3	Asset Management Plan - Phase One	129,940		129,940	Jennine/Judy	25%	2026	Contract awarded in June 2024. Asset inventory underway and terms of reference for Asset Management Software drafted.
4	Budget Software	100,000		10,000	Judy	99%	2025	Research and evaluation of the Capital Module is complete. Module not being purchased. Upgrade for the current modules and purchase of licencing for additional users is complete. Installation to be completed spring of 2025.
Police (21)								
5	Mobile Command Post Trailer	20,000		20,000	Lee	25%	2025	Quotes received over budget. Deferring and will rebudget for 2025.
6	Police Station - Electrical and Modem Upgrades for Equipment	8,000	2,803	8,000	Lee/Chelsea	100%	Sept	Complete. Remaining funds re-allocated to another project.
7	Police Station - Equipment for Detachment	7,750		7,750	Lee	75%	2025	On order.
8	Police Station - LED Conversion Prison Bay and Garage Lighting	5,000		5,000	Lee/Chelsea	0%	External	Grant dependent.
9	Police Station - Remove Walls and Re-Route Electrical	15,000		15,000	Lee/Chelsea	95%	2025	Awaiting final invoice.
10	Police Station - Side Entrance Door	6,000	900	6,000	Chelsea	100%	Dec	Complete. Remaining funds re-allocated to another project.
11	Police Station - Window Tint	5,000	2,677	5,000	Lee/Chelsea	100%	Nov	Complete.
Fire Department (23)								
12	Command Vehicle (FC1) & Outfitting	100,000	102,455	100,000	Drew/Lee	100%	July	Complete.
13	Command Vehicle (FC3) & Outfitting	105,000	109,681	20,000	Drew/Lee	100%	July	Complete.
14	Fire Station - Ceiling Fan Upgrade and Electrical	5,000	882	5,000	Lee/Chelsea	100%	July	Complete.
15	Fire Station - Install New Flag Poles	6,000	6,806	6,000	Drew	100%	July	Complete.
16	Fire Station - Overhead Door Replacement	15,200	12,000	15,200	Chelsea	100%	Nov	Complete.
17	Fire Station - Surveillance System Upgrade	15,000		15,000	Chelsea	50%	2025	Consultant to review.
18	Medicare Skid for Side by Side	10,000	8,918	10,000	Lee	100%	July	Complete.
19	Paving Around Larger Extrication Pad	20,000	20,000	20,000	Lee	100%	July	Complete.
20	Regional Fire Master Plan	80,000		80,000	Lee	0%	External	Grant dependent.
Disaster Services (24)								
21	Athabasca River Spur Rock Placement	318,276		318,276	Jennine	0%	2025	Awaiting grant funding decision.
22	Athabasca River Spur Signage	16,000		16,000	Chelsea	70%	2025	Spring 2025 install.
23	2023 Flood - Disaster Recovery Projects	634,773		634,773	Jennine/Lee	15%	2026	Project list approved by the Disaster Recovery Program (DRP). Assessments are underway.
24	Emergency Management Mock Exercise	25,000	21,995	25,000	Lee	100%	July	Complete.
Bylaw (26)								
25	Bylaw Car Video/External Audio Equipment and Training	45,000	42,478	45,000	Lee	100%	Nov	Complete.
26	Bylaw Truck (replaces 4218) and Outfitting	75,000	66,015	75,000	Drew/Lee	100%	Nov	Complete.
Common Service (31)								
27	New Fleet Units to replace: 2612, 4112, 5107, 6607, 8615	380,000	355,527	380,000	Drew	100%	Oct	Complete.
28	Pickup Sander (replaces 7513)	6,600	11,273	6,600	Drew	100%	Sept	Complete.
29	Public Works Building - Air Flow Unit	5,000	5,245	5,000	Drew	100%	June	Complete.
30	Public Works Shop - Copier Replacement	5,500	4,604	5,500	Judy	100%	June	Complete.
31	Public Works Shop - Telephone System Upgrade	30,000		30,000	Judy	10%	2025	Scheduled to be completed as part of the IT modernization plan.
32	Sander (replaces 2407)	60,000		60,000	Drew	25%	2025	To be tendered in 2025.
33	Tandem Hook Lift (replaces unit 0410)	345,552	347,878	345,552	Drew	100%	Aug	Complete.
34	Tandem Truck (replaces 5213)	341,250		341,250	Drew	0%	2025	Deferred to 2025.
35	Vac Truck (replaces 4809)	703,214		703,214	Drew	99%	2025	Truck is on site. Minor work remaining before putting into full service.
Road Transport (32)								
36	Catchment Area Outlet Study (Centennial Park at end of 47 Street)	40,000		39,550	Drew	50%	2025	Consultant has started work on the project. Will be carried forward into 2025.
37	Centennial Park - End of 47 Street Outlet Construction	120,000		120,000	Drew	5%	2025	Deferred to 2025.
38	Centennial Park Pathway Improvements	1,972,240		1,347,131	Drew	65%	2026	Phase 1 and 2 complete. Phase 3 scheduled for 2025.
39	Concrete Planter Replacement on Mink Creek Road and Mcllwaine Drive	15,000		15,000	Drew	0%	2025	Deferred to 2025.

2024 PROJECT LIST

Project No.	Project	Total Project Budget	Final Cost	2024 Budget	Director Responsible	% Complete	Project Deadline	Status/Notes as at December 31, 2024
40	Dahl Drive Sign Replacement	100,000		100,000	Drew	5%	2025	Power servicing to be determined and investigation as to sign type underway.
41	Drainage - 33 Street Ditch from 41 Avenue to 34 Avenue	22,000		22,000	Drew	25%	2025	Work underway.
42	Drainage - Blue Ridge Road Culvert Extension and Ditch Improvements Study	195,000		177,000	Drew	25%	2025	Environmental approvals in place. Tender package in spring of 2025.
43	Drainage: Intersection of 53 Avenue and Legion Street	60,000		60,000	Drew	10%	2025	Utility relocation underway. Deferred to 2025.
44	Driveway and Boulevard Approach Replacement Program	10,000		10,000	Drew	0%	2025	No uptake on 2024 funding. Will be offered again in 2025.
45	Highway 43 Lighting Repair	50,000		40,000	Drew	50%	2025	Meeting to be arranged with Alberta Transportation and Fortis in 2025.
46	Pavement Overlay and Catch Basin Rehabilitation Program (37)	591,982		591,982	Drew	85%	2025	Work underway.
47	Road - Festival Park Second Access Road & Site Rough Grade	5,355,934		945,281	Drew/Chelsea	95%	2025	Asphalt and concrete deficiencies will be remediated in spring 2025.
48	Road - Festival Park Underground Power	248,000		248,000	Drew/Chelsea	80%	2025	Work underway.
49	Thermoplastic Pavement Marking Program	50,000		50,000	Drew	0%	2025	Deferred to 2025.
50	Traffic Camera Upgrade 49 Avenue & 51 Street	15,000	-	15,000	Drew	100%	May	Repairs completed with minimal cost. Project no longer required.
51	Tree Removal, 47 Street and Golf Course Area	20,000		20,000	Drew	0%	2025	Deferred to 2025.
52	Wayfinding Sign Replacement, Phase One of Two	10,000		10,000	Drew	0%	2026	Deferred to 2026.
53	West Whitecourt East Side Drainage and Culvert (59 Street & 51 Avenue)	25,000		25,000	Drew	60%	2025	Survey complete. Analysis underway.
54	Whitecourt Avenue Intersection Drainage Design	5,000		5,000	Drew	90%	2025	Survey complete. Final analysis/detailed design underway.
Transit (34)								
Storm Sewers (37)								
Utilities - Water (41)								
55	Hilltop Reservoir - VFD Replacement for Distribution Pump	10,000	12,433	10,000	Drew	100%	Aug	Complete.
56	Hilltop Reservoirs - PLC and Modem Replacement	15,000	17,060	15,000	Drew	100%	July	Complete.
57	Main Reservoir - Concrete Pad and Heat Trace at Truck Fill	15,000		15,000	Drew	20%	2025	Deferred to 2025.
58	Main Reservoir - PLC and Modem Replacement	15,000	2,934	15,000	Drew	100%	Aug	Project cancelled. PLC was still good and only required repairs. Remaining funds are being reallocated to project 63.
59	Raw Water Intake - Metal Roof Inspection and Repair	5,000		5,000	Drew	30%	2025	Deferred to 2025.
60	Raw Water Intake - Travelling Water Screen Repair	40,000		40,000	Drew	40%	2025	Deferred to 2025.
61	Service Connection Settlement Re-Pavement (37 Avenue)	7,000	6,979	7,000	Drew	100%	April	Complete.
62	Water Meters - Ski Hill Flowmeter Replacement	13,000	12,435	13,000	Drew	100%	Oct	Complete.
63	Water Treatment Plant - Backwash Waste Pump Motor & Starter/Overload	6,000		6,000	Drew	40%	2025	On order. To be installed in 2025.
64	Water Treatment Plant - Boiler Room Under Floor Plumbing and Sewer Piping Repairs	47,066	63,798	47,066	Drew	100%	June	Complete.
65	Water Treatment Plant - Compressor Repairs	21,100	20,085	21,100	Drew	100%	Mar	Complete.
66	Water Upgrades - Engineering & Construction (Contract A, B, & C)	6,710,000	6,731,528	25,873	Drew	100%	Sept	Complete.
Utilities - Sewer (42)								
67	Lift Station - VFD Replacement	5,000	3,816	5,000	Drew	100%	Mar	Complete.
68	Main Lift Station Roof Replacement	15,000	13,359	15,000	Drew	100%	July	Complete.
69	Sewer Line Replacement (47 Avenue to 49 Avenue)	300,000		300,000	Drew	25%	2025	Detailed design and tender in Spring 2025.
70	Wastewater Treatment Plant Study	73,000		26,703	Drew	95%	2025	Awaiting final invoice.
Cemetery (56)								
Planning & Development (61)								
71	LUB/MDP Review Including North Flats ASP	90,000	84,650	31,491	Jennine	100%	July	Complete.
72	Offsite Levy Bylaw Review	70,000		70,000	Jennine	30%	2025	Contract was awarded in July 2024. Work is underway to compile the list of projects that will be required to accommodate growth over the next 25 years, the projected growth areas, and updated project cost estimates.
73	Transportation Master Plan	85,000		85,000	Jennine	20%	2025	Project was awarded in October 2024. Traffic counts through Town have been completed and the data has been compiled into traffic modeling software to analyze the existing state of conditions.
74	Vitalization Drawing - Phase One and Two	35,050		35,050	Jennine	90%	2025	Contract was awarded in July 2024 and draft designs have been completed.

2024 PROJECT LIST

Project No.	Project	Total Project Budget	Final Cost	2024 Budget	Director Responsible	% Complete	Project Deadline	Status/Notes as at December 31, 2024
Economic Development (62)								
75	Forest Interpretive Centre - A/C Protection Covers	5,000	1,200	5,000	Chelsea	100%	Oct	Complete.
76	Forest Interpretive Centre - Boardwalk Repairs	5,000	4,905	5,000	Chelsea	100%	July	Complete.
77	Forest Interpretive Centre - Exterior Painting	8,000	3,835	8,000	Chelsea	100%	July	Complete.
78	Forest Interpretive Centre - Interior Painting	6,000	1,249	6,000	Chelsea	100%	Aug	Complete.
79	Forest Interpretive Centre - Replace Furnace 1,2,3	22,500	22,500	7,500	Chelsea	100%	July	Complete.
80	Forest Interpretive Centre - Surveillance System Upgrade	12,000		12,000	Chelsea	50%	2025	Consultant to review.
Land Sales and Development (66)								
81	31 Feero Drive Corner Cut	10,330	8,436	4,447	Jennine	100%	July	Complete.
82	33 Street Extension	20,000		20,000	Jennine	5%	2025	Working with purchaser.
83	47 Avenue West Intermunicipal Area Structure Plans (ASP)	20,000		10,000	Jennine	50%	External	Draft ASP was completed in 2018. On hold for now pending Intermunicipal relations.
84	Gravel Reclamation	48,000		48,000	Jennine	5%	2025	Bids received were higher than anticipated. Administration is reviewing options and has had interest expressed in the property.
85	Intermunicipal Development Plan	15,000		5,000	Jennine	80%	External	Final draft was completed in 2018 and awaiting confirmation from Woodlands County prior to proceeding with a Public Hearing. On hold for now pending Intermunicipal relations.
86	Resource Plans - Future Gravel Pit (Geotech & Resource Plan)	90,000		66,815	Jennine	20%	2025	Preliminary resource planning complete and municipal development permit received. Phasing plan and Provincial approval application underway.
Parks and Recreation (72)								
87	Allan & Jean Millar Centre - Accessible Door Closures	28,000	26,698	28,000	Chelsea	100%	Dec	Complete.
88	Allan & Jean Millar Centre - Backup Generator Pre-Engineering & Purchase	44,000		44,000	Chelsea	40%	2025	Consulting with Mechanical Engineer for the Culture & Events Centre project for design consistency between buildings.
89	Allan & Jean Millar Centre - Boiler Replacement	335,262		335,262	Chelsea	10%	2025	Engineering underway. Install scheduled for 2025.
90	Allan & Jean Millar Centre - Composite Bathroom Fixtures	15,000	14,993	15,000	Chelsea	100%	Dec	Complete.
91	Allan & Jean Millar Centre - Deck and Tile Repairs	15,000		15,000	Chelsea	0%	2025	Carry forward to 2025 shutdown.
92	Allan & Jean Millar Centre - Fieldhouse Air Conditioning	250,000		250,000	Chelsea	10%	2025	Engineering underway. Install scheduled for 2025.
93	Allan & Jean Millar Centre - Fieldhouse Score Clock	80,000		80,000	Chelsea	5%	2025	RFP issued.
94	Allan & Jean Millar Centre - Fitness Centre Air Conditioner	12,000	14,005	12,000	Chelsea	100%	July	Complete.
95	Allan & Jean Millar Centre - Floor Scrubbers	31,000	27,824	31,000	Chelsea	100%	Nov	Complete.
96	Allan & Jean Millar Centre - Install LED Pot Lights	10,000	7,824	10,000	Chelsea	100%	July	Complete.
97	Allan & Jean Millar Centre - Lap Gutters	30,000		30,000	Chelsea	0%	2025	To be completed during 2025 shutdown.
98	Allan & Jean Millar Centre - Leak Detection Equipment	28,000	20,856	28,000	Chelsea	100%	July	Complete.
99	Allan & Jean Millar Centre - Makeup Air Unit 1201 Motors	9,000	7,168	9,000	Chelsea	100%	July	Complete.
100	Allan & Jean Millar Centre - Makeup Air Unit 801	15,000	16,300	15,000	Chelsea	100%	July	Complete.
101	Allan & Jean Millar Centre - Overhead Stereo Replacement	85,000		85,000	Chelsea	30%	2025	Work underway.
102	Allan & Jean Millar Centre - Pool Controllers	20,000	15,734	18,225	Chelsea	100%	Nov	Complete.
103	Allan & Jean Millar Centre - Pool Spray Features	87,000		87,000	Chelsea	50%	2025	To be completed during 2025 shutdown.
104	Allan & Jean Millar Centre - Strainer Basket Replacement	12,000		12,000	Chelsea	0%	2025	To be completed during 2025 shutdown.
105	Allan & Jean Millar Centre - Studio Floor Refinishing	6,000	2,894	6,000	Chelsea	100%	Dec	Completed in-house.
106	Allan & Jean Millar Centre - Surveillance Server & Cameras	44,500		44,500	Chelsea	50%	2025	Consultant to review.
107	Allan & Jean Millar Centre - Table and Chair Replacement	48,264		48,264	Chelsea	10%	2025	Completed inventory.
108	Allan & Jean Millar Centre - Telephone System Upgrade	45,000		45,000	Chelsea	10%	2025	Scheduled to be completed as part of the IT modernization plan.
109	Allan & Jean Millar Centre - Trending Equipment	10,000	7,365	10,000	Chelsea	100%	Dec	Complete.
110	Allan & Jean Millar Centre - Valuables Lockers	15,000	10,619	15,000	Chelsea	100%	Mar	Purchased lockers seem sufficient for now. May need to purchase more if demand increases.
111	Allan & Jean Millar Centre - Variable Frequency Drive	7,000	2,571	7,000	Chelsea	100%	Dec	Complete.
112	Community Resource Centre - Boiler Pumps	5,000	3,755	5,000	Chelsea	100%	Dec	Complete.
113	Community Resource Centre - Surveillance System Upgrade	15,000		15,000	Chelsea	50%	2025	Consultant to review.
114	Festival Park - Epoxy Pavilion Pillars	5,000		5,000	Drew	25%	2025	Materials have been purchased. Install to take place in 2025.
115	Festival Park - Festival Way	561,472		12,000	Drew	85%	2025	Landscaping deferred to 2025.
116	Festival Park - Install Picnic Tables along Cooking Zone Pathway	22,550		22,550	Drew	95%	2025	One more picnic table to be installed once signed crossing agreement in place.
117	Festival Park - Jumbo Jumper and Site Prep	76,000	68,738	16,000	Drew	100%	Oct	Complete.
118	Festival Park - Repair Broken Line to Splash Pad	15,000	-	15,000	Drew	100%	May	Determined that the line can be isolated and repairs are not required.
119	Festival Park - You are Here Signage	5,000		5,000	Drew	0%	2025	Deferred to 2025.
120	JDA Place - Athabasca Brine Flush	11,000	15,901	11,000	Chelsea	100%	July	Complete.
121	JDA Place - Auto Sweeper	5,500	4,699	5,500	Chelsea	100%	July	Complete.
122	JDA Place - Downspouts	7,000	3,951	7,000	Chelsea	100%	Dec	Complete.
123	JDA Place - Glycol Filter Bank	6,000	3,300	6,000	Chelsea	100%	July	Complete.

2024 PROJECT LIST

Project No.	Project	Total Project Budget	Final Cost	2024 Budget	Director Responsible	% Complete	Project Deadline	Status/Notes as at December 31, 2024
124	JDA Place - LED Lighting Replacement in Restaurant	7,000		7,000	Chelsea	0%	External	Grant dependent.
125	JDA Place - McLeod Bleacher Seat Cover Replacement	7,000		7,000	Chelsea	0%	2025	Deferred to 2025.
126	JDA Place - McLeod Roof Maintenance	347,800	347,800	347,800	Chelsea	100%	Dec	Complete.
127	JDA Place - Real Ice	38,304	36,480	38,304	Chelsea	100%	Sept	Complete.
128	JDA Place - Shower Valve and Lower Level Sinks	10,200	7,363	10,200	Chelsea	100%	Dec	Complete.
129	JDA Place - Surveillance System Upgrade	30,000		30,000	Chelsea	50%	2025	Consultant to review.
130	Parks - Playground Replacement (Graham Acres)	100,000	97,474	100,000	Drew	100%	Aug	Complete.
131	Parks - Playground Replacement (Wedow Drive)	30,000	29,952	30,000	Drew	100%	Aug	Complete.
132	Parks - Toboggan Hill and Lions Club Park North of Hilltop High School Fencing	9,500		9,500	Drew	40%	2025	Materials purchased. Remaining work to be completed in 2025.
133	Parks - Mountain Bike Park Access Road	200,000		200,000	Chelsea	0%	2025	Deferred to 2025. Awaiting grant approvals.
134	Regional Parks - Replace Overhead Door and Exterior Lighting on Cadet Building	7,500		7,500	Chelsea	15%	2025	Lighting work underway. Minor repairs done to door, replacement no longer required.
135	Regional Parks - Cadet Building Street Light	5,000		5,000	Drew	50%	2025	Work underway.
136	Regional Parks - Riverboat Park Fencing	8,279	3,165	8,279	Drew	100%	Oct	Complete.
137	Skate Park Maintenance	10,000		10,000	Drew	20%	2025	Unable to secure a contractor for 2024. Deferred to 2025.
138	Sportsfields - Benches for Football Field	5,000	2,224	5,000	Drew	100%	Sept	Complete
139	Sportsfields - Dugout Repairs and Maintenance	6,000	5,996	6,000	Drew	100%	May	Complete.
140	Sportsfields - Refurbish Basketball Courts	40,000		40,000	Drew	60%	2025	Work underway. Fencing and furniture to be installed.
141	Trail Signs (3-Year Plan)	44,000		10,918	Chelsea	80%	2026	Design complete. Install to be completed in 2025-2026 in conjunction with the Centennial Park Pathway Rehabilitation Project.
Library (74)								



Whitecourt

REQUEST FOR DECISION

Date: March 4, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Krista Spivak, Controller
Title: **WRITE OFF UNCOLLECTABLE UTILITY ACCOUNTS**

PROPOSAL AND BACKGROUND:

In preparation for the 2024 year end audit, and in accordance with Municipal Government Act (MGA) and Policy 13-011 – Accounts Receivable Cancellation/Write Off, Administration has undertaken a review of the outstanding receivable accounts in arrears to determine if they are collectable and whether they meet the criteria to write off. The review has identified three utility accounts that meet the criteria and we are recommending that \$20,685.16 owing be written off.

Administration has attempted collection as per Town Policy 13-010 – Accounts Receivable Collections for these accounts by correspondence, phone calls, e-mails and through contracting the services of a collection agency and registering with the credit bureau. The following tables outline the uncollectable amounts being proposed for write offs:

Utility Accounts Proposed for Write-Off

Account Number	Year Acct Closed	Explanation of Events	Total Amount
00466.3	2020	The account was in a renter's name and closed in December 2020; the final bill was not paid. Following our procedures, statements and arrears letters were sent to the customer. With no reply from the customer, this amount was sent to collections, and registered with the credit bureau. The collection agency has informed us that the customer cannot be found and collection is not anticipated.	\$825.42
00578.5	2020	The property was sold in August 2020; final bill was issued and utilities were not paid by the lawyer with the sale. Following our procedures, statements and arrears letters were sent to the customer. With no reply from the customer, this amount was sent to collections, and registered with the credit bureau. Collection agency has informed us that contact was made with the customer, however; collection is not anticipated.	\$1,187.00
00798.2	2019	The account was in a property management company name until April 2019 when they cancelled their account and the utility billing was moved to the owner for a two-month period. Utility bills were paid up to this transfer. In June 2019, the utilities were transferred to a new owner and the lawyer did not settle the outstanding utilities. We did not anticipate that the funds were uncollectable and the outstanding utilities were not transferred to the tax account before ownership changed. Following our procedures, statements and arrears letters were sent to the customer. With no reply from the customer, this amount was sent to collections, and registered with the	\$18,672.74

	credit bureau. The collection agency was working with the customer's legal representative to resolve this outstanding amount, but unfortunately the customer is no longer communicating. At this time the outstanding amount is not anticipated to be collectable.	
TOTAL AMOUNT OF UTILITY ACCOUNT BALANCES TO WRITE OFF		\$ 20,685.16

Town Council has the authority to write off accounts receivable balances as per;

1. Town Policy 13-011 Accounts Receivable Cancellation/Write Off, to approve the write-off for Accounts Receivable (Utilities and General Receivables) balances in excess of \$500 and over two years in arrears.

REFERENCES:

- Policy 13-010- Accounts Receivable Collections
- Policy 13-011 Accounts Receivable Cancellation/Write Off

BENEFITS/DISADVANTAGES AND OPTIONS:

Writing off irrecoverable balances represents good financial management. It allows staff to concentrate on recoverable debts and ensures that the level of debtors/arrears within the accounts is accurate and represents a true and fair reflection of the Town's financial position.

During the financial year once it is established that debts are likely to be irrecoverable or uneconomic to pursue further, the debt will be recommended for write-off.

COST AND SOURCE OF FUNDING:

2024 Budget

The write off of uncollectable accounts of \$20,685.16 is in excess of the annual budget of \$8,500. The shortfall will increase the 2024 operating expenditures.

COMMENTS:

To mitigate against the impact of writing off bad debts, an annual provision is included in the annual operating budget (referred to as bad debt expense).

Administration has changed the procedure to minimize uncollectable unpaid utility balances when a property is sold. When we are aware of an ownership change we will check to see if the utility account has been paid. If not, the balance will be transferred to taxes for the current and previous owners to settle.

RECOMMENDATION:

That Council authorize Administration to write off uncollectable utility accounts in the amount of \$20,685.16.

APPROVAL:

Department Director:

Acting CAO:





Whitecourt

REQUEST FOR DECISION

Date: March 19, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Tara Gallant, Legislative Manager
Title: **AD HOC CULTURE & EVENTS CENTRE PARTNERSHIP/SPONSORSHIP COMMITTEE**

PROPOSAL AND BACKGROUND:

Per Council's direction, an amendment was drafted for Schedule "D" – Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee of Policy 11-003. The proposed amendments were reviewed by the Policies and Priorities Committee, and recommended for adoption.

REFERENCES:

- Policy 11-003: Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees Schedule "D" – Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee

BENEFITS/DISADVANTAGES AND OPTIONS:

If adopted, the membership for the Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee will include the Mayor and two Councillors. This group will be responsible for finalizing the sponsorship/partnership package, and identifying potential partners/sponsors for the Culture & Events Centre.

As outlined in the updated Schedule "D", the Committee may invite members of the public, or other members of Council and Administration, to participate in meetings based on suitability and relationships with sponsors being approached. This will provide more flexibility, and expand the resources, contacts and leads available to the campaign team.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

N/A

RECOMMENDATION:

That Council accept the recommendation from the Policies and Priorities Committee, and adopt Policy 11-003: Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees Schedule "D" – Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee as presented.

APPROVAL:

Department Director:

Acting CAO:





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POLICY

Effective Date: May 8, 2023
Amended: September 25, 2023
Amended: September 23, 2024
Amended:

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

POLICY NUMBER: 11-003

POLICY PURPOSE:

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

POLICY:

Definitions:

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

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

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

Ad Hoc Committees:

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



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- a. Name of the Committee: as set by Council, and to be used on all correspondence by the Ad Hoc Committee.
 - b. Purpose of the Committee: shown as a statement of the work to be undertaken or objective to be accomplished by the Ad Hoc Committee.
 - c. Membership: appointments shall include a term length and show membership by source. (i.e. Council, Public, etc.)
 - d. Frequency of Meetings: a statement of the frequency of regular meetings.
 - e. Authority: a statement of the authority granted to the Ad Hoc Committee by Council.
 - f. Administrative Liaison/Support: The CAO shall designate a position(s) to provide administrative support to the Ad Hoc Committee.
3. Each Ad Hoc Committee shall have a representative from a Standing Council Committee and/or Town Council. That Member shall be responsible for coordinating the communication between the Ad Hoc Committee and Standing Committee, or Council.
 4. The procedure and conduct of Ad Hoc Committees shall follow the guidelines established in Procedure Bylaw 1556.
 5. Recommendations from Ad Hoc Committees are referred to Council through the Policies and Priorities Committee or to Council as approved by the Chief Administrative Officer.
 6. Where the recommendations of an Ad Hoc Committee are required to be presented to Council, the Ad Hoc Committee shall present the recommendations to Council after review by the Chief Administrative Officer or designate. The Chief Administrative Officer, or designate, shall present their comments on the recommendations along with the recommendation of the Committee.
 7. All Ad Hoc Committees will be reviewed annually and dissolved if deemed unnecessary by Council at the Organizational Meeting.

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

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



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9. Applicants may be required to complete Schedule “A” – Council Committee Application Form when applying for a Public Member appointment to Council Committees. Applicants to the Youth Advisory Committee may be required to complete Schedule “B” – Youth Advisory Committee Application Form.
10. All appointed Public Members will be required to complete Schedule “C” – Committee Member Oath of Confidentiality.
11. All appointed Public Members are bound to the standards of conduct outlined in Code of Conduct Bylaw 1579.

Appointment of Council Representatives to External Committees

12. Council Members may be appointed as Council Representatives to the following External Committees established by outside agencies. Information on the objective, role and authority of External Committees is provided at the discretion of the outside agencies.
 - a) Canfor Western Public Advisory Committee
 - b) Capital Region Assessment Services Commission
 - c) Chamber of Commerce Liaison/Board of Directors
 - d) Community Futures Yellowhead East
 - e) Golden Triangle Trail Partnership Committee
 - f) Lac Ste. Anne Foundation
 - g) Northern Alberta Mayors and Reeves Caucus
 - h) Northern Alberta Elected Officials Caucus
 - i) Whitecourt Airport Advisory Committee
 - j) Whitecourt Business Support Network
 - k) Whitecourt Mountain Bike Association
 - l) Whitecourt Regional Forest Advisory Committee
 - m) Whitecourt & District Health Partnership Team
 - n) Whitecourt & District Heritage Society
 - o) Whitecourt & Woodlands Performing Arts Society
 - p) Whitecourt & Woodlands Winter Recreation Park Society
 - q) Yellowhead Regional Library Board
13. All External Committees that are established as non-profit societies under the Societies Act are required to provide proof of Director’s and Officer’s insurance coverage to the Town of Whitecourt prior to the annual Organizational Meeting.
14. The role of Council Representatives on External Committees is that of business, and does not require the appointed Council Representative to take part in sub-Committees, scheduled work-bees, etc.



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REFERENCE:

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

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

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

Bylaw 1579 – Code of Conduct Bylaw

Bylaw 1556 - Procedure Bylaw

Bylaw 1570 – Council Committees Bylaw



**COUNCIL COMMITTEE
APPLICATION FORM**

PLEASE RETURN COMPLETED FORM AND ATTACHMENTS
TO: 5004 52 AVENUE, WHITECOURT, AB T7S 1N6 OR
ADMINISTRATION@WHITECOURT.CA

PERSONAL INFORMATION

First Name:	Last Name:
Address:	
Town/Province:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	
Length of Residence in Whitecourt:	
Academic/Professional Qualifications:	

You are encouraged to enclose a copy of your resume or a synopsis outlining any additional information you deem important.

COUNCIL COMMITTEE INFORMATION

What Council Committee are you interested in serving on?

What skills do you feel you could contribute to this Committee?

What goals do you hope to achieve by being a member on this Committee?

What type of volunteer activities have you been involved with over the past 5 years?

Are you currently serving on a Whitecourt Council Committee?
 Yes No
If yes, which Committee are you serving on and when does your current term expire?

Have you served on a Whitecourt Council Committee or other municipal board/committee in the past?
 Yes No
If yes, what Committee did you serve on and what was the last year served? Please indicate the name of the municipality in which you served where necessary.

SIGNATURE

Applicant's Signature:	Date:
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Personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member on a Town of Whitecourt Council Committee. This information is collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. The name of successful applicants will be provided to the public. Questions regarding the collection of this information can be directed to the Town of Whitecourt Legislative Manager at 780-778-2273, 5004 52 Avenue, Whitecourt, AB, T7S 1N6.



PERSONAL INFORMATION	
First Name:	Last Name:
Address:	
Town/Province:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	
Date of Application:	Current Grade:

QUESTIONS

Why do you want to be on the Youth Advisory Committee?

How do you spend your time outside of school? List all activities, volunteer activities, and employment postings you are currently involved in.

After submitting your application, those shortlisted will be contacted for a brief interview to help in the selection process (interview questions will be provided prior to the interview).

APPLICANT CONSENT

By signing below, I, _____, agree to make any reasonable efforts to attend all scheduled Youth Advisory Committee meetings and to represent the ideas and opinions of my peers at the meetings.

Applicant's Signature: _____ **Date:** _____

PARENT/GUARDIAN CONSENT

By signing below, I, _____, agree consent to my child's contact information (as listed above) to be shared among other Youth Advisory Committee Members and other relevant persons.

I understand that photo images may be taken of my child at related Committee events that may be used for Committee promotional purposes, and grant the Town of Whitecourt full permission to use any images in print or digital format.

I also consent to Town staff transporting my child for Committee related events.

Parent or Guardian Signature: _____ **Date:** _____

Personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member on a Town of Whitecourt Council Committee. This information is collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP Act). The name of successful applicants will be provided to the public. Questions regarding the collection of this information can be directed to the Town of Whitecourt FOIP Coordinator at 780-778-2273, 5004 52 Avenue, Whitecourt, AB, T7S 1N6.



Youth Advisory Committee Reference #1

To be completed by the individual providing the letter of reference.

Reference Information:

Name: _____
Last First

Contact Information:

Home Telephone

Cell

Email Address

Relationship to applicant: _____

Number of years known for: _____

Signature: _____

By signing above I believe that _____ is a suitable candidate for the Youth Advisory Committee, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled Youth Advisory Committee meetings and represent his/her peers.

Letter of Reference (attached)

Please attach a letter of reference outlining the reasons you believe the candidate would be a good choice as a member of the Youth Advisory Committee. The letter should outline a list of strengths/skills the applicant possesses as well as leadership abilities and/or relevant experience.



Youth Advisory Committee Reference #2

To be completed by the individual providing the letter of reference.

Reference Information:

Name: _____
Last First

Contact Information:

Home Telephone Cell

Email Address

Relationship to applicant: _____

Number of years known for: _____

Signature: _____

By signing above I believe that _____ is a suitable candidate for the Youth Advisory Committee, and that to the best of my knowledge the individual named above will make a reasonable effort to attend scheduled Youth Advisory Committee meetings and represent his/her peers.

Letter of Reference (attached)

Please attach a letter of reference outlining the reasons you believe the candidate would be a good choice as a member of the Youth Advisory Committee. The letter should outline a list of strengths/skills the applicant possesses as well as leadership abilities and/or relevant experience.



Council Committee Member Oath of Confidentiality

I understand that, through my role as a Committee Member for the Town of Whitecourt, I may deal with information that is confidential.

Examples of confidential information include:

- Discussions held during a Closed Meeting.
- Information about a business, organization, Committee Member, grant applicant, etc. as defined in the Freedom of Information and Protection of Privacy Act of Alberta.
- Any other information which would be reasonably regarded to be confidential.

I pledge not to discuss or disclose any confidential information to any other persons or organizations outside of the Committee, in any form, except as authorized by the Town of Whitecourt.

As a Committee Member, I agree to the following:

- That any written or oral information disclosed to me as confidential and/or at Closed Meetings during your term will remain in confidence.
- That confidential information will not be publicized in any aspect; including any form of written word, vocally, or any other form of communication.
- That I will demonstrate professionalism, good judgment, and care at all times in handling any information related to my role as a Committee Member to avoid unauthorized or improper disclosures of confidential information.

I have read the Council Committee Member Confidentiality Agreement and agree to abide by the requirements; and further agree to inform the Town of Whitecourt immediately if I believe any violation, unintentional or otherwise, of this agreement has occurred.

Witness Name

Committee Member Name

Witness Signature

Committee Member Signature

Signed and witnessed the _____ day of _____, 20_____.



Policy 11-003 Council Committees – Schedule “D” Ad Hoc Culture & Events Centre Partnership/Sponsorship Committee

As established by resolution.

Committee Objective:

To promote sponsorship opportunities and secure sponsors for the proposed Culture & Events Centre on behalf of the Town of Whitecourt.

Committee Roles:

1. To work with Administration to create sponsorship packages and agreements.
2. To meet and negotiate with potential partners regarding partnership opportunities.
3. To meet and negotiate with potential sponsors regarding sponsorship opportunities.

Meeting Frequency:

As required. Time and location to be determined.

Membership:

The Committee consists of three (3) members:

- Mayor of the Town of Whitecourt;
- 2 Council Representatives

The Director of Community Services will provide administrative support, research and advice to the Committee.

The Committee may invite members of the public at large, or other members of Council and Administration from time to time to participate and/or assist with partnership/sponsorship meetings and negotiations.

Council Representatives' Role:

1. To encourage decisions of the Committee that are consistent with the Town's goals and objectives.
2. To report actions of the Committee to Town Council.
3. To participate in meetings with potential sponsors/partners.

Reports are made to Council via:

1. The Committee providing updates at Council meetings.
2. Council representative's reports during the "Councillor Reports" item at Regular Council Meetings.



REQUEST FOR DECISION

Date: March 10, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Tara Gallant, Legislative Manager
Title: REQUEST TO JOIN MID-SIZE TOWNS MAYORS CAUCUS

PROPOSAL AND BACKGROUND:

A request has been received for Whitecourt to join the Mid-Size Towns Mayors Caucus. The group, which currently includes 15 mid-size towns, focuses on advancing the interests of mid-sized towns (between 1,000 and 14,999 population), and provides an opportunity for networking and information sharing to its members.

REFERENCES:

- Mid-Size Towns Mayors Caucus Invitation Letter – attached
-

BENEFITS/DISADVANTAGES AND OPTIONS:

The Mid-Size Towns Mayors Caucus aims to address unique challenges that are specific to municipalities of similar size to Whitecourt. Caucus meetings are scheduled around other provincial association meetings (such as Alberta Municipalities Spring Mayors' Caucus) to reduce travel requirements, and meetings are held during regular office hours to minimize other per diem expenditures.

Should Council wish to participate there is a \$250 annual membership fee.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

Should Council pass a resolution approving membership to this Committee, the Committee will be added to the list of "External Committees" in Policy 11-003 – Governance and Appointments of Council Committees, Ad Hoc Committees and External Committees.

RECOMMENDATION:

That Council authorize membership on the Mid-Size Towns Mayors Caucus.

APPROVAL:

Department Director:

Acting CAO:

ALBERTA MID-SIZED TOWNS MAYORS' CAUCUS

March 14, 2025

Town of Whitecourt
Mayor Tom Pickard
509, 5004 52nd Avenue
Whitecourt, AB T7S 1N6
Email: tompickard@whitecourt.ca

Dear Mayor Pickard,

RE: Alberta Mid-Sized Towns Mayors' Caucus (MTMC) – Membership Invitation

The Mid-Sized Towns Mayors' Caucus would like to invite the Town of Whitecourt to join our collaborative, solution-based group of mayors, a group who advances priority issues and initiatives through positive advocacy on matters that directly impact mid-sized towns in Alberta.

We very much appreciate that you took the time to attend the Mid-Sized Towns Mayors' Caucus information meeting on March 5, 2025, at the ABmunis Spring Leaders' Caucus. Thank you for coming to listen to our presentation about all that the Caucus is doing to strengthen the significance and position of mid-sized towns as a relevant and important voice in our province and to identify and focus on priority issues that will improve the position and well-being of all mid-sized towns. Our current membership and executive are excited to welcome new members into the Caucus, members who will all truly add to the unified efforts in achieving the goals of the Caucus.

We have included an invoice for your 2025 membership that is due only if you choose to pursue and receive a positive response from your Council to become a member. Should you receive support for a membership in a motion of Council, please let me know through an email or letter.

We are very excited about welcoming Whitecourt as a member of the Mid-Sized Towns Mayors' Caucus. Our caucus stands in solidarity for all mid-sized towns in Alberta, recognizing that we share common issues and infrastructure challenges and the need for sustainable support. Together, we are advocating for a brighter future for every mid-sized town in Alberta.

Sincerely, on behalf of Mid-Sized Towns Mayors' Caucus,

Rhonda Hunter
MTMC Chairperson
Mayor, Town of Didsbury
rhunter@didsbury.ca

Attachments: MTMC Terms of Reference, 2025 membership invoice

Terms of Reference

1. Purpose

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

2. Mid-sized Towns Mayors' Caucus (MTMC) Statement

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

3. Objectives

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
 - i) Provincial Government
 - ii) Federal Government
 - iii) Alberta Municipalities
 - iv) other municipalities, including member municipalities
 - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

4. Membership Requirements

- a) Members of the MTMC must
 - i) be a municipality located within the Province of Alberta, and:
 - (1) an incorporated town, or
 - (2) a town with a population between 1000 and 14,999.
 - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
 - iii) Member municipalities will be responsible for per diems and expenses.

5. Membership, Representation & Voting

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

ALBERTA MID-SIZED TOWNS MAYORS' CAUCUS

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor's Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair's annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

6. Appointment of Caucus Committees

a) Executive Caucus Committee

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

i) Chair

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

ii) Vice-Chair

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary

iii) Executive Board Member

The Executive Board Member shall provide additional support where necessary.

iv) Additional Executive Board Members

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.

vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.

ALBERTA MID-SIZED TOWNS MAYORS' CAUCUS

7. Meeting Schedule

- a) The MTMC shall meet in-person bi-monthly on the 1st Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
 - i) Plan and organize the Caucus agenda and activities (see Appendix A).
 - ii) Identify and invite government representatives and other guest speakers.
 - iii) Coordinate local and provincial post-caucus media release.
 - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this Terms of Reference.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

8. Advocacy

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

9. Confidentiality

The MTMC meetings shall be held in closed session and not open to the public; however, an outside party may be invited to speak to a topic of interest. Members should ensure confidentiality of the meetings remains intact, unless otherwise determined by the MTMC Membership (e.g. for a press release).

10. Communication

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTM. MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A

Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
 - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
 - a. shall be sent to the Chair municipality for distribution to the group;
 - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A;
 - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality;
 - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support cannot be confirmed or has not been received that municipality shall not be included.



REQUEST FOR DECISION

Date: March 10, 2025
Meeting: March 24, 2025 Regular Meeting of Council
Originated by: Peter Smyl, Chief Administrative Officer
Title: ADDITION OF ITEM TO APRIL 2, 2025 SPECIAL MEETING

PROPOSAL AND BACKGROUND:

A Special Meeting of Council is scheduled for 4:00pm on April 2, 2025 to discuss the 2025 Budget. Administration proposes that Intermunicipal Collaboration Framework (ICF) be added to the agenda.

REFERENCES:

N/A

BENEFITS/DISADVANTAGES AND OPTIONS:

As Council is already scheduled to meet on April 2, Administration felt that adding this item to the Special Meeting agenda would be the most efficient use of Council's time and resources.

COST AND SOURCE OF FUNDING:

2025 Budget

COMMENTS:

N/A

RECOMMENDATION:

That Council authorize the addition of the Intermunicipal Collaboration Framework item to the agenda for the April 2, 2025 Special Meeting of Council.

APPROVAL:

Department Director:

Acting CAO:

Chelsey Grande



REQUEST FOR DECISION

Date: March 20, 2025
Meeting: March 24, 2024 Regular Meeting of Council
Originated by: Wendy Grimstad-Davidson, Executive Assistant
Title: LEMONADE DAY 2025

PROPOSAL AND BACKGROUND:

Community Futures Yellowhead East has advised that its annual Lemonade Day is scheduled for Saturday, June 14, 2025, and is requesting that Whitecourt once again be a host community.

Lemonade Day teaches youth how to start, own and operate their own business – a lemonade stand. Each year, in participating communities, youth have the opportunity to experience entrepreneurship by setting up their business during the community-wide Lemonade Day. Participants are required to attend a training session and complete a workbook that covers such topics as creating a business plan, forming a budget, and potentially finding an investor. Registration to the program is open until May 15. Further information can be found on <https://lemonadeday.org/northern-alberta>.

REFERENCES:

- 2025 Lemonade Day Email – attached
 - <https://lemonadeday.org/northern-alberta>
 - <https://www.facebook.com/LemonadeDayNorthernAlberta>
-

BENEFITS/DISADVANTAGES AND OPTIONS:

As part of the event, participants will be required to follow various steps to start their business, including applying for a development permit and lease agreement. The Planning & Development Department will work with Community Futures Yellowhead East to develop a process for the participants to apply for development permits and Lease Agreements for Town owned and public lands.

COST AND SOURCE OF FUNDING:

2025 Budget

Sponsorship for the Entrepreneur of the Year funding was included in the Economic Development Budget.

COMMENTS:

Party In The Park will also be taking place on June 14.

RECOMMENDATION:

That Council:

1. Recognize June 14, 2025 as Lemonade Day per Policy 11-008 – Salutes of Special Days/Weeks/Events and/or Proclamations; and,
2. Authorize three members of Council to judge booths on Lemonade Day;
3. Authorize the Planning & Development Department to work with Community Futures Yellowhead East to issue Lemonade Day Development Permits and Lease Agreements as part of the local program; and
4. Provide space, free of charge at the Forest Interpretive Centre or other municipal building, subject to availability, for Lemonade Day 2025 related training sessions.

APPROVAL:

Department Director:

Acting CAO:



Wendy Davidson

From: Wendy Davidson
Sent: March 21, 2025 1:14 PM
To: Wendy Davidson
Subject: FW: SAVE THE DATE - LEMONADE DAY 2024 - JUNE 14TH 2025!!

From: Lilian Wisser <lwisser@albertacf.com>
Subject: SAVE THE DATE - LEMONADE DAY 2024 - JUNE 14TH 2025!!

Good Morning!

On behalf of Community Futures Yellowhead East (CFYE), we are excited to announce that the Northern Alberta Lemonade Day Program will take place on **Saturday, June 14th, 2025!** CFYE is thrilled to once again partner with regional municipalities that are interested in hosting and sponsoring the event in their communities.

Registration for Lemonade Day will **open to the public on March 1st, 2025, and will close on May 15th, 2025.** Training dates for registered participants will be announced once host community sponsors have been confirmed.

As per past years, the following are the **mandatory requirements of each host community:**

- - Agree to Proclaim **June 14th 2025** as Northern Alberta Lemonade Day in your community.
- -Provide the \$500 sponsorship for the Entrepreneur of the Year Award for your community.
- -Provide/Arrange for Training Space as required for the In Person Lemonade Participant Training Session, free of charge.
- -Provide 3 - Volunteer Judges for the event on June 14th, Lemonade Day Contest Judging. (Provide names and contact information for each volunteer)
- -Provide Photos ,names and details of winners, back to CFYE
- -Provide Admin Staff to; Track, Issue & collect nominal payment for Lemonade Day Participant Business Licenses.
- -Provide Admin Staff to Liase with CFYE Event Coordinator to keep updated on program registrations, volunteer judges, etc.
- -Assist in promoting and marketing of the event and the training graphics as provided by CFYE.

Please include this information on the next available council meeting agenda, as a request for confirmation of participation. Confirmations are required so that we are able to move forward with planning and scheduling of training dates, ordering of training materials and arranging of sponsorships.

Thank you for your consideration of this request. We look forward to hearing back from you, in anticipation of partnering together for another successful Northern Alberta Lemonade Day!

If you have any additional questions, please let me know!





REQUEST FOR DECISION

Date: March 20, 2025
Meeting: March 24, 2025 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 Subdivision and Development Appeal Board (Alternate) Whitecourt FireSmart Working Group Lac Ste. Anne Foundation (Alternate) Whitecourt Airport Advisory Committee (Alternate) Whitecourt Regional Forest Advisory Committee Whitecourt & Woodlands Performing Arts Society
Paul Chauvet	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.) Youth Advisory Committee (Alternate)
Tom Pickard	Council Compensation Committee Economic Development Committee Joint Liaison Committee Protective Services Committee Ad Hoc Culture & Events Centre Partnership/Sponsorship Comm. Chamber of Commerce Liaison/Board of Directors Northern Alberta Elected Officials Caucus Northern Alberta Mayors and Reeves Caucus Whitecourt Airport Advisory Committee Whitecourt Business Support Network Whitecourt & District Health Partnership Team Whitecourt Regional Solid Waste Management Authority
Derek Schlosser	Community Services Advisory Board Health Professionals Attraction and Retention Committee Joint Liaison Committee Municipal Planning Commission Youth Advisory Committee Ad Hoc Culture & Events Centre Partnership/Sponsorship Comm. Ad Hoc MDP/LUB Review Advisory Committee Whitecourt Heritage Society

REFERENCES:

- Whitecourt Regional Solid Waste Management Authority – December 5, 2024 and February 13, 2025;
- Whitecourt & District Public Library – February 11, 2025;
- Community Services Advisory Board – February 11, 2025

BENEFITS/DISADVANTAGES AND OPTIONS:

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

COST AND SOURCE OF FUNDING:

N/A

COMMENTS:

N/A

RECOMMENDATION:

That Council accept the Councillor Reports item as information.

APPROVAL:

Department Director:

Acting CAO:



**MINUTES OF THE REGULAR MEETING OF
Whitecourt Regional Solid Waste Management Authority**
Thursday, December 5, 2024 at 2:00 p.m.
Town of Whitecourt Administration Office – Large Boardroom

Present: Chair: Paul Chauvet; Members: Braden Lanctot, Tom Pickard, Bruce Prestidge; Resource Members: Judy Barney (on behalf of Drew Hadfield), Jeff Zhang; Acting Solid Waste Manager: Juan Grande; Recording Secretary: Rhiannon Bisson.

The Authority welcomed Assistant Controller Cherie Van Der Meer to present the 2025 Whitecourt Regional Landfill Budget.

Absent: Member: Dave Kusch; Resource Member: Drew Hadfield.

Call to Order: The Meeting was called to order with Chair P. Chauvet presiding. Time: 2:00 p.m.

Adoption of Agenda: 24-049 Moved by: B. Lanctot
That the Agenda be adopted as presented.

- CARRIED

Adoption of Minutes from the October 16, 2024 Regular Meeting: 24-050 Moved by: T. Pickard
That the Minutes from the October 16, 2024 Regular Meeting be adopted as presented.

- CARRIED.

Appointment of Authority Chair & Vice-Chair: 24-051 Moved by: B. Lanctot
That the Whitecourt Regional Solid Waste Management Authority appoint Paul Chauvet as Chair to serve a term of December 2024 – October 2025.

No further nominations were presented.

- CARRIED.

24-052 Moved by: T. Pickard
That the Whitecourt Regional Solid Waste Management Authority appoint Bruce Prestidge as Vice-Chair to serve a term of December 2024 – October 2025.

No further nominations were presented.

- CARRIED.

Whitecourt Regional Landfill Quarterly Variance Report: Acting Solid Waste Manager J. Grande presented the Whitecourt Regional Landfill Quarterly Variance Report, ending September 30, 2024 to the Authority.

24-053 Moved by: B. Lanctot
That the Whitecourt Regional Solid Waste Management Authority accept the Whitecourt Regional Landfill Quarterly Variance Report, ending September 30, 2024 as information.

- CARRIED.

Whitecourt
Regional Landfill
2025 Budget:

Acting Solid Waste Manager J. Grande and Assistant Controller C. Van Der Meer presented the Whitecourt Regional Landfill 2025 Budget to the Authority.

24-054 Moved by: B. Prestidge

That the Whitecourt Regional Solid Waste Management Authority approve the 2025 Operating and Capital Budget as presented; and that the approved budget be presented to the Town of Whitecourt and Woodlands County Council for approval.

- CARRIED.

Next Meeting
Date:

24-055 Moved by: T. Pickard

That the next Regular Meeting of the Whitecourt Regional Solid Waste Management Authority be held on Thursday, February 6, 2025 at 2:00 p.m.

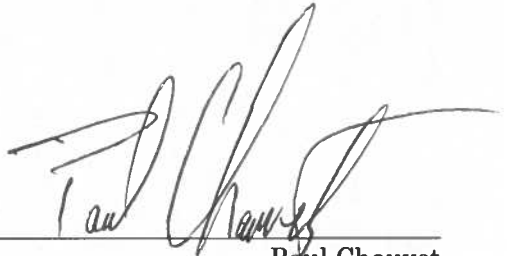
- CARRIED.

Adjournment:

24-056 Moved by: B. Prestidge

That the Regular Meeting of the Whitecourt Regional Solid Waste Management Authority be adjourned. Time: 2:30 p.m.

- CARRIED.



Paul Chauvet
Chair

**MINUTES OF THE SPECIAL MEETING OF
Whitecourt Regional Solid Waste Management Authority**
Thursday, February 13, 2025 at 3:00 p.m.
Town of Whitecourt Administration Office – Large Boardroom

Present: Chair: Paul Chauvet; Members: Dave Kusch (Present via Zoom), Tom Pickard; Resource Members: Drew Hadfield, Jeff Zhang; Acting Solid Waste Manager: Juan Grande; Recording Secretary: Rhiannon Bisson.

Absent: Members: Braden Lanctot & Bruce Prestidge.

Call to Order: The Meeting was called to order with Chair P. Chauvet presiding. Time: 3:03 p.m.

BOMAG Waste Compactor Repair (Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act): 25-001 Moved by: T. Pickard
That the Whitecourt Regional Solid Waste Management Authority go in to Closed Meeting to discuss the BOMAG Waste Compactor Repair per Section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act. Time: 3:04 p.m.

- CARRIED

25-002 Moved by: T. Pickard
That the Whitecourt Regional Solid Waste Management Authority revert to the Regular Meeting. Time: 3:08 p.m.

- CARRIED.

25-003 Moved by: T. Pickard
That the Whitecourt Regional Solid Waste Management Authority authorize Administration to proceed with the BOMAG Waste Compactor Repair up to \$70,600 from the Stabilization Reserve.

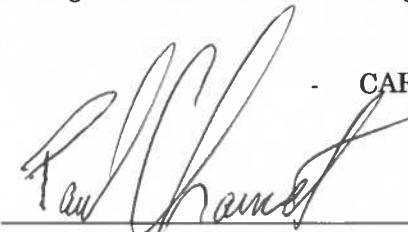
- CARRIED.

2025 Whitecourt/Woodlands Free Clean Up Week Dates: 25-004 Moved by: D. Kusch
That the Whitecourt Regional Solid Waste Management Authority authorize Administration to hold the 2025 Whitecourt/Woodlands Free Clean Up Week from May 21-24, 2025.

- CARRIED.

Adjournment: 25-005 Moved by: T. Pickard
That the Special Meeting of the Whitecourt Regional Solid Waste Management Authority be adjourned. Time: 3:11 p.m.

- CARRIED.



Paul Chauvet
Chair

**WHITECOURT & DISTRICT PUBLIC LIBRARY BOARD
Regular Meeting Minutes
February 11, 2025 at the Library – 5:30 PM**

Attended: CARLSON, Carol; HAUGJORD, Helen; KEOUGH, Nancy;
KUBELKA, Joseph; KUSCH, Dave; LAPOINTE, Abbeygail; LAPOINTE, Serena;
O'KEEFE, Megan; ROWE, Gayle; ST PIERRE, Alyssa

Regrets:

Chair: HAUGJORD, Helen

Recorder: KUBELKA, Joseph

Guests: N/A

Observers: N/A

Call to Order: HAUGJORD called the meeting to order at 5:30 PM.

1. Approval of Agenda

Motion: KUSCH motioned to approve the agenda as circulated.

Carried Unanimously

2. Approval of Minutes

2.1 Minutes of the January 15, 2025 Regular Meeting

Motion: LAPOINTE, Serena motioned to approve the minutes as amended.

Carried Unanimously

3. New Business

3.1 2024 Public Library Services Branch report

Motion: KUSCH motioned to approve and submit the 2024 annual report.

Carried Unanimously

4. Continuing Business



5. Items for Information

5.1 Director's Report

5.2 Calendars, Events, Correspondence

Motion: CARLSON motioned to accept 5.1-5.2 as information.

Carried Unanimously

6. Trustee Reports

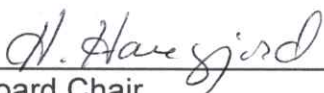
7. Next Meeting Date

7.1 March 18, 2025 5:30 PM, at the library.

8. Adjournment

Motion: LAPOINTE, Serena motioned to adjourn the meeting.

Carried Unanimously



Board Chair

**MINUTES OF THE REGULAR MEETING OF
Community Services Advisory Board**
Tuesday, February 11, 2025
Allan & Jean Millar Centre – Crown & Anchor Pub Boardroom

- Present:** Chair: Dave Arcand; Members: Brigitte Moore, Derek Schlosser, Crystal Szybunka; Director of Community Services: Chelsea Grande; Recording Secretary: Rhiannon Bisson.
- The Board welcomed Angela Mitchell, Manager of Family Community Support Services (FCSS) for the Town of Whitecourt to present the Healthy Aging Alberta and Whitecourt presentation to the Board. The Board also welcomed Logan Glidden, a liaison for the Youth Advisory Committee.
- Absent:** Members: Jennifer Keay and Jeremy Wilhelm.
- Call to Order:** The Meeting was called to order with Chair D. Arcand presiding. Time: 7:00 p.m.
- Adoption of Agenda:** 25-008 Moved by: B. Moore
That the Agenda be adopted as presented. - CARRIED.
- Adoption of Minutes from the January 14, 2025 Regular Meeting:** 25-009 Moved by: D. Schlosser
That the Minutes from the January 14, 2025 Regular Meeting be adopted as presented. - CARRIED.
- Health Aging Alberta and Whitecourt:** Director of Community Services C. Grande introduced Angela Mitchell, Manager of FCSS to present the Healthy Aging Alberta and Whitecourt presentation to the Board.
25-010 Moved by: D. Schlosser
That the Community Services Advisory Board accept the Healthy Aging Alberta and Whitecourt presentation as information. - CARRIED.
- 2024 Community Services Annual Report:** Director of Community Services C. Grande presented the 2024 Community Services Annual Report to the Board.
25-011 Moved by: C. Szybunka
That the Community Services Advisory Board accept the 2024 Community Services Annual Report as information. - CARRIED.
- 2025 Community Services Annual Board Planning Session** Director of Community Services C. Grande provided background on the 2025 Community Services Annual Board Planning Session to the Board.
25-012 Moved by: B. Moore
That the Community Services Advisory Board hold the 2025 Community Services Annual Board Planning Session on April 12, 2025 from 9:00 a.m. to 3:00 p.m. - CARRIED.

Information
Items:

Director of Community Services C. Grande provided highlights from the January 2025 Community Services Reports to the Board.

Due to the absence of Member J. Wilhelm, he was not able to bring a verbal update on the Woodlands County Community Services Committee.

Director of Community Services C. Grande provided background information on upcoming events and initiatives in the community, including the Pembina Gas Infrastructure Aquatic Centre maintenance closure, Family Day Winter Carnival, Whitecourt Trailblazers Annual Family Snowmobile Rally, Winter Park Party – Light Up the Toboggan Hill, and the 2025 Budget Public Information Session.

Director of Community Services C. Grande noted that the 2025 Community Services Planning Session Pre-Exercise and the 2025 National Volunteer Week items would be presented at the Board’s next Regular Meeting.

25-013 Moved by: D. Schlosser

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

- CARRIED.

Adjournment:

25-015 Moved by: B. Moore

That the Regular Meeting of the Community Services Advisory Board be adjourned. Time: 7:35 p.m.

CARRIED.



Dave Arcand
Chair



REQUEST FOR DECISION

Date: March 20, 2025
 Meeting: March 24, 2025 Regular Meeting of Council
 Originated by: Wendy Grimstad-Davidson, Executive Assistant
 Title: **ITEMS OF INFORMATION**

PROPOSAL AND BACKGROUND:

The following items are included in the March 24, 2025 Council package as information items:

- a. Town Accounts – Cheques 91991 – 92165 (Council Members to contact the Director of Corporate Services prior to Regular Meeting with any questions regarding Town accounts);
- b. March 11, 2025 Letter to Whitecourt Horse Club;
- c. Invitation to École St. Mary School Project Week Showcase;
- d. Town of Whitecourt 2025 Press Releases:
 - i. March 11 – Whitecourt Celebrates Local Volunteers;
 - ii. March 11 – Whitecourt Town Council Update;
 - iii. March 13 – Whitecourt Launches Public Engagement Campaign;
- e. Woodlands County 2025 Press Releases:
 - i. March 18 – Woodlands County Council Recap – March 12;
- f. Mayor's Calendar; and
- g. Council Calendar.

RECOMMENDATION:

That Council accept the Items of Information as information.

APPROVAL:

Department Director:

Acting CAO:

Town of Whitecourt

System: 3/19/25 10:54:55 AM

VENDOR CHEQUE REGISTER REPORT

Page: 1

User Date: 3/19/25

Payables Management

User ID: STACY

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	3/06/25
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
91991	ABAS001	CANOE PROCUREMENT GROUP OF CAN	3/11/25	SCOTIA	PMCHQ00003202	\$17,537.52
91992	ABBOI001	ALBERTA BOILERS SAFETY ASSOCIA	3/11/25	SCOTIA	PMCHQ00003202	\$432.00
91993	AFF001	AFFINITY FUNERAL SERVICE	3/11/25	SCOTIA	PMCHQ00003202	\$1,151.85
91994	ALBE002	ALBERTA DEFENSIVE TACTICS TRAI	3/11/25	SCOTIA	PMCHQ00003202	\$472.50
91995	ARCA003	ARCAND, FAY	3/11/25	SCOTIA	PMCHQ00003202	\$83.49
91996	AUMAUT001	ALBERTA MUNICIPAL SERVICES COR	3/11/25	SCOTIA	PMCHQ00003202	\$221,495.83
91997	CANACC001	CANADIAN ACCREDITATION COUNCIL	3/11/25	SCOTIA	PMCHQ00003202	\$885.00
91998	CANF001	CANFOR (WHITECOURT) FOREST PRO	3/11/25	SCOTIA	PMCHQ00003202	\$20,088.42
91999	CANN002	CANNIFF AND ASSOCIATES	3/11/25	SCOTIA	PMCHQ00003202	\$300.00
92000	CAPI001	CAPITAL REGION ASSESSMENT	3/11/25	SCOTIA	PMCHQ00003202	\$29,347.65
92001	CARI001	CARIGNAN, KATIE	3/11/25	SCOTIA	PMCHQ00003202	\$30.61
92002	CLARK003	CLARK BUILDERS	3/11/25	SCOTIA	PMCHQ00003202	\$1,085,285.25
92003	CONE002	CONE, NICOLE	3/11/25	SCOTIA	PMCHQ00003202	\$40.00
92004	DANM001	DANMAR CONSULTING	3/11/25	SCOTIA	PMCHQ00003202	\$2,427.53
92005	DELV002	DEL VECCHIO, MARIE	3/11/25	SCOTIA	PMCHQ00003202	\$51.99
92006	GOVABLAND001	GOVERNMENT OF ALBERTA	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92007	GOVER001	GOVEREAU, THEO	3/11/25	SCOTIA	PMCHQ00003202	\$50.00
92008	GRY001	GRYWACHESKI, KARA	3/11/25	SCOTIA	PMCHQ00003202	\$438.06
92009	HARP003	HARPER, AMANDA (EMMA)	3/11/25	SCOTIA	PMCHQ00003202	\$40.00
92010	HARR004	HARRIS, CHERYL	3/11/25	SCOTIA	PMCHQ00003202	\$35.00
92011	INSP001	THE INSPECTIONS GROUP INC.	3/11/25	SCOTIA	PMCHQ00003202	\$13,545.00
92012	JACOBS002	JACOBS, JOHN	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92013	K&C001	K & C GRAPHICS (2008) INC.	3/11/25	SCOTIA	PMCHQ00003202	\$80.33
92014	KUCH001	KUCHARCHUK ENTERPRISES LTD	3/11/25	SCOTIA	PMCHQ00003202	\$91.18
92015	LAJEU001	LAJEUNESSE, MARTIN	3/11/25	SCOTIA	PMCHQ00003202	\$165.16
92016	LEAT001	LEATHEM, STARR	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92017	MARTU001	MARTUSHEV LOGGING LTD	3/11/25	SCOTIA	PMCHQ00003202	\$411,297.99
92018	MCCA004	MCCAMMON KAREN	3/11/25	SCOTIA	PMCHQ00003202	\$379.74
92019	MIKE001	13457770 CANADA LTD	3/11/25	SCOTIA	PMCHQ00003202	\$40.27
92020	MITCHE005	MITCHELL, ANGELA	3/11/25	SCOTIA	PMCHQ00003202	\$144.72
92021	MOUNTA002	322304 ALBERTA LTD.	3/11/25	SCOTIA	PMCHQ00003202	\$167.84
92022	MRF001	MRF GEOSYSTEMS CORPORATION	3/11/25	SCOTIA	PMCHQ00003202	\$8,342.47
92023	NOBLE002	NOBLE, PATRICK JAMES	3/11/25	SCOTIA	PMCHQ00003202	\$1,190.00
92024	ORKIN001	ORKIN CANADA CORPORATION	3/11/25	SCOTIA	PMCHQ00003202	\$189.00
92025	OTIS001	OTIS CANADA	3/11/25	SCOTIA	PMCHQ00003202	\$2,595.73
92026	PICK001	PICK ME LOCK AND KEY	3/11/25	SCOTIA	PMCHQ00003202	\$126.00
92027	PUROLA001	PURULATOR INC.	3/11/25	SCOTIA	PMCHQ00003202	\$384.99
92028	REYN001	REYNOLDS MIRTH RICHARDS & FARM	3/11/25	SCOTIA	PMCHQ00003202	\$778.05
92029	SCOUL001	SCOULAR, TESSA	3/11/25	SCOTIA	PMCHQ00003202	\$75.00
92030	SNOW001	ALLEN SNOW	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92031	STAPLES001	STAPLES #453 WHITECOURT	3/11/25	SCOTIA	PMCHQ00003202	\$166.93
92032	STROE003	STROEDER, DONAVAN	3/11/25	SCOTIA	PMCHQ00003202	\$133.42
92033	STUCK002	STUCKLESS, BRAD	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92034	STUCK004	STUCKLESS, SAMANTHA	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92035	SUPER006	SUPERIOR SAFETY CODES INC.	3/11/25	SCOTIA	PMCHQ00003202	\$722.96
92036	SUTT001	SUTTON, JAIMEE	3/11/25	SCOTIA	PMCHQ00003202	\$119.21
92037	TEMP00000005960	SMYL, JOHN	3/11/25	SCOTIA	PMCHQ00003202	\$24.82
92038	TEMP00000005961	JESSOME, DANIEL	3/11/25	SCOTIA	PMCHQ00003202	\$43.97
92039	TEMP00000005962	MCCAMMON, KAREN	3/11/25	SCOTIA	PMCHQ00003202	\$5.27
92040	TEMP00000005963	DAVID GREEN TREE SERVICES	3/11/25	SCOTIA	PMCHQ00003202	\$1,972.46
92041	TEMP00000005964	SRIBNY, MICHAEL	3/11/25	SCOTIA	PMCHQ00003202	\$15.25
92042	TEMPLE002	TEMPLE, JEREMY	3/11/25	SCOTIA	PMCHQ00003202	\$20.00
92043	THEB001	THEBEAU, KYLE	3/11/25	SCOTIA	PMCHQ00003202	\$288.00
92044	TOMK001	TOMKOW, CATHY	3/11/25	SCOTIA	PMCHQ00003202	\$173.92
92045	TURNB001	TURNBULL, RAY	3/11/25	SCOTIA	PMCHQ00003202	\$930.00
92046	VANH001	VAN HOUTTE COFFEE SERVICES INC	3/11/25	SCOTIA	PMCHQ00003202	\$518.28
92047	WHITE&WOOD001	WHITECOURT & WOODLANDS	3/11/25	SCOTIA	PMCHQ00003202	\$8,477.26
92048	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	3/11/25	SCOTIA	PMCHQ00003202	\$47.44
92049	WORKER001	WORKERS' COMPENSATION BOARD	3/11/25	SCOTIA	PMCHQ00003202	\$25,052.64
92050	YOUNG001	YOUNG, LESLEY	3/11/25	SCOTIA	PMCHQ00003202	\$50.00
92051	ZOLL001	ZOLLINGER, BLAKE	3/11/25	SCOTIA	PMCHQ00003202	\$124.33
92052	AVAN001	AVANTI SOFTWARE INC.	3/11/25	SCOTIA	PMCHQ00003202	\$1,694.70
92053	ABMUN005	ALBERTA MUNICIPAL SERVICES COR	3/18/25	SCOTIA	PMCHQ00003203	\$421.08
92054	AHVNA001	ALBERTA HOME VISITATION NETWOR	3/18/25	SCOTIA	PMCHQ00003203	\$248.49
92055	APEX003	APEX SUPPLEMENTARY PENSION TRU	3/18/25	SCOTIA	PMCHQ00003203	\$1,568.41
92056	APEX005	APEX SUPPLEMENTARY PENSION TRU	3/18/25	SCOTIA	PMCHQ00003203	\$218.40
92057	ARCA007	ARCAND, DAVE	3/18/25	SCOTIA	PMCHQ00003203	\$156.05
92058	ARCAD001	ARCADIS PROFESSIONAL SERVICES	3/18/25	SCOTIA	PMCHQ00003203	\$37,475.55
92059	BELL004	BELL MOBILITY INC.	3/18/25	SCOTIA	PMCHQ00003203	\$88.14

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Town of Whitecourt

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User Date: 3/19/25

VENDOR CHEQUE REGISTER REPORT

User ID:STACY

* Voided Cheques

Payables Management

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
92060	BELLC001	BELL CANADA	3/18/25	SCOTIA	PMCHQ00003203	\$2,719.50
92061	CANN002	CANNIFF AND ASSOCIATES	3/18/25	SCOTIA	PMCHQ00003203	\$525.00
92062	CERT002	CERTIFIED TRACKING SOLUTIONS I	3/18/25	SCOTIA	PMCHQ00003203	\$58.70
92063	CESAR001	2572835 ALBERTA LTD	3/18/25	SCOTIA	PMCHQ00003203	\$82.95
92064	COFFEE001	THE COFFEE COURIER	3/18/25	SCOTIA	PMCHQ00003203	\$35.20
92065	COMCR001	COMMERCIAL CREDIT ADJUSTERS	3/18/25	SCOTIA	PMCHQ00003203	\$15.48
92066	CONE002	CONE, NICOLE	3/18/25	SCOTIA	PMCHQ00003203	\$22.03
92067	DANI002	DANIELS, TANNER	3/18/25	SCOTIA	PMCHQ00003203	\$8,280.00
92068	DIRECT002	DIRECT ENERGY	3/18/25	SCOTIA	PMCHQ00003203	\$2,293.10
92069	EAGLE005	EAGLE RIVER PLANNING SERVICES	3/18/25	SCOTIA	PMCHQ00003203	\$4,980.15
92070	FRED003	FREDDY'S 2 FOR 1 PIZZA	3/18/25	SCOTIA	PMCHQ00003203	\$111.15
92071	FRIEND001	FRIENDS OF WHITECOURT SOCIETY	3/18/25	SCOTIA	PMCHQ00003203	\$200.00
92072	GARDA001	GARDAWORLD SECURITY SYSTEMS	3/18/25	SCOTIA	PMCHQ00003203	\$141.72
92073	GFL001	GFL ENVIRONMENTAL SOLID WASTE	3/18/25	SCOTIA	PMCHQ00003203	\$89,430.41
92074	HARF003	HARPER, AMANDA (EMMA)	3/18/25	SCOTIA	PMCHQ00003203	\$55.00
92075	JAGER002	JAGER, JODY	3/18/25	SCOTIA	PMCHQ00003203	\$297.27
92076	JEND001	JENDRICK, MARTIE	3/18/25	SCOTIA	PMCHQ00003203	\$185.17
92077	JEON001	JEON, BEOMJUN	3/18/25	SCOTIA	PMCHQ00003203	\$73.60
92078	KEAY001	KEAY, JENNIFER	3/18/25	SCOTIA	PMCHQ00003203	\$106.05
92079	LAJEU001	LAJEUNESSE, MARTIN	3/18/25	SCOTIA	PMCHQ00003203	\$138.64
92080	LOCAL001	LOCAL AUTHORITIES PENSION PLAN	3/18/25	SCOTIA	PMCHQ00003203	\$74,492.91
92081	LOCAL002	LOCAL AUTHORITIES PENSION PLAN	3/18/25	SCOTIA	PMCHQ00003203	\$1,462.20
92082	MACD003	MACDONALD, PERRY	3/18/25	SCOTIA	PMCHQ00003203	\$173.24
92083	MERL001	MERLIN SHREDDING INC	3/18/25	SCOTIA	PMCHQ00003203	\$367.50
92084	MILLI001	MILLINGTON, CORINNE	3/18/25	SCOTIA	PMCHQ00003203	\$21.49
92085	MOBEY002	MOBEY, GWEN	3/18/25	SCOTIA	PMCHQ00003203	\$39.77
92086	MOORE005	MOORE, BRIGETTE	3/18/25	SCOTIA	PMCHQ00003203	\$106.05
92087	MPE002	MPE ENGINEERING LTD	3/18/25	SCOTIA	PMCHQ00003203	\$2,163.53
92088	ODVOD001	ODVOD MEDIA CORP	3/18/25	SCOTIA	PMCHQ00003203	\$49.35
92089	PEMB006	PEMBINA WEST CO-OP	3/18/25	SCOTIA	PMCHQ00003203	\$48,841.73
92090	PICK003	PICKARD, TOM	3/18/25	SCOTIA	PMCHQ00003203	\$353.77
92091	PJS002	PJS SYSTEMS INC	3/18/25	SCOTIA	PMCHQ00003203	\$55,659.55
92092	PUROLA001	PUROLATOR INC.	3/18/25	SCOTIA	PMCHQ00003203	\$79.89
92093	QUAT001	QUATTRO HOMES	3/18/25	SCOTIA	PMCHQ00003203	\$676.94
92094	RECEIV001	RECEIVER GENERAL FOR CANADA	3/18/25	SCOTIA	PMCHQ00003203	\$166,629.69
92095	RECEIV004	RECEIVER GENERAL FOR CANADA	3/18/25	SCOTIA	PMCHQ00003203	\$3,579.48
92096	REGI001	REGIONAL RECREATION ASSOCIATIO	3/18/25	SCOTIA	PMCHQ00003203	\$250.00
92097	ROBI003	ROBINSON, MICHELLE	3/18/25	SCOTIA	PMCHQ00003203	\$60.79
92098	ROGERS001	ROGERS	3/18/25	SCOTIA	PMCHQ00003203	\$22.90
92099	SCHW005	SCHWINDT, ANDUN	3/18/25	SCOTIA	PMCHQ00003203	\$20.00
92100	STAR006	STARTEC REFRIGERATION SERVICES	3/18/25	SCOTIA	PMCHQ00003203	\$133.82
92101	SUMM003	SUMMIT MEMORIALS LTD.	3/18/25	SCOTIA	PMCHQ00003203	\$472.50
92102	SZYB001	SZYBUNKA, CRYSTAL	3/18/25	SCOTIA	PMCHQ00003203	\$106.05
92103	TELE003	TELECONNECT INTERNATIONAL	3/18/25	SCOTIA	PMCHQ00003203	\$560.70
92104	TELUS001	TELUS COMMUNICATIONS	3/18/25	SCOTIA	PMCHQ00003203	\$6,185.44
92105	TELUS005	TELUS SERVICES INC.	3/18/25	SCOTIA	PMCHQ00003203	\$288.75
92106	TRL001	TRL GAS CO-OP LTD.	3/18/25	SCOTIA	PMCHQ00003203	\$2,838.83
92107	VAN004	MARY VAN DEN OEVER	3/18/25	SCOTIA	PMCHQ00003203	\$1,395.00
92108	VIDAD001	VIDAD, RYAN	3/18/25	SCOTIA	PMCHQ00003203	\$81.29
92109	WHITEPRES001	2100036 AB. LTD. O/A WHITECOUR	3/18/25	SCOTIA	PMCHQ00003203	\$803.25
92110	WOODS003	WOODS, RHONDA	3/18/25	SCOTIA	PMCHQ00003203	\$194.55
92111	XEROX001	XEROX CANADA LTD.	3/18/25	SCOTIA	PMCHQ00003203	\$1,560.72
92112	1STCALL001	1ST CALL HEALTH & SAFETY CONSU	3/19/25	SCOTIA	PMCHQ00003204	\$189.00
92113	2229421	2229421 ALBERTA LTD	3/19/25	SCOTIA	PMCHQ00003204	\$362.25
92114	ABSAW001	ALBERTA SAW & KNIFE LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$141.75
92115	ACCU001	ACCU-FLO METER SERVICE LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$289.80
92116	ALEX004	ALEXANDER SAFETY	3/19/25	SCOTIA	PMCHQ00003204	\$900.80
92117	AQUA006	AQUATECHNO SPECIALISTES AQUATI	3/19/25	SCOTIA	PMCHQ00003204	\$961.49
92118	ARC002	ARC SUPPLIES INC	3/19/25	SCOTIA	PMCHQ00003204	\$25.67
92119	BARON001	BARON OILFIELD SUPPLY	3/19/25	SCOTIA	PMCHQ00003204	\$11.91
92120	BROG002	BROGAN FIRE & SAFETY	3/19/25	SCOTIA	PMCHQ00003204	\$611.38
92121	CARO001	CARO ANALYTICAL SERVICES	3/19/25	SCOTIA	PMCHQ00003204	\$437.33
92122	CBM002	CBM N.A. INC	3/19/25	SCOTIA	PMCHQ00003204	\$2,199.90
92123	CITYN001	CITY NEON LTD	3/19/25	SCOTIA	PMCHQ00003204	\$10,489.50
92124	CLEAR001	CLEAR TECH INDUSTRIES INC.	3/19/25	SCOTIA	PMCHQ00003204	\$1,825.19
92125	E&E001	E & E RADIATOR SERVICE (1992)	3/19/25	SCOTIA	PMCHQ00003204	\$1,017.39
92126	EDMTR002	EDMONTON TRAILER SALES & LEAS	3/19/25	SCOTIA	PMCHQ00003204	\$13.86
92127	ELECT002	ELECTRICAL & INSTRUMENTATION	3/19/25	SCOTIA	PMCHQ00003204	\$28.21
92128	FIRST001	FIRST CHOICE HUSKY	3/19/25	SCOTIA	PMCHQ00003204	\$257.35
92129	FIRST014	FIRST TRUCK CENTRE	3/19/25	SCOTIA	PMCHQ00003204	\$888.26
92130	GRANDW001	GRANDWEST ENTERPRISES INC	3/19/25	SCOTIA	PMCHQ00003204	\$1,964.45
92131	GREGG001	GREGG DISTRIBUTORS LP	3/19/25	SCOTIA	PMCHQ00003204	\$3,023.86
92132	ICONIX001	ICONIX WATERWORKS LP	3/19/25	SCOTIA	PMCHQ00003204	\$15,667.73
92133	IDEAL001	IDEAL AUTOMOTIVE & IND. SUPPLY	3/19/25	SCOTIA	PMCHQ00003204	\$2,375.40
92134	INDUST001	INDUSTRIAL MACHINE INC.	3/19/25	SCOTIA	PMCHQ00003204	\$2,771.03
92135	JARO001	JARON WATER HAULING LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$220.00

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Town of Whitecourt

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User Date: 3/19/25

VENDOR CHEQUE REGISTER REPORT

User ID:STACY

* Voided Cheques

Payables Management

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
92136	K&C001	K & C GRAPHICS (2008) INC.	3/19/25	SCOTIA	PMCHQ00003204	\$519.33
92137	KWMECH001	K.W. MECHANICAL	3/19/25	SCOTIA	PMCHQ00003204	\$706.74
92138	LAWS001	LAWSON PRODUCTS INC.	3/19/25	SCOTIA	PMCHQ00003204	\$259.03
92139	LIFE0001	LIFESAVING SOCIETY	3/19/25	SCOTIA	PMCHQ00003204	\$311.25
92140	LINDE001	LINDE CANADA INC.	3/19/25	SCOTIA	PMCHQ00003204	\$78.47
92141	LYNX001	LYNX CONTROLS	3/19/25	SCOTIA	PMCHQ00003204	\$420.00
92142	MART003	HORIZON AG & TURF	3/19/25	SCOTIA	PMCHQ00003204	\$4,565.52
92143	NORT004	NORTHERN METALIC SALES	3/19/25	SCOTIA	PMCHQ00003204	\$14,949.76
92144	PLC001	PLC SUDS & SERVICES LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$250.32
92145	PRIN002	PRINOTH LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$13,959.04
92146	PTWCAN001	PTW CANADA LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$1,431.99
92147	RALCOM001	RALCOMM LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$11,253.88
92148	ROB001	ROB WRIGHT BUILDING MATERIALS	3/19/25	SCOTIA	PMCHQ00003204	\$5,062.50
92149	ROYAL004	ROYAL CARETAKING SUPPLIES INC	3/19/25	SCOTIA	PMCHQ00003204	\$7,543.06
92150	SAFEW001	SAFEWAY CONSULTING SERVICES LT	3/19/25	SCOTIA	PMCHQ00003204	\$194.25
92151	SCHAF001	SCHAFFER'S CUSTOM WELDING LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$7,188.76
92152	SCRE001	SCREAM'IN EAGLE SALES LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$344.25
92153	SLIDE001	THE SLIDE GUY LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$5,248.95
92154	SMITH012	SMITH ELECTRIC	3/19/25	SCOTIA	PMCHQ00003204	\$44.00
92155	SMYL001	SMYL CHEVROLET BUICK GMC LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$194.67
92156	STITCH001	STITCH N TIME CUSTOM EMBROIDER	3/19/25	SCOTIA	PMCHQ00003204	\$251.49
92157	UNITED006	UNITED RENTALS OF CANADA INC.	3/19/25	SCOTIA	PMCHQ00003204	\$52.50
92158	WCTAUTO002	THE WHITECOURT AUTOMALL LTD	3/19/25	SCOTIA	PMCHQ00003204	\$164.58
92159	WCTSTA002	WHITECOURT STATIONERY LTD	3/19/25	SCOTIA	PMCHQ00003204	\$997.53
92160	WEST026	WESTERN ASPHALT PRODUCTS	3/19/25	SCOTIA	PMCHQ00003204	\$1,889.27
92161	WHEAT001	WHEAT KING MECHANICAL LTD	3/19/25	SCOTIA	PMCHQ00003204	\$304.50
92162	WHITEIGA001	WHITECOURT IGA	3/19/25	SCOTIA	PMCHQ00003204	\$335.46
92163	WHITEMACH001	WHITECOURT MACHINE & WELDING	3/19/25	SCOTIA	PMCHQ00003204	\$759.32
92164	WSP001	WSP CANADA INC.	3/19/25	SCOTIA	PMCHQ00003204	\$1,150.58
92165	CRYS001	CRYSTAL GLASS LTD.	3/19/25	SCOTIA	PMCHQ00003204	\$745.40

Total Cheques: 175

Total Amount of Cheques: \$2,508,035.86

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JOIN US FOR A WILD ADVENTURE!⁸¹

ECOLE ST. MARY



Project Week
Showcase



WEDNESDAY

16

4:15-7:15PM

APRIL

Please RSVP to Sarah Whelen
sarah.whelen@livingwaters.ab.ca



PRESS RELEASE

MARCH 11, 2025

WHITECOURT CELEBRATES LOCAL VOLUNTEERS

Whitecourt is now accepting nominations to the 2025 Volunteer Awards Program – and we want to hear from you! Tell us who is making a difference in our community by recognizing them with a nomination.

“Part of what makes Whitecourt so special is the willingness of our residents to step up and help out,” stated Whitecourt Mayor Tom Pickard. “Residents and organizations offer their time, knowledge and skills to a variety of worthy causes, and this program is just one way for us to recognize their work and show our appreciation.”

The Whitecourt Volunteer Award Program launched four years ago and recognizes individuals, corporations and agencies/groups in five different award categories. This year, the winner of each category will be announced during the Volunteer Celebration Lunch scheduled for April 28 during National Volunteer Week.

If you know of someone or an organization that has gone above and beyond, please nominate them by filling out the online form at www.volunteerwhitecourt.ca. The nomination deadline is April 22, 2025.

Whitecourt Volunteer Hub

The Town of Whitecourt recognizes how important volunteers are in our community. In 2024, Whitecourt launched www.volunteerwhitecourt.ca – an online volunteer recruitment site that helps local organizations find volunteers, and helps volunteers find meaningful opportunities to lend their time. The site also provides resources to volunteer organizations, including links to funding and training opportunities.

2025 National Volunteer Week

National Volunteer Week is April 27 to May 3, 2025, and Whitecourt will be recognizing and thanking volunteers from across the community for the time and energy they contribute to our community. Watch for information on our website and social media sites on events and activities planned to celebrate our volunteers.

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



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

Phone / 780.778.2273 Fax / 780.778.2062

www.whitecourt.ca

PRESS RELEASE

MARCH 11, 2025

WHITECOURT TOWN COUNCIL UPDATE

Whitecourt will be applying to the Forest Resource Improvement Association of Alberta (FRIAA) for funding to update the Whitecourt FireSmart Community Plan. The new plan will include hazard and risk assessments, a wildfire mitigation strategy, and a wildfire preparedness guide.

A delegation from Whitecourt's Twin Town of Yubetsu, Japan will visit May 24-26, 2025. The delegation will be in Alberta to attend the Alberta/Japan Twinned Municipality Conference, taking place in Stony Plain, and then will travel to Whitecourt for a visit.

Whitecourt is now accepting nominations to the 2025 Volunteer Awards Program – and we want to hear from you! Tell us who is making a difference in our community by recognizing them with a nomination. Nomination forms are available at www.volunteerwhitecourt.ca. National Volunteer Week is April 27 to May 3, 2025, and Whitecourt will be recognizing and thanking volunteers from across the community for the time and energy they contribute to our community. Watch for information on our website and social media sites on events and activities planned to celebrate our volunteers.

Council has approved the purchase of four trucks per the fleet replacement plan.

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



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www.whitecourt.ca

PRESS RELEASE

MARCH 13, 2025

WHITECOURT LAUNCHES PUBLIC ENGAGEMENT CAMPAIGN

Business Survey will help Whitecourt in supporting and attracting local businesses

The Town of Whitecourt has launched a survey to gain insights on future plans and needs of local businesses. The survey will ask local businesses and organizations how Whitecourt Economic Development can help with workforce development, and improve business support processes and programs. By assisting and strengthening existing businesses, and identifying new opportunities, we can strengthen our economic position.

[Take the survey now.](#)

Consumer/Resident survey gives you a voice – and a chance to win \$500 Whitecourt Bucks!

The online consumer survey will help Whitecourt understand consumer shopping habits, and what influences them to shop both locally and outside the community. The information collected will be used to develop strategies to help local businesses offer products and services that match the current needs of our community and within our region, and to focus our attraction and investment efforts to businesses that provide services needed in Whitecourt.

[Take the survey now, and enter for your chance to win!](#)

Background

Whitecourt has received \$70,000 in provincial grant funding from the Small Community Opportunity Program to conduct a comprehensive market analysis of the local business environment; identify consumer spending, service leakage, and gaps in the market; and, identify opportunities for business retention, expansion, and attraction. Whitecourt is working with FBM Planning Ltd. to complete the project, which is expected to be complete December 2025.

The deadline to participate in both surveys is Friday, April 18.

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



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Phone /780.778.2273 Fax /780.778.2062

www.whitecourt.ca

18 March 2025

WOODLANDS COUNTY COUNCIL RECAP – WEDNESDAY, MARCH 12, 2025

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

Kristen Belke and Rhonda Woods of the **Health Professionals Attraction & Retention of Committee (H-PARC)** provided an update on their 2024 operating year and their five-year plan. The committee has welcomed five new doctors, three nurses and supported three physicians through the Doctor Loan Program. The committee has also hosted 14 community tours and provided 36 welcome packages to support the recruitment of healthcare professionals and medical students to the area. H-PARC plans to continue supporting healthcare professionals and their families in the integration to the community, promoting careers in rural health and collaborating with Council in their advocacy for increased health services for Whitecourt and Woodlands County.

Chelsea Grande, Kelly Sandoway and Angie Mitchell with the **Town of Whitecourt's Community Services** department presented the department's 2024 highlights. The department noted membership and use of the Allan & Jean Millar Centre is approaching pre-pandemic levels and there has been large increases in participation for free events and programming. There was also a 27% increase in clients accessing the Whitecourt Food Bank compared to 2023.

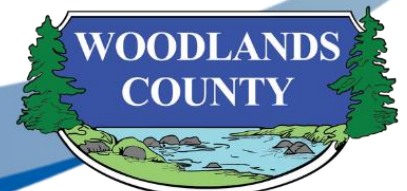
Continuing the modernization of County policies, **Policy AD-2.002 – Electronic Signatures Policy** was adopted establishing the usage of electronic signatures for County business operations.

Upcoming scheduled meetings:

- **Regular Council** – Wednesday, March 26, 9:30 am
- **Regular Council** – Wednesday, April 9, 5:00 pm
- **Governance and Priorities Committee** – Wednesday, April 16, 5:00 pm
- **Regular Council** – Wednesday, April 23, 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-



March 2025

March 2025							April 2025							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
	2	3	4	5	6	7	1							
8	9	10	11	12	13	14	15	6	7	8	9	10	11	12
16	17	18	19	20	21	22	23	13	14	15	16	17	18	19
23	24	25	26	27	28	29	27	28	29	30				
30	31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 23	24	25	26	27	28	Mar 1
2	3 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft Teams Meeting) -	4 9:30am XMFM Interview - Provincial Budget 11:00am Alberta Wildfire	5 8:00am Alberta Municipalities President's Summit (Westin Hotel) -	6 8:30am Alberta Municipalities Spring Caucus (Westin Hotel Edmonton) - Wendy	7 8:00am Alberta Municipalities Spring Caucus (Westin Hotel) - Wendy	8
9	10 4:00pm Town Council (FIC) - Wendy Davidson	11 10:30am Police Governance 101 1:30pm Afternoon Tea with SVL (Spruceview)	12 6:00pm Chamber Member Mixer (Community Centre) - Wendy Davidson	13 1:15pm Whitecourt Regional Landfill 2:00pm Whitecourt Regional Solid Waste	14	15
16	17 8:30am FW: CRAA Executive Bi-Weekly 12:00pm Protective 4:00pm Policies &	18 1:30pm Economic Development Committee Regular Meeting (Town Large)	19	20	21	22
23	24 4:00pm Town Council (FIC) - Wendy Davidson	25	26	27	28 7:30am Green Gables Breakfast (Microsoft) 1:30pm SVL Birthdays (SV Lodge) - Wendy	29
30	31 8:30am FW: CRAA Executive Bi-Weekly 2:30pm ICF Update/Next Steps	Apr 1	2	3	4	5

April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1	2 1:30pm Towns West Zone Meeting and ABmunis CEO 4:00pm Special Budget Meeting (Forest	3 9:00am Pre-recording of the Party In The Park 1:15pm Whitecourt Regional Landfill 2:00pm Whitecourt	4	5
6	7 12:00pm Updated invitation: Alberta Mid-Sized Towns Mayors' Caucus Meeting @ Mon Apr	8	9 7:00am Chamber Update (Ricky's) - Wendy Davidson	10	11	12
13	14 8:30am FW: CRAA Executive Bi-Weekly Meeting (Microsoft 4:00pm Town Council (FIC) - Wendy	15 1:30pm Economic Development Committee Regular Meeting (Town Large Board Room) -	16	17	18	19
20	21	22 4:00pm Policies & Priorities Committee Meeting (Town Office Large Board Room) - Wendy Davidson	23	24	25 7:30am Green Gables Breakfast (Microsoft Teams Meeting) - 1:30pm SVL Birthdays (SV Lodge) - Wendy	26
27	28 8:30am FW: CRAA Executive Bi-Weekly 12:00pm Volunteer Luncheon (TBD) - 4:00pm Town Council	29	30	May 1	2	3

March 2025

March 2025							April 2025							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
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23	24	25	26	27	28	29	20	21	22	23	24	25	26	27
30	31						27	28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 23	24	25	26	27	28	Mar 1
2	3	4	5 8:00am AB Munis Presidents Summit (SL) (YEG)	6 8:00am AB Munis Spring Leaders Caucus (SL) (YEG)	7 8:00am AB Munis Spring Leaders Caucus (SL) (YEG)	8
9	10 4:00pm Council Meeting (FIC)	11	12	13 2:00pm WRSWMA (TP, PC, BL) 4:00pm MPC (BL, DS)	14	15
16	17 12:00pm PSC (TP, BL, BM) 4:00pm Policies & Priorities Committee	18 1:30pm EDC (TP, BL) (Town Office) 4:00pm YAC (SL, DS) (AJMC)	19	20 1:00pm CFYE (SL)	21	22
23	24 4:00pm Council Meeting (FIC)	25	26 1:00pm Lac Ste. Anne Foundation (PC) (Mayerthorpe)	27	28	29
30	31 JLC Member Meeting (TP, SL, DS)	Apr 1	2	3	4	5

April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1	2 4:00pm Special Council Meeting	3 2:00pm WRSWMA (TP, PC, BL)	4	5
6	7	8 7:00pm Community Services Advisory Board (DS) (AJMC Board Room)	9 12:30pm FireSmart (TB) (Large BR)	10 4:00pm MPC (BL, DS)	11	12 9:00am CSAB Planning Session (DS) (TBD)
13	14 4:00pm Council Meeting (FIC)	15 1:30pm EDC (TP, BL) (Town Office) 5:30pm Library (SL)	16	17 1:00pm CFYE (SL)	18	19
20	21	22 4:00pm Policies & Priorities Committee Meeting (Large Boardroom Town Office)	23	24 4:00pm MPC (BL, DS)	25	26
27	28 12:00pm Volunteer Lunch 4:00pm Council Meeting (FIC)	29	30	May 1	2	3