

**TOWN OF WAINWRIGHT  
REGULAR COUNCIL MEETING  
December 17, 2024  
AGENDA**

1. Call to Order 7:00 p.m.
2. Adoption of Agenda
3. Adoption of Meeting Minutes
  - 3.1 Adoption of the December 3, 2024 Regular Meeting Minutes
4. Public Hearing  
7:00 p.m. – Bylaw 2024 – 10; Playground Zones
5. Delegation  
7:05 p.m. – Maddy From; Food Cycle Science Re: FoodCycler Municipal Solutions  
the Future of Food Waste
6. Payment of Accounts
  - 6.1 General
  - 6.2 Monthly Statement – November 2024
7. Council Reports
  - 7.1 Rick Fountain
  - 7.2 Vince Saretsky
  - 7.3 Bob Foley
  - 7.4 Will Challenger
  - 7.5 Ariel Haubrich
  - 7.6 Patrick Moroz
  - 7.7 Bruce Pugh
8. Informational Items
  - 8.1 Letter from Don L. Isaman, Partner; Isaman Chopek LLP Re: Audit Planning  
Letter
  - 8.2 Email from Municipal Affairs Engagement Team Re: Meeting Request with  
Minister Mclver – ABmunis Spring Municipal Leaders Caucus 2025
9. Unfinished Business
  - 9.1 Bylaw 2024 – 10; Playground Zones
  - 9.2 Bylaw 2024 – 11; No Parking 1<sup>st</sup> Avenue
  - 9.3 Bylaw 2024 – 12; Fees and Charges

10. New Business
  - 10.1 Bylaw 2024 – 13; Elections Bylaw
  - 10.2 Policy 2024 – 15; Council Remuneration
  - 10.3 Policy 2024 – 16; Fire Department Remuneration
  - 10.4 Policy 2024 – 17; Community and Support Grants and Event Sponsorship
  - 10.5 Financial Plan, Capital Plan and Interim Budget
  - 10.6 2025 Wainwright Public Library Funding
  - 10.7 Subdivision and Transfer of Land
11. Roundtable Discussion
12. Adjournment



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** the Agenda be approved as presented.

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Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** the Minutes of the Regular Meeting of the Council of the Town of Wainwright held December 3, 2024 be approved as written.

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Signature



MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF WAINWRIGHT HELD TUESDAY, DECEMBER 3, 2024 IN THE COUNCIL CHAMBERS OF THE TOWN OFFICE COMMENCING AT 7:00 P.M.

ATTENDANCE:

Mayor Bruce Pugh, Councillors Patrick Moroz, Will Challenger, Bob Foley, Rick Fountain, Ariel Haubrich, and Vince Saretsky.

Also in attendance were Karrie Gau, Chief Administrative Officer; Scott Flett, Director of Planning and Development; Trevor Miller, Director of Public Works; Aime Smyl, Director of Protective Services – Fire Chief (until 7:13 p.m.); Kim Christensen, Director of Corporate Services; Crystal Andersen, Assistant Director of Finance; and Scott Walker, Director of Parks and Recreation.

Call to Order Mayor Bruce Pugh, presiding in the Chair, called the meeting to order at 7:00 p.m.

Agenda

2024 – 343 Moved by Clr. Moroz that the Agenda be approved as presented.

CARRIED

Minutes

2024 – 344 Moved by Clr. Moroz that the Minutes of the Regular Meeting of the Council of the Town of Wainwright held November 19, 2024 be approved as written.

CARRIED

PAYMENT OF ACCOUNTS

General

2024 – 345 Moved by Clr. Moroz that the General Accounts of the Town of Wainwright in the amount of \$1,022,542.14 be approved for payment.

CARRIED

REPORTS

Director of Protective Services – Fire Chief

2024 – 346 Moved by Clr. Moroz that the Director of Protective Services – Fire Chief Report to Town Council for the month of November 2024 be approved as presented.

CARRIED

Director of Planning and Development

2024 – 347 Moved by Clr. Challenger that the Director of Planning and Development Report to Town Council for the month of November 2024 be approved as presented.

CARRIED

Director of Parks and Recreation

2024 – 348 Moved by Clr. Haubrich that the Director of Parks and Recreation Report to Town Council for the month of November 2024 be approved as presented.

CARRIED

Director of Public Works

2024 – 349 Moved by Clr. Foley that the Director of Public Works Report to Town Council for the month of November 2024 be approved as presented.

CARRIED

Chief Administrative Officer

2024 – 350 Moved by Clr. Moroz that the Chief Administrative Officer Report to Town Council for the month of November 2024 be approved as presented.

CARRIED

UNFINISHED BUSINESS

Bylaw 2024 – 09; Utility Bylaw

2024 – 351 Moved by Clr. Foley that Bylaw 2024 – 09 receive Second Reading (Being a Bylaw to regulate and provide for the supply of natural gas, water, wastewater and storm water utility, garbage, and recycling).

CARRIED

Bylaw 2024 – 09; Utility Bylaw

2024 – 352 Moved by Clr. Challenger that Bylaw 2024 – 09 receive Third and Final Reading (Being a Bylaw to regulate and provide for the supply of natural gas, water, wastewater and storm water utility, garbage, and recycling) and that the Mayor and Chief Administrative Officer be authorized to sign the Bylaw and affix the Corporate Seal of the Town of Wainwright.

CARRIED

NEW BUSINESS

Bylaw 2024 – 10; Playground Zones

2024 – 353 Moved by Clr. Foley that Bylaw 2024 – 10 receive First Reading (Being a Bylaw to provide for the regulation, management and control of vehicle traffic in playground zones and on highways within the Town).

CARRIED

Bylaw 2024 – 11; No Parking 1<sup>st</sup> Avenue

2024 – 354 Moved by Clr. Foley that Bylaw 2024 – 11 receive First Reading (Being a Bylaw to provide for the control and management of traffic on highways and to regulate and control public places within the Town).

CARRIED

Bylaw 2024 – 12; Fees and Charges Bylaw

2024 – 355 Moved by Clr. Moroz that Bylaw 2024 – 12 receive First Reading (Being a Bylaw for the purpose of establishing fees and charges for the provision of various goods and services).

CARRIED

2025 – 2029 Fire Service Agreement

2024 – 356 Moved by Clr. Saretsky that as recommended by the Protective Services Committee, the Fire Service Agreement between the Town of Wainwright and the Municipal District of Wainwright No. 61 for the period of January 1, 2025 through December 31, 2029 be approved as presented, and furthermore that the Mayor and Chief Administrative Officer be authorized to sign the agreement and affix the corporate seal of the Town of Wainwright.

CARRIED

2025 – 2029 Joint Fire Board Agreement

2024 – 357 Moved by Clr. Saretsky that as recommended by the Protective Services Committee, the Joint Fire Board Agreement between the Town of Wainwright and the Municipal District of Wainwright No. 61 for the period of January 1, 2025 through December 31, 2029 be approved as presented, and furthermore that the Mayor and Chief Administrative Officer be authorized to sign the agreement and affix the corporate seal of the Town of Wainwright.

CARRIED

Alberta First Responders Radio Communications System Agency Access Agreement

2024 – 358 Moved by Clr. Saretsky that as recommended by the Wainwright Fire Area Board, the Town of Wainwright commit to the first step in the transition to the Alberta First Responders Radio Communications System (AFRRCS) which is to sign an Agency Access Agreement and furthermore that the Town sign the Agreement as a region, along with the Municipal District of Wainwright No. 61 and the Villages of Chauvin, Edgerton and Irma if they so mutually agree.

CARRIED

December 7, 2024 Santa Claus Parade Road Closure Amendment

2024 – 359 Moved by Clr. Challenger that motion 2024 – 305 be amended by striking out “that roads be closed on 2<sup>nd</sup> Avenue from the 200-block alleyway to 10<sup>th</sup> Street and on 10<sup>th</sup> Street from 2<sup>nd</sup> Avenue to 10<sup>th</sup> Avenue” and replaced with “that roads be closed on 2<sup>nd</sup> Avenue from 14<sup>th</sup> Street to 10<sup>th</sup> Street and on 10<sup>th</sup> Street from 2<sup>nd</sup> Avenue to 10<sup>th</sup> Avenue”.

CARRIED

December 7, 2024 Santa Claus Parade Road Closure Amendment

2024 – 305 Moved by Clr. Foley that the email from Kathy Keeley, on behalf of Wainalta Motors and the Wainwright and District Chamber of Commerce re: 2024 Santa Claus Parade, be received and that roads be closed on 2<sup>nd</sup> Avenue from 14<sup>th</sup> Street to 10<sup>th</sup> Street and on 10<sup>th</sup> Street from 2<sup>nd</sup> Avenue to 10<sup>th</sup> Avenue from 5:00 p.m. to 7:30 p.m. on Saturday, December 7, 2024 in order to conduct this community event, subject to proper insurance being in place and furthermore, that the Public Works Department provide the necessary barricades required.

CARRIED



In Camera – Land Matters; Section 16, FOIP

2024 – 360 Moved by Clr. Fountain that in accordance with Section 197 of the *Municipal Government Act*, the Town of Wainwright Council go in Camera at 9:00 p.m. to discuss land matters as per Section 16 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

Out of Camera

2024 – 361 Moved by Clr. Saretsky that the Town of Wainwright Council go out of Camera at 9:42 p.m.

ROUNDTABLE DISCUSSION

Council discussed the following topics at this time:

Water Treatment Tour  
Snow Removal  
Off Road Vehicle Public Education

Adjournment Mayor Bruce Pugh, presiding in the Chair, adjourned the meeting at 9:43 p.m.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Fountain

**THAT** the Public Hearing for Bylaw 2024 – 10 (Being a Bylaw to provide for the regulation, management and control of vehicle traffic in playground zones and on highways within the Town) commence at \_\_\_\_\_p.m.

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Signature



## **PUBLIC HEARING**

December 17, 2024 at 7:00 p.m.

### **AGENDA**

1. Motion to commence
2. Description of purpose of public hearing:

To obtain public input on the proposed adoption of Bylaw 2024-10 to provide for the regulation, control, and management of vehicle traffic in playground zones on highways within the town. The Town of Wainwright desires to establish the following highways as a Playground Zone and will follow the regulations set out in the *Establishment of School and Playground Areas and Zones Policy*:

- 25<sup>th</sup> Street (from 6<sup>th</sup> Avenue to 8<sup>th</sup> Avenue)
    - Not including the intersection at 25<sup>th</sup> Street and 8<sup>th</sup> Avenue
    - Including the intersection at 25<sup>th</sup> Street and 6<sup>th</sup> Avenue
    - Including the intersection at 25<sup>th</sup> Street and 7<sup>th</sup> Avenue
  - 6<sup>th</sup> Avenue (from 25<sup>th</sup> Street to 27<sup>th</sup> Street)
    - Not including the intersection at 27<sup>th</sup> Street and 6<sup>th</sup> Avenue
3. Receive public input on proposed Bylaw 2024 – 10:
    - 3.1 Staff Presentation
    - 3.2 Reading of written submissions
    - 3.3 Hearing of oral submissions
  4. Council discussion
  5. Motion to close

**TOWN OF WAINWRIGHT  
BYLAW 2024 – 10**

A Bylaw of the Town of Wainwright in the Province of Alberta to provide for the regulation, management and control of vehicle traffic in playground zones and on highways within the Town.

WHEREAS the Traffic Safety Act, R.S.A. 2000, Chapter T-6 and amendments thereto, provides that a municipality may make bylaws to regulate, manage and control vehicle traffic in playground zones located on highways within the municipality;

AND WHEREAS the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, gives a municipality certain powers with respect to highways within the municipality;

NOW THEREFORE, the Town of Wainwright desires to establish the following highways as a Playground Zone and will follow the regulations set out in the *Establishment of School and Playground Areas and Zones Policy*:

- 25<sup>th</sup> Street (from 6<sup>th</sup> Avenue to 8<sup>th</sup> Avenue)
  - Not including the intersection at 25<sup>th</sup> Street and 8<sup>th</sup> Avenue
  - Including the intersection at 25<sup>th</sup> Street and 6<sup>th</sup> Avenue
  - Including the intersection at 25<sup>th</sup> Street and 7<sup>th</sup> Avenue
- 6<sup>th</sup> Avenue (from 25<sup>th</sup> Street to 27<sup>th</sup> Street)
  - Not including the intersection at 27<sup>th</sup> Street and 6<sup>th</sup> Avenue

All streets at the above-mentioned highways will have traffic control devices at the appropriate locations displaying the zones and speed limits. See Attachment A.

This Bylaw shall come into full force and effect upon passing of the third reading.

READ a first time in Council this 3<sup>rd</sup> day of December, 2024.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Advertised on the Town of Wainwright official website, Facebook, and on the bulletin board at the main entrance of the Town Hall.

PUBLIC HEARING held the 17<sup>th</sup> day of December, 2024.

READ a second time in Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

READ a third and final time in Council this \_\_\_\_ day of \_\_\_\_\_,  
2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**FUTURE SCHOOL SITE**

1420515;6;1

**ALL-SEASONS PARK**

**TABLE 2.3 PLAYGROUND ZONE INPUT WORKSHEET**

INSTALLATION CRITERION	MAX. POINT VALUE (MPV)	DESCRIPTION		WEIGHTING FACTOR (WF)	SCORE (MPV * WF)	
Playground Type	40	Frontage	Playground Capacity (number of children)	N/A	T = <b>40</b>	
		≥ 50 m	16 or more			1.0
			5 to 15			0.75
			1 to 4			0.4
			No play equipment: sports field or open field only			0.2
			< 50 m	Any facilities		
Fencing	20	Fully Traversable		1.0	F = <b>20</b>	
		Partially Traversable		0.5		
		Non-Traversable/Indoor Facility		0.1		
Road Classification	20	Urban Land Use	Rural Land Use		C = <b>10</b>	
		Local		1.0		
		Minor Collector	Local	0.75		
		Collector	Collector	0.5		
		Major Collector / Minor Arterial	Arterial	0.25		
		Major Arterial / Expressway	Freeway*	0.0		
Property Line Separation	10	Abuts Roadway		1.0	L = <b>10</b>	
		Within 50 metres		0.5		
		Further than 50 metres		0.0		
Playground Entrance	5	Main Entrance / Multiple Secondary Entrances		1.0	E = <b>5</b>	
		Secondary Entrance		0.6		
		None		0.0		
Sidewalks	5	None (or non-playground side)		1.0	S = <b>0</b>	
		Playground side		0.4		
		Both sides		0.0		
TOTAL SCORE (sum of T,F,C,L,E and S)					<b>85</b>	

\* All major provincial highways shall be treated as "Freeway" for the purpose of assignment of the weighting factor for the "Road Classification" under "Rural Land Use".

TABLE 2.4 PLAYGROUND ZONE RESULTS MATRIX

TOTAL SCORE	AREA OR ZONE?
0 – 40	Nothing
41 – 80	PLAYGROUND AREA
81 – 100	PLAYGROUND ZONE





**Regular Council Meeting** December 17, 2024

**Moved by Councillor**      Haubrich

**THAT** the Public Hearing for Bylaw 2024 – 10 (Being a Bylaw to provide for the regulation, management and control of vehicle traffic in playground zones and on highways within the Town) close at \_\_\_\_\_p.m.

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Signature



# FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



# ABOUT US

## Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal / Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** ('21, '22, and '23)
- **Deloitte Fast 50 CleanTech** award winners ('21, '22, and '23)
- **Approved supplier** with Canoe Procurement Group of Canada



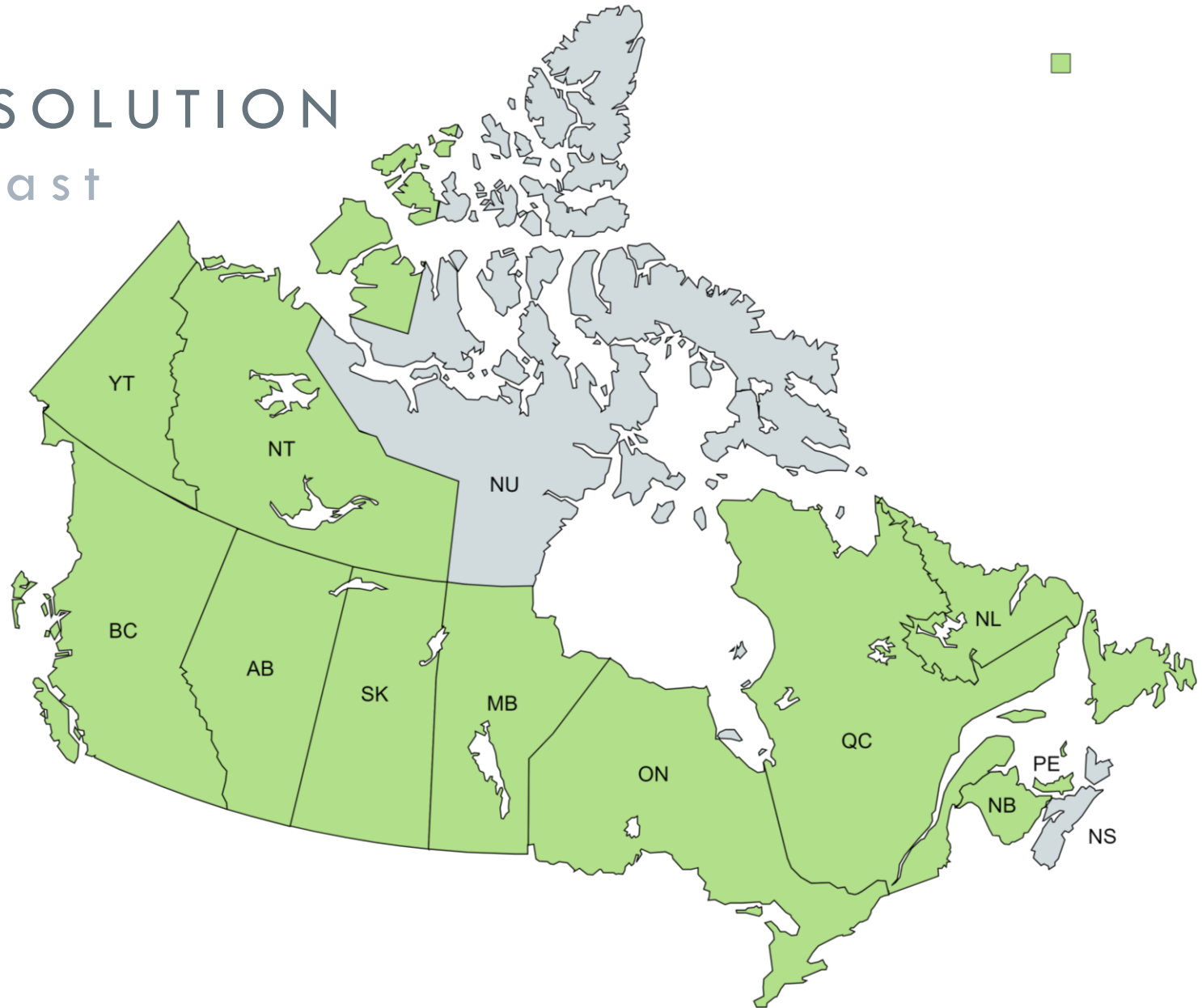
# TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

**150**  
**Canadian**  
**Municipal**  
**Partnerships**

○ **9 Provinces**

○ **2 Territories**



# THE PROBLEM – FOOD WASTE

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- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



# MUNICIPAL IMPACT

## Waste is a municipal responsibility

### LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

### ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO<sub>2</sub>
- 1 tonne of food waste is equivalent to 1 car on the road for one year



### COMMUNITY

#### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



#### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**
- **Service disruptions** due to labour strikes, vehicle breakdowns, or inclement weather

## BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odours**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

# THE SOLUTION? THE FOODCYCLER





# THE FOODCYCLER PRODUCT FAMILY

## FoodCycler™ Eco 3



3.5 L

VOLUME CAPACITY

19.5 L

UNIT VOLUME

4-8 HOURS

PROCESSING TIME

0.9 kWh

POWER CONSUMPTION  
PER CYCLE

1  
REFILLABLE  
FILTER

ODOUR CONTROL

1-3

HOUSEHOLD SIZE

## FoodCycler™ Eco 5



5.0 L

VOLUME CAPACITY

28.9 L

UNIT VOLUME

6-8 HOURS

PROCESSING TIME

1.3 kWh

POWER CONSUMPTION  
PER CYCLE

1  
REFILLABLE  
FILTER

ODOUR CONTROL

3+

HOUSEHOLD SIZE

# 90% FOOD WASTE REDUCTION

Full bucket of wet,  
smelly food waste

3.5L / 5L



Handful of dry, sterile, odourless  
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS  
(Overnight)

0.8-1.5 kWh  
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle  
(\$2-4 per month)

# FOODILIZER™ : BENEFICIAL USES

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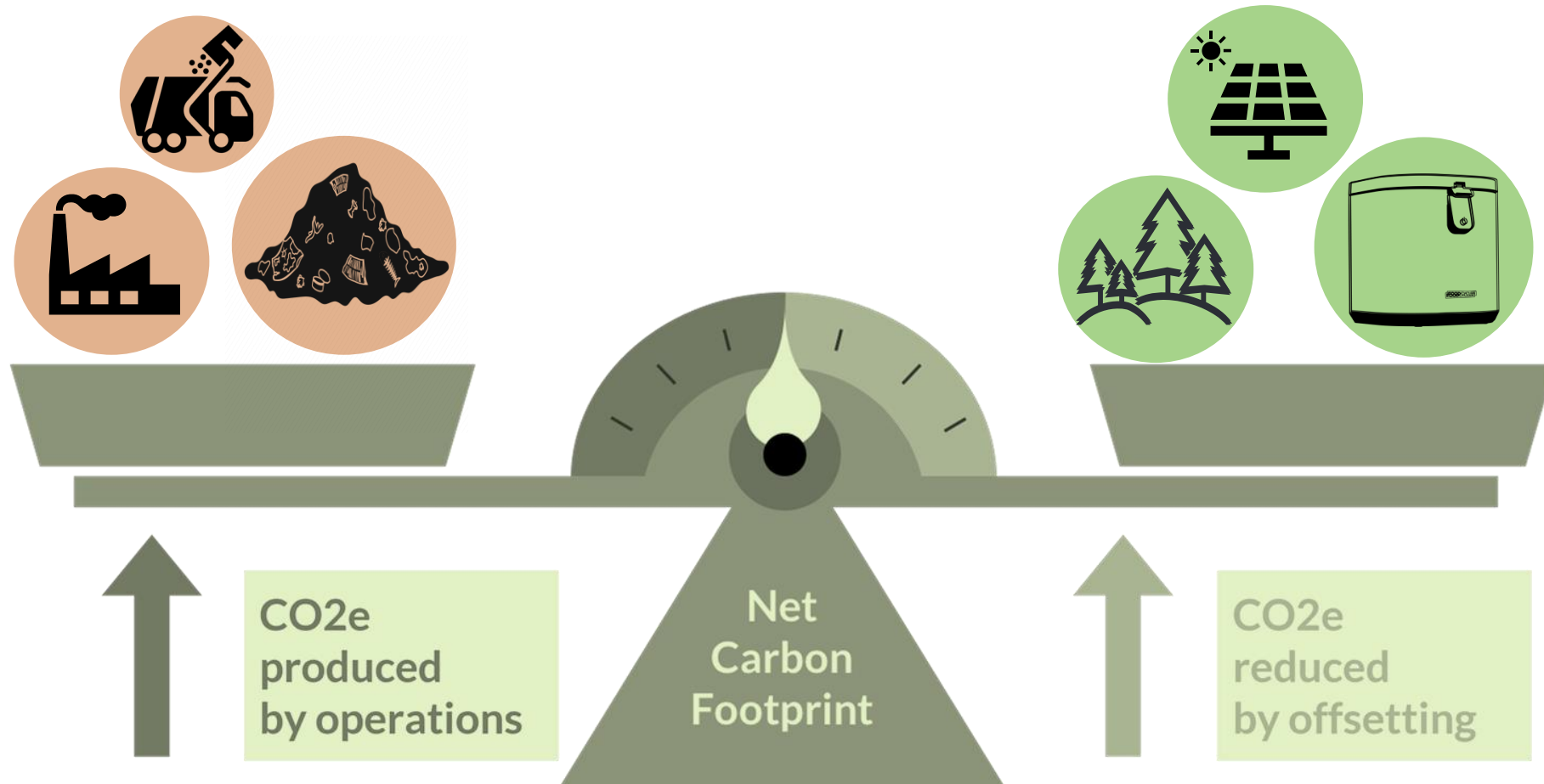
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

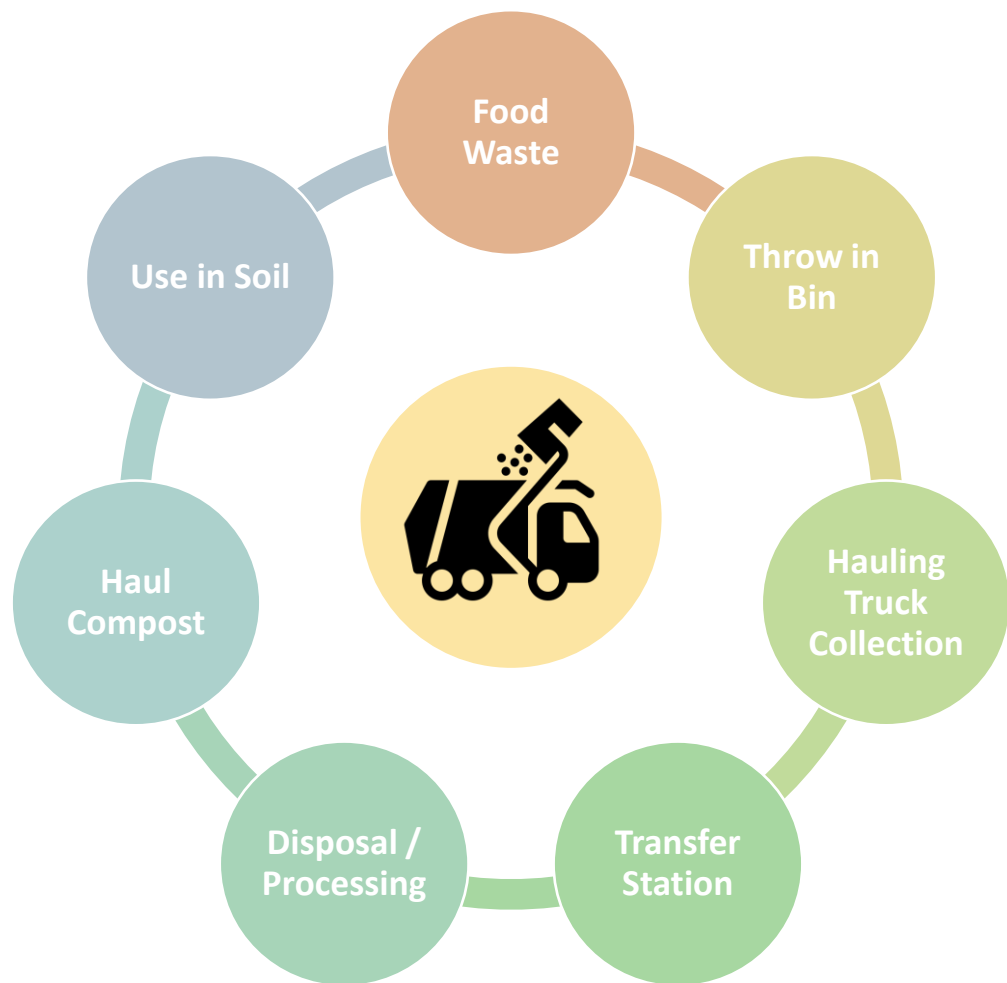


# IMPACT: ENVIRONMENT

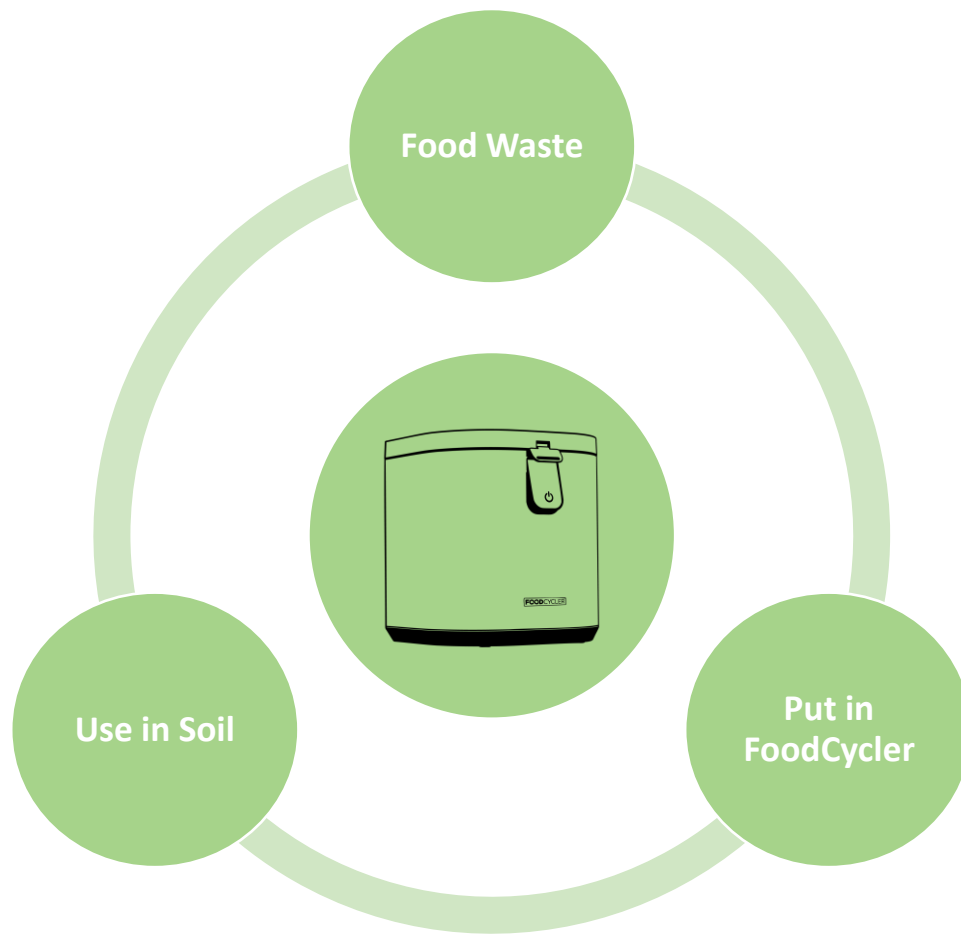
## The Path to Net Zero



# IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler

# IMPACT: PRESSURE

## Regulatory + Social

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."*

**Deputy Mayor Lyle Warden, (South Glengarry ON)**

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

**Pilot participant in South Glengarry**

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

**Pilot participant in Hornepayne**

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."*

**Kylie Hissa, Strategic Initiatives Officer  
(Kenora, ON)**

# THE FOODCYCLER PILOTS

The results are in.

We've heard from:

**10,000+**  
Households

**80+**  
Municipalities



**Participation Rate** **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

**Recommendation Rate** **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

**User Experience Rating** **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

**Net New Diversion** **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

**Awareness + Prevention** **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

# PILOT PROGRAM

12 Weeks from Start to Finish

## PILOT TIMELINE

### START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

### 12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

### END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

### NEXT STEPS

Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.



# PILOT PROGRAM PRICING

## Municipal Subsidy Model



**FOODCYCLER™**  
**Eco 3**

\$ 600

-\$ 300

\$ 100

\$ 200

RETAIL PRICE

MUNICIPAL  
DISCOUNT

MUNICIPAL  
SUBSIDY

RESIDENT  
COST

\$ 800

-\$ 400

\$ 100

\$ 300



**FOODCYCLER™**  
**Eco 5**

# FUNDED PILOT PROGRAM OPTIONS

## Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
> 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



# PARTNERSHIP BENEFITS

## Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas (GHG)** emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**





**THANK YOU!**  
ANY QUESTIONS?

**Maddy From**

Municipal Partnerships Representative

Email: [maddyf@foodcycler.com](mailto:maddyf@foodcycler.com)

Phone: (613) 390-1036

**The Municipal Solutions Team**

[municipal@foodcycler.com](mailto:municipal@foodcycler.com)





**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** the General Accounts of the Town of Wainwright in the amount of \$847,648.22 be approved for payment.

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Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** the Monthly Statement for the Town of Wainwright as presented by the Assistant Director of Finance for the month of November 2024 be approved.

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Signature

**From:** [Karrie Gau](#)  
**To:** [Chelsey Eklund](#)  
**Subject:** FW: Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025  
**Date:** December 13, 2024 12:39:11 PM  
**Attachments:** [2025 Abmunis MLC Meeting Template.xlsx](#)

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**From:** Lisa Klemp <Lisa.Klemp@gov.ab.ca> **On Behalf Of** MA Engagement Team  
**Sent:** Thursday, December 12, 2024 1:38 PM  
**Cc:** MA Engagement Team <ma.engagement@gov.ab.ca>  
**Subject:** Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2025 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Westin Edmonton from March 6 – 7, 2024. These meetings will be in person at the Westin Edmonton or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister McIver during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than January 10, 2025.

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

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

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

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

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.



Engagement Team  
Municipal Services Division  
Municipal Affairs



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Foley

**THAT** Bylaw 2024 – 10 receive Second Reading (Being a Bylaw to provide for the regulation, management and control of vehicle traffic in playground zones and on highways within the Town).

---

Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor**      Challenger

**THAT** Bylaw 2024 – 10 receive Third and Final Reading (Being a Bylaw to provide for the regulation, management and control of vehicle traffic in playground zones and on highways within the Town) and that the Mayor and Chief Administrative Officer be authorized to sign the Bylaw and affix the Corporate Seal of the Town of Wainwright.

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Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Foley

**THAT** Bylaw 2024 – 11 receive Second Reading (Being a Bylaw to provide for the control and management of traffic on highways and to regulate and control public places within the Town).

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Signature

**TOWN OF WAINWRIGHT  
BYLAW 2024 – 11**

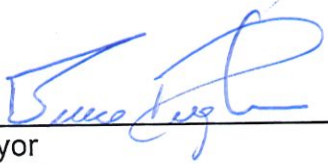
A Bylaw of the Town of Wainwright in the Province of Alberta to provide for the control and management of traffic on highways and to regulate and control public places within the Town.

WHEREAS the Traffic Safety Act, R.S.A. 2000, Chapter T-6 and amendments thereto, provides that a municipality may by bylaw, permit and regulate the parking of vehicles within the municipality;

AND WHEREAS the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, gives a municipality certain powers with respect to highways within the municipality;

NOW THEREFORE, the Town of Wainwright desires to prohibit parking along 1<sup>st</sup> Avenue on the north and south side between 1<sup>st</sup> Street and 6<sup>th</sup> Street and that the appropriate signage be erected. See Attachment A.

READ a first time in Council this 3<sup>rd</sup> day of December, 2024.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

READ a second time in Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

READ a third and final time in Council this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



1 ST

5 AVE

2 ST CR

3 ST

4 AVE CR

3 ST

5 ST

3 AVE

3 AVE CR

1 ST

1 AVE

3 AVE

2 AVE CR

4 ST CR

5 ST

1 AVE

6 ST

PMM

C-PLEX

1 AVE

7 ST



**Regular Council Meeting** December 17, 2024

**Moved by Councillor**      Challenger

**THAT** Bylaw 2024 – 11 receive Third and Final Reading (Being a Bylaw to provide for the control and management of traffic on highways and to regulate and control public places within the Town) and that the Mayor and Chief Administrative Officer be authorized to sign the Bylaw and affix the Corporate Seal of the Town of Wainwright.

---

Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** Bylaw 2024 – 12 receive Second Reading (Being a Bylaw for the purpose of establishing fees and charges for the provision of various goods and services).

---

Signature



**TOWN OF WAINWRIGHT  
BYLAW 2024 – 12**

A Bylaw of the Town of Wainwright for the purpose of establishing fees and charges for the provision of various goods and services.

WHEREAS under the authority of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, the Council has the power to enact for the enforcement of bylaws including the imposition of fines and penalties;

AND WHEREAS the Town of Wainwright wishes to establish, in a bylaw, certain fees, charges, fines and penalties;

NOW THEREFORE the Council for the Town of Wainwright duly assembled hereby enacts as follows:

**1. GENERAL**

1.1 This bylaw shall be known as the "Fees and Charges Bylaw".

1.2 That the Schedules included in this Bylaw are as follows:

Schedule A – Administration Fees  
Schedule B – Animal License and Control Fees  
Schedule C – Business License Fees  
Schedule D – Planning and Development Fees

Lot Prices, Recreation Facility Fees, Cemetery Fees, and Utility Rates are outside of the scope of this Bylaw.

1.3 That in the event this Bylaw conflicts with another existing bylaw, this bylaw shall take precedence.

1.4 That the rates specified in any of the attached Schedules may be amended from time to time upon the recommendation of the respective department head and shall be approved by resolution of Council.

**2. REPEAL**

2.1 This Bylaw shall repeal Bylaw 2023 – 10.

**3. EFFECTIVE DATE**

3.1 This bylaw shall come into full force and effect January 1, 2025.

READ a first time in Council this 3<sup>rd</sup> day of December, 2024.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

READ a second time in Council this 17<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

READ a third and final time in Council this 17<sup>th</sup> day of December, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

## Schedule A

### Administration Fees

*All rates are subject to the addition of GST*

<b>Airport Fees</b>	
Hangar Lot Rental	\$1.51/m <sup>2</sup>
Dispensing Fuel	\$0.05/L
<b>Assessment Complaint Fees</b>	
<i>The following fees apply for each tax roll number being appealed and must be submitted along with the complainant's written appeal. Fees will be refunded if the Assessment Review Board makes a decision in the complainant's favor or an agreement is reached with our assessor.</i>	
Residential - three or fewer dwellings	\$50.00
Vacant Residential and Farmland	\$50.00
Residential – four or more dwellings	\$100.00
Non-Residential, Vacant Non-Residential, Machinery and Equipment	\$100.00
<b>Bulk Water Sales</b>	
<i>Customers are required to fill out a Credit Application in order to set up an accounts receivable account.</i>	
Regular Working Hours (Monday – Friday 7:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.)	\$40.00 loading charge + \$6.00/m <sup>3</sup> water
Outside of Regular Working Hours	\$200.00 loading charge + \$6.00/m <sup>3</sup> water
<b>NSF and Dishonored Cheques</b>	
<i>Customer cheques will no longer be accepted if two NSF or dishonored cheques have been processed within the same calendar year.</i>	
Non-Sufficient Funds or Dishonored Cheque	\$35.00
<b>Request for Information - Tax Certificates and Searches</b>	
<i>Request for Information forms must be submitted to the Town Office via fax, mail, email, or may be dropped off in person. The Town will endeavor to complete and return the requested information back to the requestor within forty-eight (48) business hours. The information requested will not be provided over the telephone.</i>	
Tax Certificate	\$25.00
Tax Search	\$15.00
<b>Sewage Lagoon Disposal</b>	
Up to 1,000 gallons (4,500L or 4.5 m <sup>3</sup> )	\$11.00/load
1,000 to 2,000 gallons (4,500L – 9,000L or 4.5 m <sup>3</sup> – 9 m <sup>3</sup> )	\$22.00/load
Over 2,000 gallons (9,000L or 9 m <sup>3</sup> )	\$33.00/load

## Schedule B

### Animal License and Control Fees

<b>Dog License</b>	
Annual Dog License	\$25.00
Lifetime Dog License	\$100.00
Replacement Tag	\$10.00
Impound Fee	\$60.00 first day + \$20.00/day thereafter A dog license must be purchased if one has not previously been obtained.

<b>Penalties</b>			
<b>Offence</b>	<b>First</b>	<b>Second</b>	<b>Third &amp; Subsequent</b>
Failure to ensure collar and tag worn on dog	\$100.00	\$200.00	\$300.00
Failure to License dog	\$150.00	\$250.00	\$350.00
Failure to provide adequate food, water, care, protection, ventilation or space	\$150.00	\$250.00	\$350.00
Dog running at large	\$150.00	\$250.00	\$350.00
Dog on park or parkland where prohibited	\$150.00	\$250.00	\$350.00
Dog destroys/damages property	\$150.00	\$250.00	\$350.00
Dog in restricted area/community event per council resolution	\$150.00	\$250.00	\$350.00
Failure to confine dog in Heat	\$100.00	\$200.00	\$300.00
Dog/Aggressive Dog barks or howls so as to disturb a person	\$150.00	\$250.00	\$350.00
Failure to remove defecation	\$150.00	\$250.00	\$350.00
Not in possession of suitable means to remove defecation	\$100.00	\$200.00	\$300.00
Failure to prevent defecation from accumulating on property	\$150.00	\$250.00	\$350.00
Have more than 3 dogs	\$150.00	\$250.00	\$350.00
Tamper/spring/damage trap	\$50.00	\$100.00	\$150.00
Exercise dog/aggressive dog while in motor vehicle	\$150.00	\$250.00	\$350.00
Failure to carry leash in Off Leash Area	\$50.00	\$100.00	\$150.00
Failure to ensure collar and Tag worn by dog in Off Leash Area	\$50.00	\$100.00	\$150.00

<b>Penalties</b>			
<b>Offence</b>	<b>First</b>	<b>Second</b>	<b>Third &amp; Subsequent</b>
Dog exhibiting Threatening Behavior in Off Leash Area	\$100.00	\$200.00	\$300.00
Failure to maintain adequate containment/ structure	\$100.00	\$200.00	\$300.00
Secure dog to fixed object by choke chain/rope/cord	\$100.00	\$200.00	\$300.00
Secure dog to fixed object for extended period of time as primary containment	\$100.00	\$200.00	\$300.00
Confine dog without adequate ventilation or in weather conditions not suitable for confinement	\$100.00	\$200.00	\$300.00
Failure to properly secure dog in a motor vehicle	\$100.00	\$200.00	\$300.00
Aggressive Dog not Muzzled, under control and on Leash	\$400.00	\$600.00	\$800.00
Aggressive Dog not indoors, not supervised or in locked pen outdoors	\$400.00	\$600.00	\$800.00
Failure to display Aggressive Dog signage	\$400.00	\$600.00	\$800.00
Aggressive Dog in Off Leash Area	\$400.00	\$600.00	\$800.00
Aggressive Dog Running at Large	\$400.00	\$600.00	\$800.00
Failure to notify of Aggressive Dog Running at Large	\$400.00	\$600.00	\$800.00
Failure to obtain Aggressive Dog License and Tag	\$400.00	\$600.00	\$800.00
Dog exhibits Threatening Behavior to person/animal	\$100.00	\$200.00	\$300.00
Bite another domestic animal	\$500.00	\$750.00	\$1,000.00
Bite a person	\$500.00	\$750.00	\$1,000.00
Attack another domestic animal	\$500.00	\$750.00	\$1,000.00
Attack a person	\$500.00	\$750.00	\$1,000.00
Bites, Attack and causes Severe Injury to a domestic animal	\$750.00	\$1,000.00	\$1,250.00
Causes death to a domestic animal	\$1,000.00	\$1,250.00	\$1,500.00
Bites, Attack and causes Severe Injury or death to a person	\$2,000.00	\$4,000.00	\$6,000.00

<b>Penalties</b>			
<b>Offence</b>	<b>First</b>	<b>Second</b>	<b>Third &amp; Subsequent</b>
Cause injury or death to wildlife	\$1,000.00	\$1,250.00	\$1,500.00
Aggressive Dog exhibits Threatening Behavior towards a person or animal	\$500.00	\$750.00	\$1,000.00
Aggressive Dog Bites another domestic animal	\$1,000.00	\$1,500.00	\$2,000.00
Aggressive Dog Bites a person	\$1,000.00	\$1,500.00	\$2,000.00
Aggressive Dog Attacks another domestic animal	\$1,000.00	\$1,500.00	\$2,000.00
Aggressive Dog Attacks a person	\$1,000.00	\$1,500.00	\$2,000.00
Aggressive Dog Bites, Attacks and causes Severe Injury to a domestic animal	\$1,500.00	\$2,000.00	\$2,500.00
Aggressive Dog cause death to a domestic animal	\$2,000.00	\$4,000.00	\$6,000.00
Aggressive Dog Bites, Attacks and causes Severe Injury or death to a person	\$4,000.00	\$8,000.00	\$10,000.00
Aggressive Dog causes injury or death to wildlife	\$2,000.00	\$3,000.00	\$5,000.00
Direct a dog to Attack, chase, harass or threaten livestock, an Animal, or wildlife	\$1,000.00	\$2,500.00	\$5,000.00
Interference with an Officer	\$500.00	\$500.00	\$500.00
Unlock/unlatch vehicle where dog is confined	\$500.00	\$500.00	\$500.00
Remove/attempt to remove dog from Officer	\$500.00	\$500.00	\$500.00
Refuse to provide identification to Officer	\$500.00	\$500.00	\$500.00
Providing false or misleading information to Officer	\$500.00	\$500.00	\$500.00

**Schedule C**

**Business License Fees**

<b>Licenses</b>		
	<b>Full Year</b>	<b>After July 1<sup>st</sup></b>
In Town – Commercial	\$100.00	\$50.00
In Town – Home Based Business	\$150.00	\$75.00
Out of Town – Commercial	\$200.00	\$100.00
Weekly License (7 consecutive days)	\$50.00	

<b>Penalties</b>			
<b>Offence</b>	<b>After Feb 1<sup>st</sup></b>	<b>After Mar 1<sup>st</sup></b>	<b>After Apr 1<sup>st</sup></b>
Conducting business without a license	\$400.00	\$600.00	\$800.00
Improper/failure to display business license	\$50.00		
Failure to carry business license on person	\$50.00		
Failure to produce business license	\$50.00		
Operate motorized street vending vehicle in unapproved district or street	\$50.00		
Operate motorized street vending vehicle that causes a disturbance or damage to property	\$250.00		
Operate motorized street vending vehicle on Town land without approval	\$50.00		
Operate motorized street vending vehicle on Town land without paying rental fee	\$50.00		
Operate non-motorized street vending vehicle that obstructs traffic or pedestrians	\$50.00		
Street vendor using unapproved display or table	\$50.00		
Street vendor not parked or stored in accordance with Town regulations	\$50.00		

**Schedule D**

**Planning and Development Fees**

<b>Development Permits</b>	
Minor Development (garages, decks, excavations, change of use, signs, small additions, alterations etc.)	\$50.00
Principal Residential, Commercial, Industrial and Institutional	\$150.00
<b>Application Fees</b>	
Application to Municipal Planning Commission	\$200.00
Subdivision Application Fee	\$250.00
Subdivision Endorsement Fee	\$300.00
Application to Subdivision and Development Appeal Board	\$200.00
<b>Other</b>	
Amendment to Land Use Bylaw, Area Structure Plan, Municipal Development Plan (includes advertising and administration fees)	\$1,000.00
Compliance Certificate (recent RPR is required)	\$50.00
Condominium Plan Endorsement	\$40.00/Unit
Property File Search (environmental, geotechnical, assessment, work orders)	\$100.00
Zoning Compliance	\$50.00





**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Saretsky

**THAT** Bylaw 2024 – 12 receive Third and Final Reading (Being a Bylaw for the purpose of establishing fees and charges for the provision of various goods and services) and that the Mayor and Chief Administrative Officer be authorized to sign the Bylaw and affix the Corporate Seal of the Town of Wainwright.

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Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** Bylaw 2024 – 13 receive First Reading (Being a bylaw to establish rules for elections conducted by the Town of Wainwright under the Local Authorities Election Act and for addressing matters within the discretion of elected authorities under the Local Authorities Election Act).

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Signature

# **TOWN OF WAINWRIGHT BYLAW 2024 – 13**

A Bylaw of the Town of Wainwright in the Province of Alberta to establish rules for elections conducted by the Town of Wainwright under the Local Authorities Election Act and for addressing matters within the discretion of elected authorities under the Local Authorities Election Act.

WHEREAS the Local Authorities Election Act, Revised Statutes of Alberta 2000, Chapter L-21 and amendments thereto, hereinafter referred to as “the Act”, provides the general rules for elections conducted by local authorities and allows local authorities to pass bylaws for the conduct of elections;

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

## **1. TITLE**

- 1.1 This bylaw shall be known as the “Elections Bylaw”.

## **2. NOMINATION DEPOSIT**

- 2.1 Pursuant to section 29(1) of the Act, every nomination form of a candidate must be accompanied by a deposit in the amount of \$100.00.
- 2.2 This deposit is to be paid to the Town of Wainwright by cash, cheque, debit card or credit card.
- 2.3 The candidate’s deposit will be kept or returned to the candidate in accordance with section 30 of the Act.

## **3. CRIMINAL RECORD CHECKS**

- 3.1 Pursuant to section 21.1 of the Act, every nomination form of a candidate must be accompanied by an original criminal record check, at the expense of the candidate, that is dated no more than six months from the date in which their nomination form is submitted.

## **4. DEATH OF A CANDIDATE**

- 4.1 Pursuant to section 33(1) of the Act, if prior to the opening of the voting stations on election day, a candidate for an elected authority dies after being nominated, the election for the position for which the deceased candidate was nominated shall be discontinued, and the elected authority shall as soon as practicable provide for the holding of a new election for that office.

## **5. REPEAL**

- 5.1 This bylaw shall repeal Bylaws 98-06 and 98-07.

## **6. EFFECTIVE DATE**

- 6.1 This bylaw shall come into full force and effect upon passing of the third reading.

READ a first time in Council this 17<sup>th</sup> day of December, 2024.

READ a second time in Council this 17<sup>th</sup> day of December, 2024.

READ a third and final in Council this 17<sup>th</sup> day of December, 2024.

---

MAYOR

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CHIEF ADMINISTRATIVE OFFICER



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Saretsky

**THAT** Bylaw 2024 – 13 receive Second Reading (Being a bylaw to establish rules for elections conducted by the Town of Wainwright under the Local Authorities Election Act and for addressing matters within the discretion of elected authorities under the Local Authorities Election Act).

---

Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Foley

**THAT** Bylaw 2024 – 13 be presented at this meeting for a Third Reading (Being a bylaw to establish rules for elections conducted by the Town of Wainwright under the Local Authorities Election Act and for addressing matters within the discretion of elected authorities under the Local Authorities Election Act).

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Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Haubrich

**THAT** Bylaw 2024 – 13 receive Third and Final Reading and that the Mayor and the Chief Administrative Officer be authorized to sign the Bylaw and affix the Corporate Seal of the Town of Wainwright (Being a bylaw to establish rules for elections conducted by the Town of Wainwright under the Local Authorities Election Act and for addressing matters within the discretion of elected authorities under the Local Authorities Election Act).

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Signature



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** Policy 2024 – 15; Council Remuneration be adopted as presented and placed in the Policy Book.

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Signature





Policy Number: 2024 – 15

Date of Issue: December 17, 2024

Page: 1 of 4

Motion Number: 2024 – XX

Policy Subject/Title: COUNCIL REMUNERATION

Signature of Approval by Authorized Personnel: \_\_\_\_\_  
Karrie A. Gau, CAO

Supersedes: April 16, 2024  
Date of Last Update

Policy 2024 – 05 Motion #2024 - 114  
Title & No. of Previous Policy if Applicable

#### **POLICY STATEMENT:**

The purpose of this policy is to provide a fee structure for the payment of the Mayor's and Councillor's remuneration and expenses while acting in their official roles as elected officials for the Town of Wainwright.

This policy also identifies the remuneration and expenses of Council appointed Board, Commission and Committee members.

This policy is effective ~~January 1, 2025~~ January 1, 2024.

#### **PROCEDURES:**

##### **MAYOR AND COUNCILLORS**

The Mayor and Councillors' remuneration is based on a fixed annual amount broken down into twelve equal monthly payments and includes reimbursement for attendance at:

- Standing and Sub-Committee meetings,
- Meetings of Appointed Boards and Committees,
- Dealing and responding to public concerns from citizens, clubs, organizations, businesses etc.,
- Meetings with administration staff,
- Signing of cheques and agreements,
- Attendance at Town functions,
- Attendance at ceremonies, grand openings, social functions and banquets as an official representative of the Town, and
- All other duties required of the positions within Town.

Where a representative of Council attends a meeting outside of the community, the annual fixed remuneration does not apply.

### **Annual Fixed Remuneration**

Mayor	<del>\$29,906.88/year</del> \$30,804.09/year	<del>\$2,492.24/month</del> \$2,567.01/month
Councillor	<del>\$14,953.44/year</del> \$15,402.04/year	<del>\$1,246.12/month</del> \$1,283.50/month

The annual fixed remuneration amounts will be adjusted annually based on the same percentage that is applied to the Collective Agreement between the Town of Wainwright and C.U.P.E. Local 5606.

### **Attendance at Regular and Special Meetings of Council**

A fee of \$150.00 shall be paid to the Mayor and Councilors for their attendance at each regular and special meeting of Council.

### **Communication Allowance**

Mayor \$100.00/month

Councillor \$ 75.00/month

### **Daily Per Diem**

\$260.00 per day shall be paid for attendance at a meeting out of Town that is four hours or greater in length, and

\$140.00 shall be paid for attendance at a half-day meeting out of Town that is less than four hours in length.

An out of Town meeting is defined as a meeting outside the corporate limits of the Town (excluding CFB/ASU Wainwright). The time calculated for the per diem shall include travel time to and from the meeting.

As a guideline the per diem rate shall be paid for the following:

- Attendance at conferences, seminars, courses and meetings where the subject/content matter is directly related to the boards and committees the member of Council is appointed to, and
- Attendance at conferences, seminars and courses conducted by Alberta Municipalities, Alberta Municipal Affairs and the Federation of Canadian Municipalities.

**Meal Allowance**

A flat rate of \$60.00 per day with no receipts required. Individual meals are as follows:

Breakfast	\$15.00	(maximum)
Noon Lunch	\$20.00	(maximum)
Supper	\$25.00	(maximum)

Sponsored meals cannot be claimed.

**Mileage Allowance**

Per Federal Government Rate. Mileage will be calculated based on Google Maps.

**Hotel/Motel Accommodations**

As per receipts

**Parking**

As per receipts

**Registration/Tuition Fees**

As per receipts if not paid in advance by the Town.

**Tickets**

Reimbursement shall be made for the cost of up to two ticket(s) for attendance at social functions and banquets while acting as an official representative of the Town when complimentary tickets are not provided. It shall be the responsibility of the Mayor to designate the official representative(s).

**ALBERTA MUNICIPALITIES CONVENTION ONLY****Meal Allowance**

A flat rate of \$60.00 per day with no receipts being required for each day attended.

If Council decided to have group supper, the Town will pay for supper as per receipt (with up to 15% gratuity, less alcohol). When a group supper takes place, Council will be deducted \$25.00 from meal allowance.

**Mileage Allowance**

Per Federal Government Rate. Mileage will be calculated based on Google Maps.

**Hotel/Motel Accommodations**

As per receipts

**Parking**

As per receipts

**Daily Per Diem**

Council will receive a per diem of \$260.00 per day for each day they attend convention, plus \$140.00 half day per diem for travel.

**Spouse Activities**

Spouse activities will be deducted from Council expense sheet.

**COUNCIL APPOINTED BOARD MEMBERS**

Council appointed board member remuneration will follow the above policy for Meals, Mileage, Accommodations, Parking, and Registration/Tuition Fees. Daily Per Diem rates will apply to both in town and out of town meetings.

**REVIEW CYCLE:**

This policy will be reviewed every year.



**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** Policy 2024 – 16; Fire Department Remuneration be adopted as presented and placed in the Policy Book.

---

Signature



The monthly remuneration covers all routine duties required of these officers including inspections, simple investigations, in-town vehicle use and cell phone costs. Fire calls and attendance at practice are in addition to the monthly remuneration. Other paid duties may be authorized by the Fire Chief.

**FIRE CALLS/PRACTICE NIGHT ATTENDANCE**

Firefighters ~~\$24.27~~ \$25.00/hour

Officers ~~\$25.79~~ \$26.56/hour

A 2-hour minimum pay will apply for all Practice Nights and Call Out Attendance.

Association dues of 10% will be deducted from Fire Calls and Practice Night pay and remitted to the Wainwright Firemen’s Association on a monthly basis.

The hourly remuneration amounts will be adjusted annually based on the same percentage that is applied to the Collective Agreement between the Town of Wainwright and C.U.P.E Local 5606.

**WEEKEND STANDBY**

Weekend Standby \$32.00/day

Weekend Standby starts Victoria Day weekend and then extends from the third weekend in June to Labour Day. A long weekend standby consists of three (3) days pay and is deemed to commence at 6:00 p.m. on Friday evening and ends at 6:00 p.m. on Monday evening. A regular weekend standby consists of two (2) days pay and is deemed to commence at 6:00 p.m. on Friday evening and ends at 6:00 p.m. on Sunday evening.

Association dues of 10% will be deducted from Weekend Standby pay and remitted to the Wainwright Firemen’s Association on a monthly basis.

The Weekend Standby amount will be adjusted based on any changes that are applied to the standby rate in the Collective Agreement between the Town of Wainwright and C.U.P.E Local 5606.

**INSTRUCTOR, EVALUATOR AND PROCTOR REMUNERATION**

Members serving as instructors, evaluators and/or proctors for NFPA accredited courses shall be reimbursed for hours worked outside of normal practice nights. Instructor hours shall be recorded as training hours on the monthly payroll submission.

Instructor \$30.00/hour

Although preference is to use independent evaluators and proctors, members that have been authorized to assist during the evaluation phase of a course will be compensated through Accounts Payable, upon submission of an invoice, as follows:

Evaluator/Proctor \$500.00/full-day course

### **FIRE DEPARTMENT MEMBER EXPENSES**

Expenses will be reimbursed at the following rates, providing that Council, the Chief Administrative Office, or the Fire Chief has authorized the Department member in advance to attend a meeting, workshop, conference or educational program out-of-town.

It shall be the responsibility of the Fire Chief to verify the expenses owing to Department members prior to forwarding to the Town Office for processing.

### **MEAL ALLOWANCE**

To be paid in accordance with the Council Remuneration Policy.

### **MILEAGE ALLOWANCE**

In accordance with the Council Remuneration Policy, mileage will be paid based on the current Federal Government rate. Mileage will be calculated based on Google Maps.

### **ACCOMMODATIONS**

As per receipts.

### **PARKING**

As per receipts.

### **REGISTRATION/TUITION FEES**

As per receipts, if not paid in advance by the Town.

### **REVIEW CYCLE:**

This policy will be reviewed every year.





**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** Policy 2024 – 17; Community and Support Grants and Event Sponsorship be adopted as presented and placed in the Policy Book.

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Signature



**Policy Number:** 2024 – 17

**Date of Issue:** December 17, 2024

**Page:** 1 of 7

**Motion Number:** 2024 – XX

**Policy Subject/Title:** COMMUNITY AND SUPPORT GRANTS AND EVENT SPONSORSHIP

**Signature of Approval by Authorized Personnel:** \_\_\_\_\_  
Karrie A. Gau, CAO

**Supersedes:** January 19, 2016  
Date of Last Update

Policy #2016-01; Motion #2016-15  
Title & No. of Previous Policy if Applicable

#### **POLICY STATEMENT:**

The Town of Wainwright (the “Town”) values the significant contributions of community not-for-profit organizations and volunteer groups in enhancing community well-being and improving the quality of life for its residents. The Town also recognizes the efforts of local organizations, community groups and sports teams that host events and activities to raise funds for worthwhile projects, programs, or services while promoting economic growth.

In an effort to support these organizations and their initiatives, the Town is committed to providing assistance to such organizations, community groups and sports teams through Community and Support Grants and Event Sponsorships.

#### **PROCEDURES:**

#### **FUNDING STREAMS**

**Community and Support Grants:** Funding may be provided to not-for-profit organizations that provide social services to the community. This funding can be used to support operating expenses or can be project based, program based, or service based.

**Event Sponsorship:** Funding may be offered to organizations to support events or activities held in the Town or within the M.D. of Wainwright that will encourage positive economic activity in the community. **This funding is split into a Major Event category and a Minor Event category.**

**Major Event Sponsorship:** This funding is intended for events/activities requesting \$5,000.00 or more in funding. Examples of major events may include multi-day or large-scale events or initiatives that enhance the region's visibility and recognition.

**Minor Event Sponsorship:** This funding is intended for events/activities requesting less than \$5,000.00 in funding. Examples of minor events may include local community and sporting events.

*The Town retains the authority to reassign organizations between the Major and Minor Event categories based on the application, available funding, and its own discretion.*

## **COMMUNITY AND SUPPORT GRANTS**

### **Eligibility/Criteria**

1. Applicants must be a not-for-profit organization.
2. The funds must be used to support and advance the organization's activities and shall not be used, either directly or indirectly, for profit or financial gain.
3. Preference will be given to organizations that:
  - a. Demonstrate community support
  - b. Have not received funding in previous years
  - c. Have other sources of funding
  - d. Have not received financial support in any other form from the Town within the fiscal year
  - e. Provide an economic benefit to the Town.

### **Application Process**

1. Eligible applicants seeking funding are required to submit an application to the Town by March 1<sup>st</sup> for the calendar year in which they require funding. Applications will be made available on the Town website.
2. Council will meet annually to review a summary of eligible applications and make final approval decision.

3. Council may request a presentation from the applicant before funding is approved.
4. Financial statements may be required at Council's discretion.

### **Funding Disbursement**

1. The Town retains the authority to approve funds based on the application, available funding, and its own discretion.
2. Applicants will be notified on or before April 30<sup>th</sup> of Council's decision regarding their funding application.
3. Approved funds will be dispersed to successful applicants at the discretion of Council.
4. A final report may be requested by Council, to be submitted within 6 months of the end of the calendar year, to outline how the funds were used.

## **MAJOR EVENT SPONSORSHIP**

### **Eligibility/Criteria**

1. Applicants must be an organization or applying on behalf of a local group or sports team. Individual applicants are not eligible for funding.
2. Political or religious organizations are not eligible for funding. The event/activity must remain free of any form of political and/or religious statements. Events that do not follow this guideline may be denied funding in the future.
3. Events must promote local economic activity such as:
  - a. Events that bring economic development opportunities from outside the Town and M.D. of Wainwright boundaries into the Town.
  - b. For the initial start-up of events/activities.
  - c. For community organizations providing benefits for Wainwright and district residents.
4. Funding will not be provided to events/activities that are primarily focused on gambling, alcohol, etc.
5. The event/activity must be open to the public.

6. The Town of Wainwright must be identified as a sponsor of the event/activity.
7. The applicant is expected to contribute at least 50% of the funding for the event or activity. For example, if an event is held in Irma, at least 50% of the total revenue must come from sources such as sponsorships or municipal support. Up to 50% of the remaining expenses can then be funded through the Town of Wainwright Event Sponsorship funding.
8. Preference will be given to organizations that:
  - a. Demonstrate community support
  - b. Have other sources of funding
  - c. Have not received funding from this stream in previous years
  - d. Have not received financial support in any other form from the Town within the fiscal year
9. It is expected that recurring events will eventually become self-sustaining and will no longer require funding from the Town to ensure success.

#### **Application Process**

1. Eligible applicants seeking funding of \$5,000.00 or more are required to submit an application to the Town by March 1<sup>st</sup>. Applications will be made available on the Town website.
2. Applications are required to be approved before the event/activity takes place. For events taking place before April 15<sup>th</sup> of any year, applications should be submitted by March 1<sup>st</sup> of the prior year to ensure deadline compliance.
3. Council will meet annually to review a summary of eligible applications and make final approval decision.
4. Council may request a presentation from the applicant before funding is approved.
5. Financial statements may be required at Council's discretion.

#### **Funding Disbursement**

1. The Town retains the authority to approve funds based on the application, available funding, and its own discretion.

2. Applicants will be notified on or before April 30<sup>th</sup> of Council's decision regarding their funding application.
3. Approved funds will be dispersed to successful applicants at the discretion of Council.
4. A final report may be requested by Council, to be submitted within 6 months of the event/activity to outline how the funds were used.

## **MINOR EVENT SPONSORSHIP**

### **Eligibility/Criteria**

1. Applicants must be an organization or applying on behalf of a local group or sports team. Individual applicants are not eligible for funding.
2. Political or religious organizations are not eligible for funding. The event/activity must remain free of any form of political and/or religious statements. Events that do not follow this guideline may be denied funding in the future.
3. Events must promote local economic activity such as:
  - a. Events that bring economic development opportunities from outside the Town and M.D. of Wainwright boundaries into the Town.
  - b. For the initial start-up of events/activities.
  - c. For community organizations providing benefits for Wainwright and district residents.
4. Funding will not be provided to events/activities that are primarily focused on gambling, alcohol, etc.
5. The event/activity must be open to the public.
6. The Town of Wainwright must be identified as a sponsor of the event/activity.
7. The applicant is expected to contribute at least 50% of the funding for the event or activity. For example, if an event is held in Irma, at least 50% of the total revenue must come from sources such as sponsorships or municipal support. Up to 50% of the remaining expenses can then be funded through the Town of Wainwright Event Sponsorship funding.

8. Preference will be given to organizations that:
  - a. Demonstrate community support
  - b. Have other sources of funding
  - c. Have not received funding from this stream in previous years
  - d. Have not received financial support in any other form from the Town within the fiscal year.
9. It is expected that recurring events will eventually become self-sustaining and will no longer require funding from the Town to ensure success.

### **Application Process**

1. Eligible applicants seeking funding less than \$5,000.00 are required to submit an application to the Town by one of the following deadlines: January 1<sup>st</sup>, May 1<sup>st</sup>, and September 1<sup>st</sup>. Applications will be made available on the Town website. Due to the allocation of this funding, applicants may apply at any time, however their application will not be considered until the period in which their event will take place. For example, if an applicant applies for their July event by January 1<sup>st</sup>, the application would not be considered for funding until the May 1<sup>st</sup> deadline.
2. Applications must be received by the above deadlines and approved before the event/activity takes place.
3. The Economic Development Officer (EDO) will review the applications in each application period and notify applicants of the final approval decision.
4. The EDO may request a presentation from the applicant before funding is approved.
5. Financial statements may be required at the EDO's discretion.

### **Funding Disbursement**

1. The Town retains the authority to approve funds based on the application, available funding, and its own discretion.
2. Applicants will be notified of the EDO's decision regarding their funding application.
3. Approved funds will be dispersed to successful applicants once a final report is submitted by the applicant to outline how the funds were used.

4. If the event/activity does not require the full amount of approved funding, only the funds used may be distributed. The disbursement of the total approved funds will be considered on a case-by-case basis and will be addressed in the applicant's final report.

**REVIEW CYCLE:**

This policy will be reviewed every three (3) years.





**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Moroz

**THAT** the Town of Wainwright adopt the 2025 – 2028 Financial Plan and the 2025 – 2030 Capital Plan as presented, and furthermore that the 2025 Financial Plan and the 2025 Capital Plan be adopted as the 2025 Interim Budget.

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Signature



## 2025 - 2028 FINANCIAL PLAN

	2024 APPROVED BUDGET	2025 PROPOSED PLAN	2026 PROPOSED PLAN	2027 PROPOSED PLAN	2028 PROPOSED PLAN
		(6% Proposed Tax Increase)	(3.5% Proposed Tax Increase)	(3.5% Proposed Tax Increase)	(3.5% Proposed Tax Increase)
<b>Municipal Taxes &amp; Non-Functionalized Revenue</b>					
Residential Taxes	-6,306,634	-6,580,463	-6,748,964	-6,923,363	-7,103,866
Commercial Taxes	-2,278,833	-2,376,360	-2,437,470	-2,500,719	-2,566,182
Industrial Taxes	-1,092,473	-1,139,841	-1,169,130	-1,199,444	-1,230,819
Farmland Taxes	-1,007	-1,082	-1,128	-1,176	-1,225
Power, Telus & Railway Taxes	-147,623	-153,992	-157,930	-162,006	-166,224
Pipeline Taxes	-51,962	-54,174	-55,559	-56,993	-58,477
Cable TV Taxes	-14,890	-15,561	-15,959	-16,371	-16,797
Machinery & Equipment Taxes	-96,674	-102,374	-105,898	-109,546	-113,321
Federal Government GILT	-9,284	-9,687	-9,936	-10,194	-10,461
Provincial Government GILT	-34,297	-36,355	-37,627	-38,944	-40,307
Penalties on Taxes	-60,000	-65,000	-65,000	-65,000	-65,000
Return on Investments	-600,000	-500,000	-500,000	-500,000	-500,000
<b>Total Mun. Taxes &amp; Non-Functionalized Revenue</b>	<b>-10,693,677</b>	<b>-11,034,889</b>	<b>-11,304,601</b>	<b>-11,583,756</b>	<b>-11,872,679</b>
Council	311,257	316,871	296,511	300,070	303,702
General Administration	1,545,187	1,556,685	1,437,880	1,454,774	1,466,998
Police Department	1,099,619	1,037,218	1,146,741	1,219,093	1,347,041
Fire Fighting	387,028	384,904	405,343	411,461	417,953
Disaster Services	12,500	12,500	12,500	12,500	12,500
Ambulance	34,287	49,872	34,287	34,287	34,287
Municipal Enforcement	107,458	109,943	115,397	117,360	119,367
Common Services	875,878	886,049	901,058	951,676	979,270
Roads, Sidewalks & Lighting	903,627	772,454	780,721	808,694	834,520
Airport Services	11,914	12,901	13,399	13,847	14,167
Safety Services	132,847	156,119	165,076	172,265	174,455
Storm Sewer & Drainage	445,332	421,285	422,741	424,006	175,162
Water Distribution	-230,336	-185,214	-192,640	-202,249	-162,032
Sanitary Sewage & Treatment	-279,334	316,909	393,430	440,322	663,350
Garbage Collection	-102,677	-115,835	-115,299	-115,533	-115,666
Family & Community Services	44,429	44,429	44,429	44,429	44,429
Cemetery	65,110	49,264	51,619	53,468	55,149
Municipal Planning	278,675	263,005	300,326	275,828	227,103
Economic Development	229,045	211,479	253,581	260,010	263,971
Recreation Administration	110,374	115,168	116,124	118,118	120,471
Recreation Revenue Support	-244,355	-244,355	-244,355	-244,355	-244,355
Sportex	6,353	3,729	3,997	4,242	4,493
Communiplex Pool	803,353	802,626	837,479	857,940	913,852
Communiplex	239,590	238,816	233,293	238,325	278,480
Parks	494,880	477,489	491,850	499,020	506,340
Curling Rink	50,626	55,909	57,407	58,950	60,538
Outdoor Rinks	10,648	8,800	9,064	9,245	9,430
Splashpark	58,101	54,964	56,591	58,266	59,991
Middlemass Park	-6,458	-5,035	-4,248	-3,524	-2,779
Peace Memorial Multiplex	923,067	863,566	866,664	895,640	895,231
Golf Course	36,500	36,500	36,500	36,500	36,500
All-Seasons Park	0	47,300	20,275	20,722	21,181
Library	288,100	288,631	289,234	289,855	290,494
Requisition Transfers	2,758,923	2,758,923	2,758,923	2,758,923	2,758,923
Gas Distribution	-711,883	-770,313	-694,242	-693,980	-693,617
<b>Proposed Surplus</b>	<b>-4,013</b>	<b>-1,333</b>	<b>-2,945</b>	<b>-3,563</b>	<b>-1,781</b>



		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
<b>2025 - 2030 CAPITAL PLAN</b>													
<b>GENERAL ADMINISTRATION</b>													
2025	Postage meter	7,000								7,000			
2026	Photocopier		15,000							15,000			
<b>TOTAL GENERAL ADMINISTRATION</b>		<b>7,000</b>	<b>15,000</b>	-	-	-	-	<b>22,000</b>	-	<b>22,000</b>	-	-	-
<b>FIRE FIGHTING</b>													
2025	AFRRCS radios (37 portable, 8 mobile)	150,000								50,000			100,000
2026	1/2 ton truck (replace Command 1)		60,000							20,000	20,000		20,000
<b>TOTAL FIRE FIGHTING</b>		<b>150,000</b>	<b>60,000</b>	-	-	-	-	<b>210,000</b>	-	<b>70,000</b>	<b>20,000</b>	-	<b>120,000</b>
<b>COMMON SERVICES</b>													
2025	Replace grader	570,000								360,000	210,000		
2025	Paint sprayer	8,000								8,000			
2025	1/2 ton 4x4 truck	60,000								60,000			
2026	Replace gravel truck		185,000							140,000	45,000		
2027	1/2 ton 4x4 truck			60,000						60,000			
2028	Replace gravel truck				185,000					140,000	45,000		
2029	1/2 ton 4x4 truck					60,000				60,000			
2030	Replace gravel truck						185,000			140,000	45,000		
<b>TOTAL COMMON SERVICES</b>		<b>638,000</b>	<b>185,000</b>	<b>60,000</b>	<b>185,000</b>	<b>60,000</b>	<b>185,000</b>	<b>1,313,000</b>	-	<b>968,000</b>	<b>345,000</b>	-	-
<b>ROADS, SIDEWALKS &amp; LIGHTING</b>													
2025	Street lighting along 14th Street	25,000								25,000			
2025	Solar crosswalks (3 sets)	24,000								24,000			
2025	Pavement resurfacing program	425,000										425,000	



		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
2025	Microsurfacing 20th Street Crescent	50,000								50,000			
2025	Sidewalk rehabilitation program	330,000										330,000	
2025	Downtown back alley project	235,100								235,100			
2025	Eng of laneways in Enstrom 1B & 14/41 Common Phase 2	14,060								14,060			
2025	Back lane in 24th Street cul-de-sac	47,050								47,050			
2025	Additional overhead power for 24th Street cul-de-sac (17 lots)	250,000								250,000			
2025	Clock tower improvements	248,975								248,975			
2026	Solar crosswalks (2 sets)		16,000							16,000			
2026	Pavement resurfacing program		380,000									380,000	
2026	Sidewalk rehabilitation program		300,000									300,000	
2026	Downtown back alley project		217,500							217,500			
2026	Microsurfacing crescents		50,000							50,000			
2027	RCMP/Fire hall back alley			180,000						180,000			
2027	Pavement resurfacing program			380,000								380,000	
2027	Sidewalk rehabilitation program			300,000								300,000	
2028	Pavement resurfacing program				380,000							380,000	
2028	Sidewalk rehabilitation program				300,000							300,000	
2029	Pavement resurfacing program					380,000						380,000	
2029	Sidewalk rehabilitation program					300,000						300,000	
2030	Pavement resurfacing program						380,000					380,000	
2030	Sidewalk rehabilitation program						300,000					300,000	
<b>TOTAL ROADS, SIDEWALKS &amp; LIGHTING</b>		<b>1,649,185</b>	<b>963,500</b>	<b>860,000</b>	<b>680,000</b>	<b>680,000</b>	<b>680,000</b>	<b>5,512,685</b>	<b>-</b>	<b>1,357,685</b>	<b>-</b>	<b>4,155,000</b>	<b>-</b>
<b>WATER DISTRIBUTION</b>													
2025	12' Circular trench cage	15,000								15,000			
2026	2 Blocks of cast iron watermain (4th Avenue 1000 to 1200 Block)		1,200,000							1,200,000			



		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
2027	2 Blocks of cast iron watermain (7th Avenue 11th to 14th Street)			770,000						770,000			
2028	3/4 ton truck				70,000					70,000			
2029	1 Block of cast iron watermain					500,000						500,000	
<b>TOTAL WATER DISTRIBUTION</b>		<b>15,000</b>	<b>1,200,000</b>	<b>770,000</b>	<b>70,000</b>	<b>500,000</b>	<b>-</b>	<b>2,555,000</b>	<b>-</b>	<b>2,055,000</b>	<b>-</b>	<b>500,000</b>	<b>-</b>
<b>SANITARY SEWAGE &amp; TREATMENT</b>													
2025	1st Avenue project - phase 1	285,089								285,089			
2025	1st Avenue project - phase 2	9,175,075										1,600,000	7,575,075
2025	2nd Avenue lift station upgrade	29,490								29,490			
2025	Lagoon blower upgrade	750,000								750,000			
2027	Sewer main rehabilitation (7th Avenue 11th to 14th Street)			550,000								550,000	
2029	Sewer main rehabilitation					500,000						500,000	
<b>TOTAL SANITARY SEWAGE &amp; TREATMENT</b>		<b>10,239,654</b>	<b>-</b>	<b>550,000</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>11,289,654</b>	<b>-</b>	<b>1,064,579</b>	<b>-</b>	<b>2,650,000</b>	<b>7,575,075</b>
<b>CEMETERY</b>													
2028	Columbarium				20,000					20,000			
<b>TOTAL CEMETERY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MUNICIPAL PLANNING</b>													
2026	SUV for department		68,000							68,000			
<b>TOTAL MUNICIPAL PLANNING</b>		<b>-</b>	<b>68,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,000</b>	<b>68,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PARKS , RECREATION &amp; CULTURE</b>													
2025	Replace skid steer	70,000								5,000		65,000	
2025	Bobcat sweeper bucket attachment	7,500								7,500			
2025	Side-by-side for weed control (used)	10,000								10,000			
2025	Cplex leg press equipment	10,000								10,000			
2025	Zero turn mower replacement	30,000								25,000		5,000	



		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
2025	PMM sound system phase 1	30,000								30,000			
2025	PMM ice edger	6,300								6,300			
2025	Walking trail improvements	40,000								40,000			
2025	Rotary All-Seasons Park utility services and landscaping	25,000							25,000				
2025	Rotary All-Seasons Park phase 2 building and pump track	100,000											100,000
2025	Bevan Park disc golf	10,000								10,000			
2026	Replace skid steer		70,000						5,000		65,000		
2026	Cplex photocopier		10,510							10,510			
2026	Replacement truck (used)		30,000							30,000			
2026	Ice resurfacer		150,000							150,000			
2026	PMM sound system phase 2		20,000							20,000			
2026	Ice plant chiller replacement		559,995							559,995			
2026	Playground new residential area		100,000							100,000			
2026	Walking trail improvements		50,000							50,000			
2026	Wallace Park 10th Ave sewer installation		300,000									300,000	
2026	Rotary All-Seasons Park phase 2 building and pump track		350,000										350,000
2027	Replace skid steer			70,000					5,000		65,000		
2027	1/2 ton truck			60,000						60,000			
2027	Tractor/mower attachment			110,000						110,000			
2028	Replace skid steer				70,000				5,000		65,000		
2028	Wallace Park french drain system				180,000							180,000	
2029	Replace skid steer					70,000			5,000		65,000		
2030	Replace skid steer						70,000		5,000		65,000		
<b>TOTAL PARKS, RECREATION &amp; CULTURE</b>		<b>338,800</b>	<b>1,640,505</b>	<b>240,000</b>	<b>250,000</b>	<b>70,000</b>	<b>70,000</b>	<b>2,609,305</b>	<b>55,000</b>	<b>1,229,305</b>	<b>395,000</b>	<b>480,000</b>	<b>450,000</b>
Future	Blue scoreclock upgrade							50,000				Awaiting	
Future	Ventilation system in gymnastics room							160,000				Awaiting	



		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
Future	Bevans walking trail lighting							200,000				Awaiting	
Future	PMM generator							500,000				Awaiting	
Future	New pool/rec facility											Awaiting	
Future	Blue arena upgrade to arena boards											Awaiting	
<b>GAS DISTRIBUTION</b>													
2025	Replace backhoe	239,000								129,875	109,125		
2025	Gas detector	5,500								5,500			
2025	Gas main renewal (RMO station to valve station 1)	500,000								500,000			
2028	3/4 ton truck				70,000					70,000			
2028	Replace loader				255,000					175,000	80,000		
<b>TOTAL GAS DISTRIBUTION</b>		<b>744,500</b>	<b>-</b>	<b>-</b>	<b>325,000</b>	<b>-</b>	<b>-</b>	<b>1,069,500</b>	<b>-</b>	<b>880,375</b>	<b>189,125</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>		<b>13,782,139</b>	<b>4,132,005</b>	<b>2,480,000</b>	<b>1,530,000</b>	<b>1,810,000</b>	<b>935,000</b>	<b>24,669,144</b>	<b>123,000</b>	<b>7,666,944</b>	<b>949,125</b>	<b>7,785,000</b>	<b>8,145,075</b>



		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
<b>SUMMARY</b>		2025	2026	2027	2028	2029	2030	Total	Contributed to Capital	Reserve	Sale of Equipment	Grants	Other
12	General Administration	7,000	15,000	-	-	-	-	22,000	-	22,000	-	-	-
23	Fire Fighting	150,000	60,000	-	-	-	-	210,000	-	70,000	20,000	-	120,000
31	Common Services	638,000	185,000	60,000	185,000	60,000	185,000	1,313,000	-	968,000	345,000	-	-
32	Roads, Sidewalks & Lighting	1,649,185	963,500	860,000	680,000	680,000	680,000	5,512,685	-	1,357,685	-	4,155,000	-
41	Water Distribution	15,000	1,200,000	770,000	70,000	500,000	-	2,555,000	-	2,055,000	-	500,000	-
42	Sanitary Sewage & Treatment	10,239,654	-	550,000	-	500,000	-	11,289,654	-	1,064,579	-	2,650,000	7,575,075
56	Cemetery	-	-	-	20,000	-	-	20,000	-	20,000	-	-	-
61	Municipal Planning	-	68,000	-	-	-	-	68,000	68,000	-	-	-	-
72	Parks, Recreation & Culture	338,800	1,640,505	240,000	250,000	70,000	70,000	2,609,305	55,000	1,229,305	395,000	480,000	450,000
91	Gas Distribution	744,500	-	-	325,000	-	-	1,069,500	-	880,375	189,125	-	-
	<b>TOTAL</b>	<b>13,782,139</b>	<b>4,132,005</b>	<b>2,480,000</b>	<b>1,530,000</b>	<b>1,810,000</b>	<b>935,000</b>	<b>24,669,144</b>	<b>123,000</b>	<b>7,666,944</b>	<b>949,125</b>	<b>7,785,000</b>	<b>8,145,075</b>





**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Saretsky

**THAT** as recommended by the Town of Wainwright Library Board, the Wainwright Public Library 2025 funding request of \$200,309.00 be approved and furthermore this amount be drawn from the 2025 operating budget.

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Signature

Note

2024 – \$196,359.00  
2023 – \$196,359.00  
2022 – \$194,364.00  
2021 – \$191,022.00



## Town of Wainwright Library Board

921-3<sup>rd</sup> Ave  
Wainwright, AB T9W 1C5  
780-842-2673  
[www.wainwrightlibrary.ab.ca](http://www.wainwrightlibrary.ab.ca)

December 5, 2024

Wainwright Town Council  
1018-2<sup>nd</sup> Ave  
Wainwright, AB T9W 1R1

Dear Mayor and Councilors,

### **Re: 2025 Wainwright Public Library Requisition**

I am writing on behalf of Wainwright Public Library to present our annual requisition and to request an allocation of \$200,309.00 which represents a 2% increase from the amount provided in 2023. This modest increase will ensure that we can continue to meet the growing needs of our community while maintaining and enhancing our valuable programs and services.

Over the past year, we have experienced remarkable engagement from our community members. Highlights include:

- **Diverse Programming:** We offer a wide range of programs for all ages, including family events, literacy-focused initiatives, and creative contests like the Twinkling Tree Tour, which is currently bringing residents into local businesses to enjoy festive displays and support the community.
- **Support for Post-Secondary Education:** Our library proudly serves as a proctoring site for exams, with a significant portion of this service dedicated to supporting Rural Nursing Students pursuing their education.
- **Expanding Memberships and Increased Circulation:** New memberships continue to grow as more people discover the benefits of our library, accompanied by a notable increase in the circulation of our collection, demonstrating the high demand for our resources.
- **Technology Access:** Our public computers and Wi-Fi are heavily utilized, providing essential access for those who may not have reliable internet at home.

In addition to these highlights, our dedicated staff works tirelessly to foster a welcoming and resourceful environment. Despite our expanding services and increasing usage, we remain committed to providing high-quality experiences for all our patrons.

The requested 2% increase will enable us to sustain and enhance existing programs, support the continued growth of membership and participation and address rising operational costs while maintaining service quality.

We believe our library is a cornerstone of community connection, education, and support. Your ongoing investment ensures that we can continue to meet these needs effectively.

Sincerely,

Linda White, Board Chair

*explore, experience, enjoy*

# What Wainwright Public Library Offers:



## Programming

- Preschool programs such as Storytime, Budding Bookworms and L'heure du Conte
- Take Away Craft Kits
- Afterschool Programs such as Craftmania, Build It, Bricks & Blocks and Creative Blocks
- PD Day Programs
- Tween and Teen Programs
- Adult, Family and Adults with Disabilities Programs (including a Homeschool Connection group)
- Summer Reading Program and Winter Reading Program
- Partner with other agencies (Snowflake Social, Art Festival Literary Night, Stampede Kickoff, and so much more!)

## General

- Portal to the Past: Newspaper Archives
- Exam Proctoring
- Public Access Computers including printing and scanning
- Photocopy and Faxing Service
- Free WiFi
- Local Artists Displays
- Meeting place for people such as tutors, agencies meeting clients, friends meeting for visit
- Comfortable chairs and tables for study or have lunch
- Sell used books, movies, magazines, etc.

## With a membership there is so much more!

A family membership is only \$20.00 per year and gives you access to:

- Children & Adult Books
- Books on CD & MP3 (Audiobooks)
- Large Print Books
- Magazines (we have over 60 subscriptions in house)
- DVDs, Blu-Rays and TV Series (we purchase the new releases to circulate)
- Music CDs
- Curbside Pickup Service
- Customizable Grab & Go Bundles
- eBooks/eAudiobooks
- Downloadable Movies, Music, Magazines & Newspapers
- Books in languages other than English (French, Spanish, Korean, etc.)
- Ancestry Library
- Homework Help
- Write a Resume
- eResources (learn another language, home improvement instructions, fix a vehicle, university research papers/periodicals, etc.)
- HappyLights (SAD lights available for check out)
- We provide an outreach service to Battle River Lodge, Points West Living and Wainwright Extended Care giving those residents access to library materials.
- Access to any Public Library in Alberta. If we do not have the items on our shelves, you can order in from another library. This includes everything from books to movies to video games to music. Your membership also gives you the opportunity to visit other libraries and borrow items directly from them.

*explore, experience, enjoy*

921-3<sup>rd</sup> Ave | 780-842-2673 | [www.wainwrightlibrary.ab.ca](http://www.wainwrightlibrary.ab.ca)





**Regular Council Meeting** December 17, 2024

**Moved by Councillor** Foley

**THAT** the Town of Wainwright authorize the subdivision and transfer of ownership of approximately 11.43 acres of land situated on the northern side of Plan 242 2138 Block 1 Lot 2 to the Wainwright Regional Waste to Energy Authority.

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Signature

# WAINWRIGHT REGIONAL WASTE TO ENERGY AUTHORITY

1018 – 2<sup>nd</sup> Avenue  
Wainwright, AB  
T9W 1R1

Phone: (780) 842-4051 Fax: (780) 842-2898

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December 4, 2024

His Worship Bruce Pugh  
Mayor  
Town of Wainwright  
1018 – 2 Avenue  
Wainwright AB T9W 1R1

**Subject:** Request for Authorization to Subdivide and Transfer Parcel of Land

Dear Mayor Pugh:

On behalf of the Wainwright Regional Waste to Energy Authority (WRWEA), I am writing to formally request authorization to subdivide a parcel of land approximately 11.43 acres situated on the northern side of Plan 242 2138 Block 1 Lot 2, currently registered under the Town of Wainwright, the MD of Wainwright and the Village of Irma. The parcel is identified by Title No. 242 262 416 and I have attached the relevant documentation for your reference.

The purpose of the subdivision is to then transfer a portion of the land into the Wainwright Regional Waste to Energy Authority name.

To facilitate this process, I respectfully request approval of the following:

1. **Subdivision Approval:** Authorization to create a second parcel from a larger lot, as per the attached preliminary survey plans.
2. **Transfer of Ownership:** Consent to transfer the subdivided portion to Wainwright Regional Waste to Energy Authority.

All applicable costs associated with the subdivision and transfer would be at the expense of the WRWEA.

Please find attached the following documents to assist in the review process:

- Title deed of the property
- Preliminary subdivision plan

I would appreciate the opportunity for the WRWEA Vice Chairman and I to meet with you to discuss this matter further. Please contact me at 780-842-7180 or [wchallenger@wainwright.ca](mailto:wchallenger@wainwright.ca) with your availability and we will do our best to try and accommodate you. Thank you for your time and consideration. I look forward to your response.

Yours sincerely,



Will Challenger  
Chairman  
Wainwright Regional Waste to Energy Authority





**Regular Council Meeting** December 17, 2024

This meeting is adjourned at \_\_\_\_\_ p.m.