

STATUTORY DECLARATION

CANADA) In the Matter of an Arbitration before
) Arbitrator Deborah Howes, between the
PROVINCE OF ALBERTA) Town of Whitecourt and Woodlands
) County regarding an Intermunicipal
TO WIT:) Collaboration Framework


I Chelsea Grande, of the Town of Whitecourt, DO SOLEMNLY DECLARE THAT:

1. I am the Director of Community Services, employed by the Town of Whitecourt.
2. Attached as **Exhibit A** is my sworn statement of evidence with respect to the Forest Interpretive Centre, for use in the arbitration between the Town of Whitecourt and Woodlands County regarding an Intermunicipal Collaboration Framework between those parties. I solemnly declare that, to the best of my knowledge, the information contained in Exhibit A is true and accurate.

I MAKE this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me
at Whitecourt,
in the Province of Alberta
this 28 day of June, 2021


Chelsea Grande


A Commissioner for Oaths in and for
Alberta

W.K. Grimstad-Davidson
Commissioner for Oaths - Alberta
Expiry Date: April 18, 2023

This is Exhibit "A" referred to in the
affidavit of Chelsea Grande 009002

sworn before me this 28 day of

June A.D. 2021

[Signature]

A Commissioner for Oaths in and for
the Province of Alberta

W.K. Grimstad-Davidson

Commissioner for Oaths - Alberta

Expiry Date: April 18, 2023

A. Description of the Forest Interpretative Centre, Heritage Park and the Visitor Information Centre

1. The Forest Interpretive Centre ("FIC") is located in the Town of Whitecourt. The FIC is dedicated to educating the public on the role of the importance of the forest and the forestry industry to the Whitecourt and Woodlands region. It includes a number of artifacts housed in a museum, a multimedia gallery, meeting rooms, a sani-dump station, an outdoor picnic area, a playground, and walking trails. The FIC maintains paths with interpretive signage describing the regional forestry sector, and past practices. The meeting rooms located at the FIC can be used and rented by the general public. The FIC's knowledgeable staff are available to give presentations on different subjects, and answer visitor questions. Local schools also bring students to the FIC on field trips to learn more about the history of the forestry industry, and the forest itself. These school groups would include students from both the Town and County. A copy of the Main Floor Foundation and Framing architectural plan for the FIC is attached at **Appendix 1: FIC Plans**.
2. Adjacent to the FIC is Heritage Park, which includes a number of historical buildings from the Town and County, including the old Blue Ridge church, the Baxter cabin, and a trapper's shack. Through the Visitor Information Centre (also located on the same site, see below), visitors can obtain guided tours through Heritage Park, where the history and significance of the buildings are explained. A heritage museum, located inside the FIC, contains artifacts and exhibits regarding the region's past.
3. Also located on the same site is the Visitor Information Centre ("VIC"), which was the only provincially accredited information centre for tourists serving both the Town and County. Although recently discontinued by the Province of Alberta, the Alberta Visitor Information Program (AVIP) (which was managed by Travel Alberta) accredited the VIC, and required staff to attend an annual conference and complete leadership training, as well as submit documentation on an annual basis regarding the number of visitors both through calls and physical site visits between May and October.
4. Staff at the Visitor Information Centre promote tourism products and services throughout the region and province:
 - Provide booking and payment information services for Groat Creek Recreation area (owned and operated by Woodlands County).
 - Booking and payment services are also provided by Visitor Information Centre staff members for Eagle River Staging Area, which is located in Woodlands County, but maintained and operated by the Whitecourt Trailblazers Snowmobile Club.

- Facility staff update the provincial Travel Alberta website (Alberta Travel Information System - ATIS) information for all tourism events, products, services offered within Whitecourt and Woodlands County.
 - Staff promote Woodlands and Whitecourt events at the Centre to the travelling public.
 - Staff manage snowline operations – provide daily updates on voicemail and fan out information that is shared in the winter season from the Whitecourt Trailblazers Snowmobile Club (the organization that maintains trails located throughout Woodlands County).
5. Fort Assiniboine also has a visitor information centre; however, it was not provincially accredited.
 6. The Town's Council Chambers/public auditorium is also located inside the FIC.

B. History of the Forest Interpretive Centre and Heritage Park

7. The Whitecourt and District Heritage Society ("WDHS") is a non-profit society which was founded in 1979. According to its website (<https://whitecourtheritage.org/about-us/>), WDHS was "formed to safeguard and promote awareness of the heritage of Whitecourt and area, and to educate Albertans and visitors to the province on the history, significance and impact of Alberta's forests."
8. In 1983, WDHS obtained a lease (Rec Lease 800003) from the Province for 24.19 acres. In 1990, Woodlands County issued permits to WDHS to construct the Forest Interpretive Centre and Heritage Park (collectively referred to as "FIC") on that site. The FIC was formally opened on September 9, 2000.
9. On June 12, 2001, the Town of Whitecourt formally annexed the land on which the FIC is situated (including the adjacent Lions Campground area). See attached **Appendix 2: Annexation Order 217/2001**.
10. On September 3, 2002, the County noted that the United Church in Blue Ridge would be relocated to the FIC; an excerpt of a resolution passed by the County to that effect is included below:

September 3, 2002 – Council Meeting

DAVE JACKSON

Councillor Jackson reported on his attendance at the Community's in Bloom meeting and that the heat exchanger had been installed in the Blue Ridge Community Hall. Councillor Jackson also reported that the United Church in Blue Ridge was in the process of being moved to the Forest Interpretive Centre in Whitecourt.

11. On April 18, 2005 the County's meeting minutes indicate their interest in creating a joint economic development committee, and a joint operation committee for the FIC; an excerpt from the Council's meeting minutes pertaining to the FIC is included below:

April 18, 2005 Council Minutes

JOINT ECONOMIC DEVELOPMENT/FOREST INTERPRETIVE CENTRE SITE

The Councils discussed the potential development of a Joint Economic Development Committee and the proposed development plans for the Forest Interpretive Centre.

Reeve Rennie presented information pertaining to the proposed joint committee and potential joint operation of the Forest Interpretive Centre by the Town of Whitecourt and Woodlands County.

Reeve Rennie advised that Mayor Thane, administration staff and himself would provide a general outline as to the proposed process and present a draft budget for the Joint Economic Development Committee.

12. On December 6, 2005, the County's meeting minutes indicate that they were working on an agreement with the Town and WDHS with respect to the operation of the FIC; an excerpt from the Council's meeting minutes pertaining to the FIC is included below:

December 6, 2005 Council Minutes

FOREST INTERPRETIVE CENTRE

Council reviewed L. Mercier's report with respect to the progress made to date pertaining to the Forest Interpretive Centre negotiations.

At Council's direction, administration and Reeve Rennie have worked with the Town of Whitecourt to secure an agreement with the Whitecourt and District Heritage Society. Council reviewed the attached a letter from the Heritage Society outlining the process.

C-15-759-05

MOVED by Councillor Lehman that Council accepts the Forest Interpretive Centre report as information.

CARRIED.

13. In 2006, WDHS made a request to transfer the responsibility of the FIC to the Town, including transfer of the Provincial Lease to the Town, along with the ownership and operation of the FIC.
14. On March 9, 2007, the Town sent a Letter of Understanding to WDHS regarding the operation of the FIC. The Letter of Understanding confirms that the Town agreed to assume ownership and operational responsibilities for the FIC, including assuming all obligations under Alberta Government Land Lease #800003. WDHS would continue to own all artifacts located within the Interpretive Museum Gallery, the Heritage Barn and Heritage Park. WDHS would continue to operate the Interpretive Museum Gallery and Heritage Park as part of this agreement. See **Appendix 3: March 9, 2007 Letter from Whitecourt RE: Forest Interpretive Centre.**
15. On April 2, 2007, WDHS confirmed its agreement with the Town's letter from March 9, 2007, and that it would transfer the ownership of the FIC to the Town. See **Appendix 4: April 2, 2007 Letter from Heritage Society Re: FIC Transfer of Ownership.**
16. On April 5, 2007, the Town provided an update to the Joint Liaison Committee on the progress of assuming operational control of the FIC, and confirmed that the transfer would be made effective retroactively as of April 1, 2007; an excerpt from the Joint Liaison Committee meeting minutes pertaining to the FIC is included below:

April 5th 2007 Jt. Liaison Meeting

4.6 FOREST INTERPRETIVE CENTRE

P. Smyl, CAO, provided an update relative to the progress made to date pertaining to the Town of Whitecourt's intent to assume operational control of the Forest Interpretive Centre.

The Transfer should become effective April 1st, 2007. Mr. J. Dahl will continue to operate the Museum portion of the building and will also continue to maintain an office in the lower level. The Whitecourt & District Chamber of Commerce have indicated they would be interested in continuing to operate the facility on behalf of the Town of Whitecourt.

17. On September 18, 2007, County Council passed a motion to enter into a cost sharing agreement with the Town and the Chamber of Commerce:

C-15-634-07

MOVED by Councillor Lehman that Woodlands County enter into a Cost Sharing Agreement with the Town of Whitecourt and the Chamber of Commerce for the operation of the Forest Interpretive Centre and the Joint Economic Development Committee dependent upon receiving an outline of rental rates for the Town Council Chambers and Joint ownership on Title.

CARRIED.

18. On January 7, 2008, the Town, County, and Chamber of Commerce entered into an agreement respecting the management and coordination of services at the FIC and Visitor Information Centre. See **Appendix 5: January 7, 2008 FIC Agreement between Town and Chamber.**
19. The Cost Share Agreement (see **General Evidence Section Appendix for copies of the previous Cost Sharing Agreements**) dated June 24, 2008 between the Town and County references a partnership regarding the FIC:

6.1 The Town and County will ensure appropriate representation is made through the attendance of one or more representatives from both the Town and the County at all of the meetings of the Joint Economic Development Committee which provides the following joint services for the Town and the County which are cost shared on a 50/50 basis:

- (a) operation of the Tourism Booth;
- (b) joint economic development, and
- (c) operation & ownership of the FIC located on the 5-12-59-24 SE and 5-12-59-24 SW;
 - (i) for the purpose of this Agreement, ownership of the FIC shall include the building (excluding the Town of Whitecourt's Council Chambers and adjoining anteroom) and associated lands containing approximately 3 acres.

20. On July 7, 2009, the Town and the Province entered into an agreement transferring the FIC lands to the Town for nominal consideration. (See attached **Appendix 6: Land Sale Agreement.**) The Agreement was registered on title (see **Appendix 7: Land Title**) (and it remains registered on title to the present day), and it states that the lands are to be used for the purpose of:

A public work, provided that:

- i. The facility, improvements, structures, and undertaking comprising the public work is owned and operated by the Municipality and paid for by public funds;
 - ii. The public work is for the consumption, benefit, and use of the public; and
 - iii. Any public work not scheduled under subsection 4.b. of this agreement must be approved in writing by the Minister prior to its development.
- 4.b. of the Agreement refers to Appendix "B" for required uses of the land:
- 1. Council Chambers & Meeting rooms for Town of Whitecourt
 - 2. Tourist Information Services
 - 3. Economic Development Offices for the Town of Whitecourt and Woodlands County
 - 4. Museum & Archives for the Town of Whitecourt and Woodlands County
 - 5. Display Park for Whitecourt Heritage Society buildings and artifacts
 - 6. Recreation Trails
 - 7. Picnic Area
 - 8. Campground
 - 9. Utility systems & Facilities

C. Scope of Services

21. Currently, the Town is responsible for the operation and maintenance of the FIC (including the meeting spaces and museum), the VIC, and the Forest Interpretive Centre lands (which includes artifact storage, and outbuildings at Heritage Park). The Town is responsible for making any capital improvements to the property; excluding Heritage Park capital improvements that are the responsibility of the WDHS.

22. The Town's maintenance responsibilities include:
 - snow and ice control;
 - road/parking lot maintenance;
 - landscaping;
 - trailer dump/fill station;
 - housing the lift station for Woodlands County residential development (Sak de Wah and Deerfoot);
 - facility maintenance including life cycle plan projects.

23. While the FIC, VIC and other facilities do not track the nature of calls or visitor counselling provided, Shelly Mifflin (the Secretary employed by the FIC) has confirmed that approximately 75% of visitor inquiries through the VIC are focused on events and attractions located in Woodlands County, in the following areas:
 - Woodlands County Map requests
 - General information around County dump, regulations and operational hours
 - Fire permits
 - Things to do in the region – specifically a large volume are around events and attractions:
 - Rodeo
 - Hard Luck Canyon
 - Blue Ridge Splash Park (when water is turned on, location, rules etc.)
 - Hiking areas
 - Snowmobiling Trail and Trail reports
 - Meteorite Site Information
 - Hunting and Fishing opportunities
 - Camping locations and specific details
 - Bed and Breakfast Options
 - Fort Assiniboine Museum
 - Klondkye Ferry
 - Tubing and boating
 - Hometown Heroes Airshow
 - Whiteridge MX Park

See Appendix 8: FIC - Visitor Information Centre Email dated April 5, 2021

24. As noted above, the VIC also administers bookings for two campgrounds located in the County, including the Groat Creek campground, and the Eagle River Staging Area Group Camp.

D. Financial Impact of the Exclusion of Council Chambers for 2019 Actual Costs

25. Actual costs associated with the operation of the FIC and other facilities located near the FIC (but not including the Town's Council Chambers) is attached at **Appendix 9: FIC 2019 Actual Costs Sharing Example Excluding Council Chambers**.

E. Facility Life Cycle Plan

26. The Town has prepared a facility life cycle plan with respect to the FIC and other facilities located on the same property to help guide decision making, promote sustainability in the future, and enhance the resident's quality of life by providing quality services and facilities. The Life Cycle plan estimates when different components of the facilities will need to be replaced or significantly repaired, so that plans can be made to account for those life cycle improvements well in advance. See attached **Appendix 10: FIC Life Cycle Plan**.

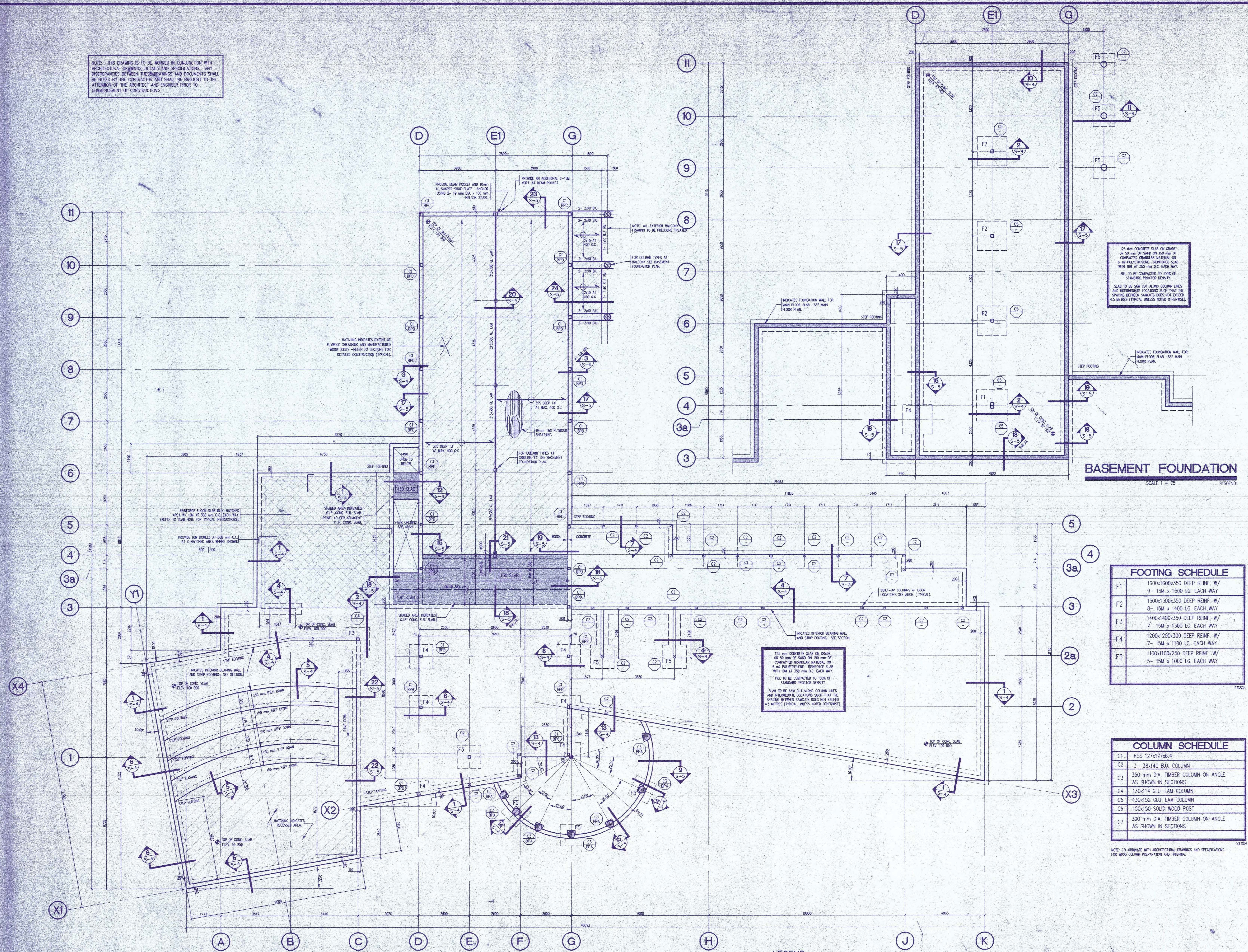
F. Administrative Overhead

26. The Town's Administration provides overall administrative support and direction to the operation of the FIC. The Town has provided a spreadsheet estimating administrative overhead costs associated with the operation of the FIC. See **Appendix 11: FIC Administrative Overhead**

G. Budget Summary

27. The FIC Budget Summary 2019 -2021 and the Sub function budget reports for 2019 and 2020 actuals, and 2019-2021 budget have been attached at **Appendix 12: FIC Budget Summary 2019-2021**.

NOTE: THIS DRAWING IS TO BE WORKED IN CONJUNCTION WITH ARCHITECTURAL DRAWINGS, DETAILS AND SPECIFICATIONS. ANY DISCREPANCIES BETWEEN THESE DRAWINGS AND DOCUMENTS SHALL BE NOTED BY THE CONTRACTOR AND SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND ENGINEER PRIOR TO COMMENCEMENT OF CONSTRUCTION.



MAIN FLOOR FOUNDATION AND FRAMING PLAN

LEGEND

- F4 - INDICATES FOOTING TYPE
- C1 - INDICATES COLUMN TYPE
- BPB - INDICATES BASE PLATE TYPE (WHERE APPLICABLE)

125 mm CONCRETE SLAB ON GRADE ON 50 mm OF SAND ON 150 mm OF COMPACTED GRANULAR MATERIAL ON 6 mm POLYETHYLENE REINFORCE SLAB WITH 10M AT 300 mm O.C. EACH WAY. FILL TO BE COMPACTED TO 100% OF STANDARD PROCTOR DENSITY. SLAB TO BE SAW CUT ALONG COLUMN LINES AND INTERMEDIATE LOCATIONS SUCH THAT THE SPACING BETWEEN SAWCUTS DOES NOT EXCEED 4.5 METRES (TYPICAL UNLESS NOTED OTHERWISE).

125 mm CONCRETE SLAB ON GRADE ON 50 mm OF SAND ON 150 mm OF COMPACTED GRANULAR MATERIAL ON 6 mm POLYETHYLENE REINFORCE SLAB WITH 10M AT 300 mm O.C. EACH WAY. FILL TO BE COMPACTED TO 100% OF STANDARD PROCTOR DENSITY. SLAB TO BE SAW CUT ALONG COLUMN LINES AND INTERMEDIATE LOCATIONS SUCH THAT THE SPACING BETWEEN SAWCUTS DOES NOT EXCEED 4.5 METRES (TYPICAL UNLESS NOTED OTHERWISE).

FOOTING SCHEDULE	
F1	1500x1600x350 DEEP REINF. W/ 9- 15M x 1500 LG. EACH WAY
F2	1500x1500x350 DEEP REINF. W/ 8- 15M x 1400 LG. EACH WAY
F3	1400x1400x350 DEEP REINF. W/ 7- 15M x 1300 LG. EACH WAY
F4	1200x1200x300 DEEP REINF. W/ 7- 15M x 1100 LG. EACH WAY
F5	1100x1100x250 DEEP REINF. W/ 5- 15M x 1000 LG. EACH WAY

COLUMN SCHEDULE	
C1	HSS 127x127x6.4
C2	3- 38x140 BLU. COLUMN
C3	350 mm DIA. TIMBER COLUMN ON ANGLE AS SHOWN IN SECTIONS
C4	130x114 GLU-LAM COLUMN
C5	130x152 GLU-LAM COLUMN
C6	150x150 SOLID WOOD POST
C7	300 mm DIA. TIMBER COLUMN ON ANGLE AS SHOWN IN SECTIONS

BASEMENT FOUNDATION
SCALE 1 = 75

NO.	DATE	REVISION
1	JULY 26	ISSUED FOR CONST.
2		ISSUED FOR PRICING AND PERMITS - JULY 25, 1999
3		ISSUED FOR REVIEW - JULY 22, 1999
4		ISSUED FOR BUDGET PRICING - JULY 12, 1999
5		ISSUED FOR REVIEW - JULY 05, 1999

JACOBSEN HAGE ENGINEERING
jhe
CONSULTING ENGINEERS
202, 10459 - 178 STREET
EDMONTON, ALBERTA T5S 1K5
PHONE 484 1095 FAX 484 1078

PROFESSIONAL ENGINEER
PERMIT TO PRACTICE
JACOBSEN HAGE ENGINEERING
Signature: _____
Date: July 26, 99
PERMIT NUMBER: P 0162
The Association of Professional Engineers,
the geologists and Geophysicists of Alberta

CONTRACTOR MUST VERIFY ALL JOB DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING WITH WORK. DRAWINGS ARE NOT TO BE SCALED.

ALL DRAWINGS AND SPECIFICATIONS ARE INSTRUMENTS OF SERVICE AND THE PROPERTY OF THE ARCHITECT AND MUST BE RETURNED AT THE COMPLETION OF THE WORK.

BRINSMEAD
ZIOLA
Associates
ARCHITECTURE
INTERIORS

PROJECT
WHITECOURT & DISTRICT
Forest Interpretive
Centre
and Heritage Park

DATE: JUNE 1999
DRAWN: EBU
CHECKED: _____
DATE: _____
DRAWING: _____

MAIN FLOOR AND BASEMENT FOUNDATION PLANS

PROJECT NO. 99150 AS NOTED SCALE SHEET NO. S-1



AR12304

ALBERTA
MINISTER OF MUNICIPAL AFFAIRS

MLA, Fort McMurray

JUL 04 2001

affects Reels
219184 - 35497 -

COPY

June 26, 2001

His Worship Mayor Brady Whittaker
Mayor of the Town of Whitecourt
PO Box 509
Whitecourt, Alberta
T7S 1M6

Dear Mayor Whittaker:

Enclosed is a copy of Order in Council No. 217/2001 dated June 12, 2001, approving the Town's annexation application. I would like to compliment the parties on the cooperation displayed during the application process. It is through these cooperative efforts that local ratepayers receive the greatest efficiencies with local government.

Best personal regards,

Guy Boutilier
Minister

cc: Reeve Doug Borg
Woodlands County

Mr. Dean Bradford
Town Manager, Town of Whitecourt

Mr. John Dahl
President, Whitecourt and District Heritage Society

Pat Common
President, Whitecourt Lions Club



Province of Alberta
Order in Council

O.C. 217 /2001

JUN 12 2001

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor

The Lieutenant Governor in Council orders that

- (a) effective January 1, 2001, the land described in Appendix A and shown on the sketch in Appendix B is separated from Woodlands County and annexed to the Town of Whitecourt,
- (b) any taxes owing to Woodlands County at the end of December 31, 2000 in respect of the annexed land are transferred to and become payable to the Town of Whitecourt together with any lawful penalties and costs levied in respect of those taxes, and the Town of Whitecourt upon collecting those taxes, penalties or costs must pay them to Woodlands County, and
- (c) the assessor for the Town of Whitecourt must assess, for the purpose of taxation in 2001, the annexed land and the assessable improvements to it.

ACTING CHAIR

Alberta

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(sections 126 and 138)

APPENDIX A

**DETAILED DESCRIPTION OF THE LANDS SEPARATED FROM WOODLANDS COUNTY
AND ANNEXED TO THE TOWN OF WHITECOURT**

ALL THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION 19 (NINETEEN), TOWNSHIP 59 (FIFTY-NINE), RANGE 11 (ELEVEN), WEST OF THE FIFTH MERIDIAN, LYING SOUTH AND WEST OF THE RIGHT-OF-WAY OF HIGHWAY 43;

THE SOUTH ONE-HALF OF SECTION 24 (TWENTY-FOUR), TOWNSHIP 59 (FIFTY-NINE), RANGE 12 (TWELVE), WEST OF THE FIFTH MERIDIAN, EXCEPTING THEREOUT THE FOLLOWING: -

THE ROAD ALLOWANCE LYING ADJACENT TO AND WEST OF THE SOUTHWEST QUARTER OF SECTION 24 (TWENTY-FOUR), TOWNSHIP 59 (FIFTY-NINE), RANGE 12 (TWELVE), WEST OF THE FIFTH MERIDIAN;

ROAD DIVERSION PLAN 640CL AND THE LAND LYING BETWEEN ROAD DIVERSION PLAN 640CL AND THE ROAD ALLOWANCE LYING ADJACENT TO AND WEST OF THE SOUTHWEST QUARTER OF SECTION 24 (TWENTY-FOUR), TOWNSHIP 59 (FIFTY-NINE), RANGE 12 (TWELVE), WEST OF THE FIFTH MERIDIAN.

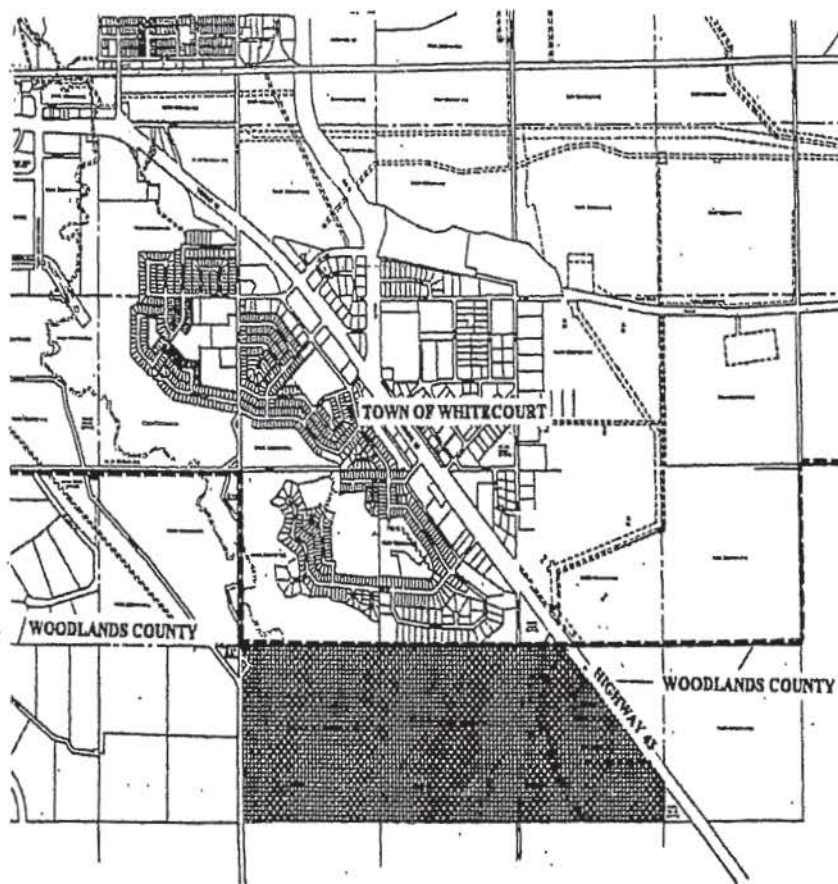
ALL OTHER INTERVENING ROAD ALLOWANCES AND ROAD RIGHTS -OF-WAY.

DUPLICATE

APPENDIX B

A SKETCH SHOWING THE GENERAL LOCATION OF AREAS
ANNEXED TO THE TOWN OF WHITECOURT

AFFECTED AREA



March 9, 2007

Whitecourt and District Heritage Society
 Mr. John Dahl, President
 P.O. Box 510
 Whitecourt AB T7S 1N6

Dear Mr. Dahl:

**Re: Forest Interpretive Centre - Lease #800003; SW 19-59-11-W5,
 SE 24-59-12-W5**

Further to the above captioned matter, we wish to provide you with the following information regarding what the Town of Whitecourt (the "Town") is prepared to do for the Whitecourt and District Heritage Society (the "Society"):

We confirm that the Society approached the Town to transfer ownership and operation of the Forest Interpretive Centre and Alberta Government Land Lease #800003. Accordingly, the Town is willing to operate the Forest Interpretive Centre upon the Society's transfer to the Town of the Forest Interpretive Centre and Land Lease #800003. This excludes all artifacts located within the Interpretive Museum Gallery and artifacts stored in the Heritage Barn and all buildings in the Heritage Park.

It is understood that the Society will be responsible for the Interpretive Museum Gallery and Heritage Park, and that the Town will assume responsibility of all artifacts and heritage buildings owned by the Society in the event that the Society dissolves. All future planning and development of the Interpretive Museum Gallery and Heritage Park will be subject to Town approval.

More specifically, the Town will:

- Operate the Forest Interpretive Centre and be responsible to conduct tours of the Interpretive Museum Gallery and Heritage Park.
- The Town will market and advertise the Interpretive Museum Gallery and Heritage Park in conjunction with the Forest Interpretive Centre and Tourist Information Centre, at the Town's expense.

TOWN OF WHITECOURT
 P.O. Box 509,
 5004-52 Avenue
 Whitecourt, Alberta
 Canada T7S 1N6

ADMINISTRATION
 TEL: 780.778.2273
 FAX: 780.778.4166

COMMUNITY SERVICES
 TEL: 780.778.6300
 FAX: 780.778.2062

PLANNING & WORKS
 TEL: 780.778.2273
 FAX: 780.778.2062

FIRE DEPARTMENT
 TEL: 780.778.2342
 FAX: 780.778.2357



- Allow the general public to continue to rent and utilize the facilities of the Forest Interpretive Centre.
- Permit the Masonic Lodge to remain a renter for its meetings at the current rental rate for as long as it wishes.
- Assume ownership of the water and sewer line, lift station and the fire hydrant.
- Assume ownership of the Gift Shop inventory. The artifacts and some of the furniture fixtures will be retained by the Society.
- Permit the Society to have free occupation (i.e. free rent and utilities) of an office, 600 square feet in size, located in the northeastern portion of the basement of the Forest Interpretive Centre.
- Provide an Insurance Policy for all artifacts in the Interpretive Museum Gallery and stored in the Heritage Barn. The Insurance Policy will also cover all heritage buildings in Heritage Park.

The Town's commitment is conditional upon the:

- Society and the Province of Alberta terminating the Society's lease of the lands where the Forest Interpretive Centre is located, specifically Lease #800003. The Legal Land Description is: SW 19-59-11-W5, SE 24-059-12-W5.

This agreement will be effective April 1, 2007.

TOWN OF WHITECOURT
P.O. Box 509,
5004-52 Avenue
Whitecourt, Alberta
Canada T7S 1N6

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FAX: 780.778.2357



Should the Society find this proposal acceptable, please sign in the designated area below and return to the Chief Administrative Officer of the Town of Whitecourt at your earliest convenience.

Yours truly,

TOWN OF WHITECOURT

Per: *T. Thain*
Trevor Thain, Mayor

Date: April 16/07

Per: *P. Smyl*
Peter Smyl, Chief Administrative Officer

Date: April 17/07

WHITECOURT AND DISTRICT HERITAGE SOCIETY

Per: *J. Dahl*
John Dahl, President

Date: _____

TOWN OF WHITECOURT
P.O. Box 509,
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FIRE DEPARTMENT
TEL: 780.778.2342
FAX: 780.778.2357



5359

5359



BOX 510, WHITECOURT, ALBERTA T7B 1N6
PHONE : (780) 778-2214 FAX: (780) 706-2284

WHITECOURT AND DISTRICT HERITAGE SOCIETY

April 2, 2007

To Whom It May Concern,

As of April 1, 2007, the Whitecourt and District Heritage Society will transfer ownership and operation of the Forest Interpretive Centre to the Town of Whitecourt.

The Tourism and Visitor Information Centre will continue to be open and rental bookings will continue to be administered by the Interpretive Centre staff.

The Forest Interpretive Centre was planned and constructed by the Whitecourt and District Heritage Society. It took seven years to raise the two million dollars required for construction. The main challenge we faced was raising the two million dollars needed, but with financial contributions from the Government of Canada, the Province of Alberta, the Town of Whitecourt, Woodlands County, the three Major Forest Industries in the Whitecourt area, Whitecourt and District businesses and the Citizens of Whitecourt, we opened the centre on September 9, 2000, debt free.

The Forest Interpretive Centre has been and will continue to be a tremendous asset to Whitecourt and the District. The Heritage Society will continue to operate and develop the Interpretive Museum Gallery and Heritage Park.

We thank all of Whitecourt and the area businesses and organizations for supporting the Heritage Society by renting the Centre for meetings and functions. These funds were used to offset the cost of operating the building. We trust you will continue to rent the magnificent Interpretive Centre for your future meetings and functions.

Many thanks again for your support.

Yours truly,

John Dahl
President

Appendix D

January 7, 2008

Whitecourt & District Chamber of Commerce
 3002-33rd Street, Box 1011
 Whitecourt, Alberta T7S 1N9

**Re: Agreement for the management and coordination of services at the
 Forest Interpretive Centre and Tourist Information Centre**

In regards to the above captioned matter, the Town of Whitecourt (the "Town") and Woodlands County (the "County") are prepared to enter into a 5-year agreement with the Whitecourt & District Chamber of Commerce (the "Chamber") and will provide a per capita grant based on \$1.50 per capita using the most recent census data, plus an additional \$6,000.00.

The Town and County expect that a high standard of service be maintained in all aspects of the facility and its services, as such the Town and County agree to provide the following:

- Free office space at the Forest Interpretive Centre for the operation of the Whitecourt & District Chamber of Commerce.
- Maintenance of the building, janitorial duties, and the expense of janitorial and coffee supplies.
- To employ one full-time and one part-time contract personnel that will work out of the Forest Interpretive Centre and be under the supervision of Chamber Manager. The positions will be contract positions with the Town of Whitecourt and salary will be coordinated through the Town of Whitecourt's payroll system.
 - The contract positions will assist with the day-to-day operation of the Chamber, Tourism Information Centre and Forest Interpretive Centre. The positions will also provide administrative support to the Joint Economic Development Committee.
 - Duties will be at the discretion of the Town Administration. Situations may arise wherein the Town may request additional services from the staff.
 - Scheduling of both positions will be coordinated with the Chamber Manager.

Any problems or issues regarding the operation and management of the facilities, or in regards to the contract staff personnel, will be reported to Town Administration.

TOWN OF WHITECOURT
 P.O. Box 509,
 5004-52 Avenue
 Whitecourt, Alberta
 Canada T7S 1N6

ADMINISTRATION
 TEL: 780.778.2273
 FAX: 780.778.4166

COMMUNITY SERVICES
 TEL: 780.778.6300
 FAX: 780.778.2062

PLANNING & WORKS
 TEL: 780.778.2273
 FAX: 780.778.2062

FIRE DEPARTMENT
 TEL: 780.778.2342
 FAX: 780.778.2357



The Chamber will manage and coordinate the following.

- *Economic Development* - The Whitecourt & District Chamber of Commerce will recommend names to the Town and County for consideration as Chamber representatives on the Joint Economic Development Committee. The Town and County will then appoint a Chamber representative to the Committee from the list of names submitted. The Chamber Manager will attend Joint Economic Development meetings as administrative support and help coordinate activities of mutual need.
- *Tourist Information Centre* - The Chamber Agrees to:
 - Promote day-to-day tourism in and around Whitecourt and Woodlands County, including the coordination of industrial tours; hiring, training and supervision of summer students; and applying for available wage subsidy grants.
 - Coordinate with the Town and County on joint projects to reduce duplication of efforts, i.e. publications, magazines, maps, visitor guides, etc.
 - Operate the gift shop to ensure appropriate items are in stock promoting the area.
 - Operate the 'snow line' for winter tourism.
 - Assist in coordinating promotional events.
- *Forestry Interpretive Centre Facility* - The Chamber agrees to supply telephone lines, a 1-800 number for tourist information services, internet and computer services, stationary and office supplies, as well as photocopy and fax services. The Chamber will supervise the operation of the facility, which includes the booking of meeting rooms, collecting rental fees and forwarding billing information to the Town; supervising contract staff positions; ensuring coffee is made for the meetings and stock is maintained and that the rooms are clean and set up; and arranging for keys to the building and ensuring its security.
- *Forest Interpretive Centre Gallery/Museum (Outside Buildings)*: The Whitecourt & District Chamber of Commerce agrees to perform services of collecting fees for the gallery, to ensure that it is functional and to forward funds to the Whitecourt & District Heritage Society. The Chamber will direct and conduct tours to the outside building/museum area; its responsibility is only that of conducting tours, and does not involve the maintenance of the gallery or buildings.

This agreement will be retroactive to January 1, 2007.

Any party to this Agreement may terminate this Agreement upon providing the other parties with six (6) months written notice of the termination.

TOWN OF WHITECOURT
P.O. Box 509,
5004-52 Avenue
Whitecourt, Alberta
Canada T7S 1N8

ADMINISTRATION
TEL: 780.778.2273
FAX: 780.778.4166

COMMUNITY SERVICES
TEL: 780.778.6300
FAX: 780.778.2062

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TEL: 780.778.2273
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TEL: 780.778.2342
FAX: 780.778.2357



Should the Whitecourt & District Chamber of Commerce find this proposal acceptable, please sign in the designated area below and return to the Chief Administrative Officer of the Town of Whitecourt at your earliest convenience.

Yours truly,

TOWN OF WHITECOURT
P.O. Box 508,
5004-52 Avenue
Whitecourt, Alberta
Canada T7S 1N6

TOWN OF WHITECOURT

Per: [Signature]
Trevor Thain, Mayor

Date: Jan 7/08

Per: [Signature]
Peter Smyl, Chief Administrative Officer

Date: Jan 7/08.

WOODLANDS COUNTY

Per: [Signature]
Jim Rennie, Mayor

Date: JAN. 8/08

Per: [Signature]
Luc Mercier, Chief Administrative Officer

Date: Jan 7/08

WHITECOURT AND DISTRICT CHAMBER OF COMMERCE

Per: [Signature]
Deb Edney, President

Date: Jan 15/08

ADMINISTRATION
TEL: 780.778.2273
FAX: 780.778.4186

COMMUNITY SERVICES
TEL: 780.778.8300
FAX: 780.778.2082

PLANNING & WORKS
TEL: 780.778.2273
FAX: 780.778.2082

FIRE DEPARTMENT
TEL: 780.778.2342
FAX: 780.778.2357



**ALBERTA GOVERNMENT SERVICES
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

102396092

ORDER NUMBER: 38780202

ADVISORY

This electronic image is a reproduction of the original document registered at the Land Titles Office. Please compare the registration number on this coversheet with that on the attached document to ensure that you have received the correct document. Note that Land Titles Staff are not permitted to interpret the contents of this document.

Please contact the Land Titles Office at (780) 422-7874 if the image of the document is not legible.

MUNICIPAL LAND SALE AGREEMENT

Sale Agreement No. PLS 060040
Key File No. PLS 060040
File: PLS 060040 Vo. 1

This Agreement made effective this 7th day of July, 2009.

MEMORANDUM OF AGREEMENT

BETWEEN: **HER MAJESTY THE QUEEN** in right of the Province of Alberta, as represented by the Minister of Sustainable Resource Development, (the "Minister")

and

Town of Whitecourt (the "Municipality")

WHEREAS the Minister is the owner of a certain tract of land (the "**Lands**") situated in the Province of Alberta, identified and more particularly described in the schedule attached to this Agreement as Appendix "A", which is a part of this Agreement; and

WHEREAS the Municipality desires to purchase the Lands from the Minister for the specified consideration; and

WHEREAS the Minister may determine a purchase price for the sale of the land to be considered, and as may be approved, by the Lieutenant-Governor-in-Council under Section 7(a) of the *Public Lands Act* (the "**Act**");

WHEREAS the Minister, pursuant to Section 21(1) of the Act, has the authority to restrict the purposes to which the Lands may be used, upon such terms and conditions as the Minister prescribes;

WHEREAS the intention of both parties to this Agreement is that the full price, based on fair market value of the land, may be paid to the Minister if the Lands were not used for the purposes set out in this Agreement.

THEREFORE IN CONSIDERATION OF the mutual covenants set out herein, the parties agree as follows:

PURCHASE AND SALE

1. Subject to the approval of the Lieutenant-Governor-in-Council, which may be unreasonably withheld, the Minister agrees to sell, and the Municipality agrees to purchase, the Lands for the sum of \$1.00.
2. The Minister in due course will issue a Notification to the Registrar of Land Titles directing that a Certificate of Title for the land in the name of the Municipality be issued at the sole expense of the Municipality, including legal costs.
3. The Municipality acknowledges and agrees that this Agreement will be registered, at the sole expense of the Municipality, including legal costs, against the title to the Lands pursuant to Section 21(3) of the Act.

PRIMARY PURPOSE

4. The Municipality hereby covenants for itself, its principals, permitted successors and assigns that the Lands will be used for the purpose of:
 - a. A public work, provided that:
 - i. the facility, improvements, structures, and undertaking comprising the public work is owned and operated by the Municipality and paid for by public funds;
 - ii. the public work is for the consumption, benefit and use of the public; and
 - iii. any public work not scheduled under Subsection 4.b. of this Agreement must be approved in writing by the Minister prior to its development;

- b. Specifically, those items listed in the schedule attached to this Agreement as Appendix "B", which is a part of this Agreement and as such schedule may be amended from time to time,

which collectively and severally shall be referred to as, and considered to be for the purposes of this Agreement, the "Primary Purpose" of this Agreement.

5. For certainty, the Municipality hereby covenants for itself, its principals, permitted successors and assigns that the Lands, or any part thereof, shall not in any way be dealt with, except in furtherance of the Primary Purpose, and in accordance with the terms of this Agreement.

CONSENT OF THE MINISTER

6. The Municipality shall not sell, agree to sell, transfer, assign, mortgage, lease, encumber or grant any other interest in the Lands, or any part thereof, or grant any licence with respect to the Lands, or any part of thereof, without the prior consent of the Minister in writing.

MINISTER'S REMEDIES ON DEFAULT

7. If the Minister, at any time, is satisfied that the Lands, or any part thereof, are not being used for the Primary Purpose, the Minister may, in his sole and unfettered discretion, require the Municipality by notice in writing to either
- a. forthwith retransfer and surrender possession of the Lands in their entirety to the Minister free and clear of any liens, charges and encumbrances in respect of third parties and the Municipality, and reclaimed to a state and condition satisfactory to the Minister, all of which is to be undertaken at the Municipality's sole expense including legal costs; or
 - b. pay the Minister the fair market value of the Lands in accordance with Section 10 of this Agreement.
8. If the Municipality has not used the Lands, or any part thereof, for the Primary Purpose (including any other primary purpose subsequently permitted by the Minister in writing) before July 7, 2010, or at any time before or after that date discontinues the use of the Lands, or any part thereof, for the Primary Purpose for a period of one hundred and eighty (180) consecutive days, the Municipality shall notify the Minister in writing of the nonuse or the discontinuance of use, as the case may be, within 30 days after
- a. July 7, 2010, or
 - b. the end of the one hundred and eighty (180) day period described in this Section.
9. The Minister may notify the Municipality in writing of the Municipality's breach or default in performing any of its obligations under this Agreement, or any nonuse or discontinuance of use of the Lands, or any part thereof, for the Primary Purpose at any time before and after the periods referred to in Section 8 of this Agreement have expired.
10. The Municipality shall, within 60 days following a notice referred to in Sections 7(b), 8, or 9, as the case may be, remit the fair market value of Lands as of the date of the notice, which fair market value shall be determined by an independent appraisal report made in accordance with Section 11 of this Agreement, and which shall exclude the value of improvements on the Lands made by the Municipality.
11. The appraisal report referred to in Section 10 of this Agreement shall be prepared by an accredited appraiser eligible to practice in Alberta and who is appointed by the Minister.
12. No waiver shall be effective or binding unless such waiver is made in writing and expressed to be in respect of one or more particular breaches of the provisions of this Agreement; and the parties hereby acknowledge and agree that such waiver made from time to time will not in any way affect the rights of the parties respecting any other breach not described in the waiver.

DISCHARGE


13. In the event that the Minister does not exercise his rights under one or more of Sections 7, 9 and 11 of this Agreement in respect of the Lands, or part thereof, within one year from the date upon which the Municipality delivers notice to the Minister in accordance with Section 8 of this Agreement, the Municipality may submit a written notice to the Minister to cause this Agreement to be discharged from the Municipality's title, including any successors' titles, as the case may be.

14. For certainty, the parties hereby agree that Section 13 of this Agreement shall not affect the rights and obligations of the Municipality and the Minister under Sections 7, 8, 9 and 10 of this Agreement, and that Sections 7, 8, 9, and 10 of this Agreement shall continue to be in effect and operate notwithstanding the passage of the date referred to in Section 8(a) of this Agreement.

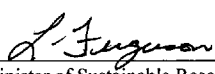
GENERAL PROVISIONS

15. The rights and obligations of the parties under this Agreement commence on the date first above written.
16. The provisions of this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective principals, and permitted successors and assigns.
17. The parties agree to execute such other documents and provide such further assurances as may be necessary to give full effect to this Agreement.
18. This Agreement represents the whole agreement between the parties hereto.
19. This Agreement may be amended by agreement between the Minister and the Municipality in writing from time to time.
20. Headings in this Agreement are inserted for ease of reference and are not intended to affect the interpretation of this Agreement in any way.
21. This Agreement may be executed in one or more counterparts, and when such counterparts are attached hereto they shall be read as being the original of this Agreement.
22. In the event a court of competent jurisdiction determines that one or more provisions of this Agreement are invalid or unenforceable at law, such provisions shall be deemed to be severed from this Agreement, and the remainder of this Agreement shall be read as though the severed provisions were not a part of it.
23. Any notices to be given pursuant to this Agreement shall be made in writing and delivered via registered mail, fax machine, or electronic mail attaching a Portable Document Format file or digital image file to
- a. in the case of the Municipality:
 - i. Box 509 Whitecourt, Alberta, T7S 1H6, or
 - ii. 780-778-2062, or
 - iii. peteryackulic@whitecourt.ca
 - b. in the case of the Minister:

SIGNED, SEALED, AND DELIVERED BY THE MUNICIPALITY this 7th day of July, 2009.


 (Municipality)

SIGNED, SEALED, AND DELIVERED BY THE MINISTER this 26 day of April, 2010.


 for the Minister of Sustainable Resource Development ✓

APPENDIX "A"

All those portions of the southwest quarter of section 19, township 59, range 11, west of the 5th meridian and of the southeast quarter of section 24, township 59, range 12, west of the 5th meridian required for Lot 1, Block 2 as shown on a plan of survey prepared by Jeff K. Boutilier, Alberta Land Surveyor, file no. 20800290SUB, and on file in the Department of Sustainable Resource Development as No. 6444 GEN.

Containing in the: SW1/4 19 – 4.79 hectares (11.84 acres), more or less
SE1/4 24 – 7.51 hectares (18.56 acres), more or less

The lands herein described containing a total of 12.30 hectares (30.40 acres), more or less.

Excepting thereout all mines and minerals and the right to work the same.

Appendix "B"
PLS 060040

Schedule of Primary Purposes

1. Council Chambers and meeting rooms for Town of Whitecourt
2. Tourist Information Services
3. Economic Development Offices for the Town of Whitecourt and Woodlands County
4. Museum and Archives for the Town of Whitecourt and Woodlands County
5. Display Park for Whitecourt Heritage Society buildings and artifacts
6. Recreation trails
7. Picnic Area
8. Campground
9. Utility systems and facilities



102396092

102396092 REGISTERED 2010 11 09

AGRE - AGREEMENT

DOC 1 OF 1 DRR#: D07833C ADR/MCAJINDO

LINC/S: 0029621588 +



LAND TITLE CERTIFICATE

S	LINC	SHORT LEGAL	TITLE NUMBER
	0034 560 392	1026202;2;1	102 396 957

LEGAL DESCRIPTION

PLAN 1026202

BLOCK 2

LOT 1

EXCEPTING THEREOUT ALL MINES AND MINERALS

AREA: 13.1 HECTARES (32.37 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE

ATS REFERENCE: 5;11;59;19;SW

ATS REFERENCE: 5;11;59;OT

ATS REFERENCE: 5;11;59;24;SE

MUNICIPALITY: TOWN OF WHITECOURT

REFERENCE NUMBER: 102 396 762

102 396 192

102 396 149

REGISTERED OWNER(S)

REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
--------------	------------	---------------	-------	---------------

102 396 957	09/11/2010	SUBDIVISION PLAN		
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OWNERS

THE TOWN OF WHITECOURT.

OF BOX 509

WHITECOURT

ALBERTA T7S 1N6

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

102 348 055	01/10/2010	CAVEAT RE : RIGHT OF WAY AGREEMENT CAVEATOR - ALTALINK MANAGEMENT LTD. 2611 - 3 AVE SE CALGARY
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(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
102 396 957

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
------------------------	--------------	-------------

		ALBERTA T2A7W7 " AFFECTS PART OF THIS TITLE "
102 366 589	18/10/2010	UTILITY RIGHT OF WAY GRANTEE - PACIFIC PETROLEUMS LTD. AS TO PORTION OR PLAN:500TR
102 396 092	09/11/2010	AGREEMENT PURSUANT TO SEC 21, PUBLIC LANDS ACT
102 396 973	09/11/2010	CAVEAT RE : PIPELINE AGREEMENT CAVEATOR - TRL GAS CO-OP LTD. BOX 1770 WHITECOURT ALBERTA T7S1P5

TOTAL INSTRUMENTS: 004

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 24 DAY OF APRIL,
2019 AT 03:24 P.M.

ORDER NUMBER: 37102910

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

From: Shelly Mifflin <shellymifflin@whitecourt.ca>
Sent: April-15-21 11:18 AM
To: Rhonda Hough <rhondahough@whitecourt.ca>
Subject: FIC- Visitor Information Centre

Good Morning Rhonda,

Following up with visitor information statistics for the Forest Interpretive Centre, although we don't record the nature of the calls or visitor counselling provided we do have the numbers of calls and visitors counselled between May and October of each year. The Visitor Information Centre is an Accredited Information Centre through Travel Alberta which requires attendance at the conference and leadership training to remain accredited and documentation on the number of visitor counselling both through calls and physical site visits between May and October of each year.

At the Visitor Information Centre we promote both Woodlands County and Whitecourt in regards to events by providing visitor counselling through on site interaction and through volumes of calls. We receive a number of calls and site visits throughout the year in regards to events, services, activities, and tourist sites being offered in the Whitecourt and Woodlands areas. We do not get many calls in regards to Hotels as the hotels do most their promotion internally however we do get a number of inquiries on what is available for bed and breakfast sites. Although I do not have official documentation of the specifics around inquiries I can note that the volume of calls and visitor counselling that is provided at the Centre are majority (over 75%) focussed around Woodlands County in the following areas:

- Woodlands County Map requests
- General information around County dump, regulations and operational hours
- Fire permits
- Things to do in the region – specifically a large volume are around events and attractions:
 - o Rodeo
 - o Hard Luck Canyon
 - o Blue Ridge Splash Park (when water is turned on, location, rules etc.)
 - o Hiking areas
 - o Snowmobiling Trail and Trail reports
 - o Meteorite Site Information
 - o Hunting and Fishing opportunities
 - o Camping locations and specific details
 - o Bed and Breakfast Options
 - o Fort Assiniboine Museum
 - o Klondkye Ferry
 - o Tubing and boating

- Hometown Heroes Airshow
- Whiteridge MX Park

The Visitor Information looks after two group camp ground bookings:

1. Woodlands County – Groat Creek Group Camping:
 - Annual booking schedule and fielding calls for rental (Rental open January 1 of each year)
 - Application Form (Rental Information, Visa, MasterCard)
 - Sign and campground key pick up and drop off

2. Trailblazers – Eagle River Staging Area Group Camp:
 - Annual booking schedule and fielding calls for rental (Rental open January 1 of each year)
 - Deposit and payment
 - Pick up and drop off location for key to campground
 - Firewood

The Visitor Information Centre also provides the service of marketing through the Alberta Tourism Information Service (ATIS) by uploading detailed information and dates on tourism attractions to be marketed on a regional level in partnership with Travel Alberta. The Town and Woodlands County submit information to me via email and I have a log in which I upload pictures and event and/or service details, specific to those tourism opportunities provided to me, on the ATIS platform. As soon as the posting is approved by Travel Alberta it is live and shared through their networks. There is also on site marketing and fan outs to promote the Whitecourt ad Woodlands County Region.

If you need any more information please feel free to contact me by email at shellymifflin@whitecourt.ca or by phone at 780.778.3433.

Sincerely,
Shelly Mifflin

**Forest Interpretative Centre
2019 Actual Cost Sharing Example
Excluding Council Chambers**

Total Cost Shared Expenditures	\$ 225,417
Less:	
Contributions to Reserve	- 18,963
Council Chambers Cost at 13.5% based on square footage of Building Expenditures	- 16,205
Facility Revenue at 40% of Total Revenues	- 6,955
Total FIC Cost Share	\$ 183,294

Revised County Cost Share - 50 % of Total FIC Cost Share	\$ 91,647
Total Billed	93,118
Example of the financial impact for removing the Council Chambers	- 1,471

Building Expenditures less Reserves	206,454
Less:	
Tourism Salaries and Benefits	-80164
Telephone - 90%	-5351
Miscellaneous	-901
Total Building Expenditures	120,038

Total Facility Revenues	\$ 17,388
Council Chambers 60%	10,433
Classroom and other 40%	6,955

Town of Whitecourt
 Forest Interpretative Centre Life Cycle Plan
 Budget 2020

Ref. No.	FIC	Life Cycle	2020 Replacement Value	Year of Replacement	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
1	Downspouts and eaves	24	8000	2021		8,000																		
2	Furnace1	25	5000	2022			5,000																	
3	Furnace2	25	5000	2022			5,000																	
4	Furnace 3	25	5000	2022			5,000																	
5	A/C 3	25	3500	2022			3,500																	
6	Exterior main door	25	12000	2022			12,000																	
7	Washroom fixture	25	5000	2022			5,000																	
8	Janitors fixtures	25	2000	2022			2,000																	
9	Sump pump	25	1000	2022			1,000																	
10	surveillance cameras	7	12000	2023				12,000							12,000							12,000		
11	Interior paint	5	6000	2023				6,000					6,000					6,000					6,000	
12	exterior paint	5	8000	2024					8,000					8,000					8,000					8,000
13	Furnace 4	30	5000	2027								5,000												5,000
14	Furnace 5	30	5000	2027								5,000												5,000
15	Furnace 6	30	5000	2027								5,000												5,000
16	Furnace 7	30	5000	2027								5,000												5,000
17	A/C 4	30	3500	2027								3,500												3,500
18	A/C 5	30	3500	2027								3,500												3,500
19	A/C 6	30	3500	2027								3,500												3,500
20	A/C 7	30	3500	2027								3,500												3,500
21	surveillance server	14	6000	2031											6,000									6,000
22	Exterior aux doors	35	12000	2032													12,000							12,000
23	bathroom exhaust fans	17	2000	2032													2,000							2,000
24	Tin Roof	35	200000	2033														200,000						200,000
25	Interior lighting	20	12000	2037																		12,000		12,000
26	Glazing	40	75000	2038																				75,000
27	Main floor flooring	20	40000	2038																				40,000
28	exterior timbers	20	35000	2038																				35,000
29	Interior millwork	20	22000	2038																				22,000
30	Exterior lighting	20	9000	2039																				9,000
31	Hot Water Tank	25	3000	2042																				3,000
32	Interior doors	45	7200	2042																				7,200
33	A/C 1	25	3500	2044																				3,500
34	A/C 2	25	3500	2045																				3,500
35	FIC- Heritage Playground	15	50000	2024					50,000															50,000
36	Miscellaneous Maintenance				0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Total FIC (less Council)				0	18,000	48,900	28,000	68,000	10,000	10,000	44,000	16,000	18,000	22,000	16,000	24,000	216,000	18,000	10,000	10,000	34,000	188,000	27,000

FIC - Council		Life Cycle	2020 Replacement Value	Year of Replacement	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
37	Chamber Plumbing fixtures	25	1500	2022			1,500																	
38	Council Chamber flooring	20	20000	2037																			20,000	
	Total FIC Council				0	0	1,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	0	0

FIC Administrative Overhead			
	Salaries and Benefits	Operating Overhead %	Total
Corporate Services	\$ 1,498,195	0.66%	\$ 9,888
Community Safety	\$ -	0.66%	-
Planning and Development	\$ 196,576	0.66%	1,297
Infrastructure	\$ 182,423	0.66%	1,204
Administrative Expenditures	\$ 3,220		\$ 3,220
Total Administrative Overhead			\$ 15,609

FIC Administration Overhead Fee

Positions	2021 Salary and Benefits	%	Allocated
Controller		0.66%	
Senior Finance Clerk		0.66%	
Tax Clerk		0.00%	
Utility Clerk		0.00%	
Reception		0.66%	
Payroll coordinator		0.66%	
Payroll Administration		0.66%	
A/P Clerk		0.66%	
Payroll Finance Clerk		0.66%	
A/R Clerk		0.66%	
Finance Clerk AJMC(2.5) & Town(2.5)		0.00%	
Director of Infrastructure		0.66%	
Engineering Tech		0.00%	
Engineering Intern		0.00%	
Director of Planning and Development		0.66%	
Planning Assitant		0.00%	
Director of Community Safety		0.00%	
CAO		0.66%	
Dir. Corp Services		0.66%	
Records Retention		0.66%	
Legislative Clerk 4		0.66%	
Admin Assist		0.66%	
Legislative Manager		0.66%	
<hr/>			
Total Administration	\$ 2,581,899		\$ 12,388 0.48%

Overhead - 2021 Budget

Revenue	12-01	(25,850)	
Administration	12-02	61,889	
Other General Government	12-03	35,000	
Finance	12-05	(25,765)	
Assessment	12-06	-	
Misc General Gov't	12-10	21,000	
Professional Services	19-01	199,804	
Fiscal Services	19-03	-	
Election	19-06	-	
Safety	24-05	29,301	
Employee Benefits	19-96	118,201	
		<u>413,580</u>	\$ 1,984
Common Services	12-08	\$ 396,509	
Town Office	12-09	99,885	
Town Office Reserve	12-99	-	
		<u>496394</u>	
Town Office approximately 10000 square feet		10000	
Each office is approximately 190 square feet			
Total Offices 21*190 3990 square feet		0.519	
Common Areas 1200 square feet			
Total average percentage for staff		0.2%	
			\$ 1,236
Total FIC allocation			<u>\$ 15,608</u>

2021 Operating Budget FIC - \$253,321
 2021 Operating Budget Summary - \$38,668,710

0.66%

2021 Summary**Function: 62 - Economic Development**

		2019	2020	2021
		Budget	Budget	Budget
Revenue				
Economic Development	1-62-01	272,000	342,850	212,342
Whitecourt Tourism	1-62-02	106,295	13,000	-
Forest Interpretive Centre	1-62-03	155,650	134,129	135,341
Housing	1-62-04	360,000	360,000	90,000
Capital	5-62-01	87,000	35,975	49,000
Total Revenue:		980,945	885,954	486,683
Expenditures				
Economic Development	2-62-01	507,285	545,989	453,872
Whitecourt Tourism	2-62-02	205,374	114,062	140,649
Forest Interpretive Centre	2-62-03	276,339	254,658	253,321
Housing	2-62-04	360,000	360,000	90,000
Capital	6-62-01	87,000	35,975	49,000
Total Expenditures:		1,435,997	1,310,684	986,842
Net Gain/Loss from Operations:		(455,052)	(424,730)	(500,159)

Note: Sub functions 62-01, 62-02, 62-04 and 6-62-01 are not included in the Cost Share.

2021 Summary

Function: 62 - Economic Development

Sub Function: 62-03 - Forest Interpretive Centre

	Account	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget
Revenue						
Recovered Costs	1-415	-	2,830	-	3,949	-
Rental	1-560	14,200	17,388	15,600	4,272	15,600
Transfer from Local Gov't	1-850	121,450	93,118	112,029	96,432	110,741
Transfer from Reserve	1-920	3,000	2,723	6,500	8,254	-
Transfer from Capital	1-940	17,000	10,500	-	-	9,000
Total Revenue:		155,650	126,560	134,129	112,907	135,341
Expenditures						
Salary	2-111	65,057	62,752	66,221	63,915	66,603
Overtime Salary	2-112	-	246	-	-	-
Wages	2-121	67,894	53,681	69,849	55,785	69,542
Overtime Wages	2-122	3,000	1,589	3,000	1,191	3,000
Employee Benefits	2-135	29,104	22,807	30,418	24,979	29,938
Travel / Training	2-210	-	49	-	35	-
Freight	2-215	-	95	-	-	-
Telephone	2-217	4,800	5,946	5,750	5,444	5,750
Purchased Bldg Maint	2-252	35,650	17,156	24,050	7,155	19,800
Purchased Equip Maint	2-253	-	-	-	360	-
Equipment Rental	2-263	2,400	-	-	1,286	-
Insurance	2-274	4,991	4,927	6,088	6,502	6,722
Stationery	2-511	3,500	411	3,500	565	3,500
Janitorial Supplies	2-513	1,000	1,464	1,000	1,009	1,000
Coffee Supplies	2-514	1,000	901	1,000	121	1,000
Materials & Supplies	2-519	15,800	12,887	4,800	9,530	8,800
Ground Requirements	2-532	3,500	1,755	3,500	2,547	3,000
Power	2-540	11,300	11,139	11,390	9,839	11,544
Gas	2-541	3,500	3,319	3,300	3,879	2,587
Water	2-542	500	704	450	372	450
Transfer to Capital	2-762	18,000	17,723	15,000	15,000	15,000
Transfer to Reserve	2-764	1,240	1,240	1,240	2,791	1,240
Equipment Charges	2-960	4,103	4,624	4,102	6,569	3,846
Total Expenditures:		276,339	225,417	254,658	218,876	253,321
Net Gain/Loss:		(120,689)	(98,857)	(120,529)	(105,968)	(117,980)