

**AGENDA  
CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
TUESDAY, MARCH 26, 2024**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, March 26, 2024, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

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<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
<b>3. MINUTES:</b>	
Previous: Regular Council Meeting Minutes, March 12, 2024.....	2
<b>4. DELEGATION(S)</b>	
<b>5. PUBLIC HEARING</b>	
<b>6. TENDER OPENING</b>	
1.Tender 2024-05 Pavement Crack Sealing .....	9
<b>7. NEW BUSINESS</b>	
<b>a. COUNCIL</b>	
1. Management Team Activity Report.....	10
2. Councillor Reports .....	17
3. Council Tradeshow Booth Schedule .....	18
4. Drought Conditions/Worsley Water Treatment Plant .....	21
5. Cherry Canyon Agricultural Society .....	22
<b>b. CORPORATE SERVICES</b>	
1. Accounts Payable.....	31
<b>c. COMMUNITY SERVICES</b>	
1. Municipal Emergency Management Plan .....	42
<b>d. PUBLIC WORKS</b>	
1. Clear Hills County Transfer Station Request to proceed to proposal..	80
2. Policy 3201 Road Construction.....	81
3. Tender Award 2024-05 Pavement Crack Sealing .....	87
<b>8. WRITTEN REPORTS:</b>	
1. Chief Administrative Officer's Report.....	88
2. Public Works Manager's Report.....	95
<b>9. COUNCIL INFORMATION (<i>Including Correspondence</i>).....</b>	<b>96</b>
<b>10. CALENDARS .....</b>	<b>103</b>
<b>11. CLOSED MEETING ITEMS</b>	
<b>12. ADJOURNMENT</b>	

**MINUTES OF CLEAR HILLS COUNTY  
REGULAR COUNCIL MEETING  
CLEAR HILLS COUNTY COUNCIL CHAMBERS  
TUESDAY, MARCH 12, 2024**

PRESENT	<table border="0"> <tr> <td>Amber Bean</td> <td>Reeve</td> </tr> <tr> <td>David Janzen</td> <td>Deputy Reeve</td> </tr> <tr> <td>Abe Giesbrecht</td> <td>Councillor</td> </tr> <tr> <td>Danae Walmsley</td> <td>Councillor</td> </tr> <tr> <td>Susan Hansen</td> <td>Councillor</td> </tr> <tr> <td>Jason Ruecker</td> <td>Councillor</td> </tr> <tr> <td>Nathan Stevenson</td> <td>Councillor</td> </tr> </table>	Amber Bean	Reeve	David Janzen	Deputy Reeve	Abe Giesbrecht	Councillor	Danae Walmsley	Councillor	Susan Hansen	Councillor	Jason Ruecker	Councillor	Nathan Stevenson	Councillor
Amber Bean	Reeve														
David Janzen	Deputy Reeve														
Abe Giesbrecht	Councillor														
Danae Walmsley	Councillor														
Susan Hansen	Councillor														
Jason Ruecker	Councillor														
Nathan Stevenson	Councillor														
ATTENDING	<table border="0"> <tr> <td>Allan Rowe</td> <td>Chief Administrative Officer (CAO)</td> </tr> <tr> <td>Bonnie Morgan</td> <td>Executive Assistant (EA)</td> </tr> </table>	Allan Rowe	Chief Administrative Officer (CAO)	Bonnie Morgan	Executive Assistant (EA)										
Allan Rowe	Chief Administrative Officer (CAO)														
Bonnie Morgan	Executive Assistant (EA)														
ABSENT															
CALL TO ORDER	Councillor Bean called the meeting to order at 9:30 a.m.														
<u>ACCEPTANCE OF AGENDA</u> <b>C123-24(3-12-24)</b>	<b>RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the March 12, 2024 Regular Council Meeting with the additions of 7.d.7 Worsley Water Well Computer System &amp; Scada Software, 11.1. Legal Closed item, as presented. CARRIED.</b>														
<u>APPROVAL OF MINUTES</u> Previous Council Meeting Minutes															
<b>C124-24(3-12-24)</b>	<b>RESOLUTION by Councillor Hansen to adopt the minutes of the March 4, 2024, Policy &amp; Priority Meeting, as presented. CARRIED.</b>														
<b>C125-24(3-12-24)</b>	<b>RESOLUTION by Councillor Walmsley to adopt the minutes of the February 27, 2024, Regular Council Meeting, as amended. CARRIED.</b>														
Management Team Activity Report	Management activity report was reviewed.														
<b>C126-24(3-12-24)</b>	<b>RESOLUTION by Councillor Giesbrecht that the management activity reports for February 27, 2024, be accepted, as presented. CARRIED.</b>														
<u>NEW BUSINESS: COUNCIL</u>															
Councillor Reports	Council submits the meetings attended in the previous month and a report, if applicable.														
<b>C127-24(3-12-24)</b>	<b>RESOLUTION by Deputy Reeve Janzen to bring back information regarding Mutual Aid on the Chinchaga Forestry Road to a future meeting. CARRIED.</b>														

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REGULAR COUNCIL MEETING  
TUESDAY, MARCH 12, 2024

Reeve Bean recessed the meeting at 10:27 a.m.  
Reeve Bean reconvened the meeting at 10:33 a.m.

Councillor Stevenson entered the meeting at 10:35 a.m.

**C128-24(3-12-24)**      **RESOLUTION by Reeve Bean to include the civic rural address to all tax notices starting in 2025. CARRIED.**

**C129-24(3-12-24)**      **RESOLUTION by Councillor Giesbrecht to accept the Councillor Reports for information, as presented. CARRIED.**

Seniors Showcase  
Video

Mike Evans with Honey Films has provided Council with a quote for the seniors showcase video.

**C130-24(3-12-24)**      **RESOLUTION by Reeve Bean to approve hiring Mike Evans with Honey Films to proceed with the showcasing seniors' video and include a budget of up to \$4,000.00 for the video production, funds to be allocated from the Rate Stabilization Reserve. CARRIED.**

Reeve Bean recessed the meeting at 11:09 a.m.  
Reeve Bean reconvened the meeting at 11:16 a.m.

DELEGATIONS

Agricultural Service  
Board

The Agricultural Service Board will be in attendance to present Council with the 2023 report.

Reeve Bean recessed the meeting at 12:09 p.m.  
Reeve Bean reconvened the meeting at 12:50 p.m.

Tender Award  
2024-01 Mower

Council is presented with the analysis of Tender 2024-01 New Rotary Mower.

**C131-24(3-12-24)**      **RESOLUTION by Councillor Giesbrecht to award Tender 2024-01 New Rotary Mower to Flaman Sales and Rentals for \$27,400.00 This price includes a trade-in allowance of \$29,500.00 for Unit 19 2021 Schulte Mower, funds to be allocated from the Common Services Vehicles and Equipment Reserve. CARRIED.**

**C132-24(3-12-24)**      **RESOLUTION by Councillor Hansen to approve the report from the Agricultural Service Board and receive the delegation for information, as presented. CARRIED.**

Tender Award  
2024-02 Two New  
Sidearm/Swingarm  
Hitches

Council is presented the analysis of Tender 2024-02 Two New Sidearm/Swingarm Hitches.

Councillor Ruecker entered the meeting at 12:52 p.m.

**C133-24(3-12-24)**

**RESOLUTION by Deputy Reeve Janzen to award Tender 2024-02 Two New Sidearm/Swingarm Hitches to Flaman Sales and Rentals for the cash price amount of \$32,830.76 per sidearm/swingarm with no trade. The total cash price for the two sidearm/swingarm's is \$65,661.52, funds to be allocated from Common Services Vehicles and Equipment Reserve. CARRIED.**

Tender Award  
2024-03 Tractor

Council is presented with the analysis of Tender 2024-03 Tractor.

Taking into account that the 2015 Case IH Puma 165 MFD tractor s/n ZEEP01623 will remain in operation until the new tractor is delivered, administration has negotiated the following agreement with Fosters Agri World:

Upon delivery between May 1 and May 31, 2025, of the new tractor, if the current value of the trade-in tractor is lower than anticipated due to unforeseen circumstances, Clear Hills County will opt out of the trade-in arrangement. Instead, we will proceed to purchase the new tractor at the amount without trade price of \$245,000.00 and arrange for the disposal of the 2015 Case IH Puma 165 MFD tractor s/n ZEEP01623 through alternative means.

**C134-24(3-12-24)**

**RESOLUTION by Councillor Hansen to award Tender 2024-03 Tractor to Fosters Agri-World for \$155,000.00. This price includes a trade-in allowance of \$90,000.00 for Unit 66 Case IH L765, contingent upon its value remaining unchanged at time of delivery as per the agreement, funds to be allocated from Common Services Vehicles and Equipment Reserve. CARRIED.**

Tender Award  
2024-04 Lay Flat  
Hose

Council is presented with the analysis of Tender 2024-04 for 2700 feet of 4" Lay Flat Hose.

**C135-24(3-12-24)**

**RESOLUTION by Councillor Walmsley to award Tender 2024-04 2700 feet of 4" Lay Flat Hose to Greggs Distributors Ltd. for the amount of \$11,448.00 not including GST funds to be allocated from the Agricultural Services Reserve. CARRIED.**

CORPORATE  
SERVICES

Accounts Payable  
February 28, 2024,  
to March 12, 2024

A list of expenditures for Clear Hills County for the period of February 28, 2024 to March 12, 2024 is provided for Council's review.

**C136-24(3-12-24)**

**RESOLUTION by Councillor Ruecker that Council receives for information the Accounts Payable report for Clear Hills County for the period of February 28, 2024, to March 12, 2024, for a total of \$148,300.50. CARRIED.**

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COMMUNITY

Bylaw No. 282-24  
Fire Ban

Council is presented with Bylaw No. 282-24 Fire Ban for third and Final reading.

**C137-24(3-12-24)**

**RESOLUTION by Reeve Bean that a third reading be given to Bylaw No. 282-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban at Councils discretion. CARRIED.**

Running Lake,  
Sulphur Lake,  
and Stoney Lake  
Costs from 2021-2024

Council has requested a Cost Analysis for Running Lake, Sulphur Lake, and Stoney Lake from 2021 to 2024.

**C138-24(3-12-24)**

**RESOLUTION by Deputy Reeve Janzen to accept the Cost analysis for Running, Sulphur and Stoney Lakes for information. CARRIED.**

Proceed to Tender  
Fire Fighter Turnout  
Gear for Worsley  
Volunteer Fire  
Department

Council is presented with information regarding proceeding to Tender for Fire Fighter Turnout Gear for Worsley Volunteer Fire Department.

**C139-24(3-12-24)**

**RESOLUTION by Councillor Giesbrecht to proceed to Tender for Fire Fighter Turnout Gear for the Worsley Volunteer Fire Department. CARRIED.**

Proceed to Tender  
Fire Fighter Turnout  
Gear for Hines Creek  
Volunteer Fire  
Department

Council is presented with information regarding proceeding to Tender for Fire Fighter Turnout Gear for Hines Creek Volunteer Fire Department.

**C140-24(3-12-24)**

**RESOLUTION by Councillor Hansen to proceed to Tender for Fire Fighter Turnout Gear for the Hines Creek Volunteer Fire Department. CARRIED.**

PUBLIC WORKS

Tender 2024 Grading  
Projects

Council is presented with the analysis and recommendation from WSP Canada Inc. for Tender 2024 Grading Projects Contract No. CA0003927-8338, that was opened on Tuesday, February 13, 2024, at 2:00 p.m.

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REGULAR COUNCIL MEETING  
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**C141-24(3-12-24)** **RESOLUTION by Reeve Bean to reject all tenders for tender 2024 Grading Projects (Access Road Construction) Contract No. CA0003927-8338 due to budgetary reasons. CARRIED.**

**C142-24(3-12-24)** **RESOLUTION by Councillor Ruecker to bring back Policy 3201 Road Construction to a future meeting. CARRIED.**

2024 Worsley Water Well Engineering

Council is presented with a quote from Hydrogeological Consultants Ltd.'s (HCL) for the engineering of the drilling, testing, and licensing of the 2024 Worsley Water Well at the Worsley Water Treatment Plant.

**C143-24(3-12-24)** **RESOLUTION by Deputy Reeve Janzen to approve the quote and proceed with Hydrogeological Consultants Ltd. for the engineering of the drilling, testing, and licensing of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$55,984.71, funds to be allocated from the Water Reserve. CARRIED.**

2024 Worsley Water Well Drilling and Installation

Council is presented with a quote from Saville Drilling Services Ltd.'s for the drilling and installation of 2024 Worsley Water Well at the Worsley Water Treatment Plant.

**C144-24(3-12-24)** **RESOLUTION by Councillor Stevenson to approve the quote and proceed with Darel Saville for the drilling and installation of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$272,885.00, funds to be allocated from the Water Reserve. CARRIED.**

Worsley Water Treatment Plant Scada Upgrade-Addition 7.d.7

Council is presented with a quote from Main-Way Electrical & Instrumentation Ltd. for the required Worsley Water Treatment Plant replacement computer and Scada licensing upgrade.

**C145-24(3-12-24)** **RESOLUTION by Councillor Walmsley to approve the quote and proceed with Main-Way Electrical & Instrumentation Ltd. for the required Worsley Water Treatment Plant replacement computer and Scada licensing upgrade for the proposed cost of \$41,865.18, funds to be allocated from the Water Reserve. CARRIED.**

Temporary Water Diversion License

Council is presented with information regarding the requirements to obtain a water diversion license from the Peace River.

**C146-24(3-12-24)** **RESOLUTION by Reeve Bean to accept for information the discussion regarding the requirements to obtain a water diversion license from the Peace River, as presented. CARRIED.**

Transfer Station

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Operating Costs Council is presented with information regarding the operating cost of the Clear Hills County Transfer Stations.

**C147-24(3-12-24) RESOLUTION by Councillor Stevenson to receive the information regarding the operating cost of the Clear Hills County Transfer Stations for information, as presented. CARRIED.**

Disposal of Assets-  
unit 65 New  
Holland Tractor &  
Worsley Water  
Treatment Plant  
Air Compressor

Council is presented with information regarding disposing of unit 65 New Holland tractor and the Worsley Water Treatment Plant air compressor at a future local auction.

**C148-24(3-12-24) RESOLUTION by Councillor Giesbrecht to proceed with the disposal of unit 65 New Holland tractor and the Worsley Water Treatment Plant air compressor at a future local auction, as presented. CARRIED.**

WRITTEN REPORTS

Chief Administrative  
Officer's Report

Chief Administrative Officer's report.

Deputy Reeve Janzen left the meeting at 1:59 p.m.

**C149-24(3-12-24) RESOLUTION by Councillor Hansen to approve the purchase of upgraded lights for Fire Response Unit 1807 for the amount of \$12,582.00, funds to be allocated from the Fire Reserve. CARRIED**

**C150-24(3-12-24) RESOLUTION by Councillor Stevenson to approve WSP Canada Inc.'s engineering estimate of \$87,834.00 for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832, with the funds to be allocated from the Road Construction Reserve. CARRIED.**

Deputy Reeve Janzen entered the meeting the meeting at 2:03 p.m.

**C151-24(3-12-24) RESOLUTION by Reeve Bean to approve WSP Canada Inc.'s engineering estimate of \$86,404.00 for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840, with the funds to be allocated from the Road Construction Reserve. CARRIED.**

**C152-24(3-12-24) RESOLUTION by Deputy Reeve Janzen to receive the Chief Administrative Officer's report for information, as presented. CARRIED.**

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REGULAR COUNCIL MEETING  
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Public Works  
Manager's Report

Public Works Manager's Report

**C153-24(3-12-24)**

**RESOLUTION by Councillor Stevenson to receive the Public Works Manager's report for information, as presented. CARRIED.**

COUNCIL  
INFORMATION

Council is presented with correspondence, for information.

**C154-24(3-12-24)**

**RESOLUTION by Councillor Ruecker to receive the Council correspondence for information, as presented. CARRIED.**

CALENDARS

Council is presented with a calendar of upcoming meetings. This will aid administration in maintaining records and serve as a reminder for upcoming meetings for both the Council and administration.

**C155-24(3-12-24)**

**RESOLUTION by Councillor Giesbrecht to accept for information March, April and May 2024 calendar updates of Councillor meetings for information, as presented.**

Date	Meeting	Attendee
March 15	CPAA	Bean
April 24	MD Peace/MD FV Joint	All
May 1	Woman in The North	
May 14	CC-Rec	Stevenson
April 26-27	NPHF – ST planning	Walmsley
		<b>CARRIED.</b>

CONFIDENTIAL  
ITEM(S)

Legal/Land Item

Councillor Ruecker requested a discussion in a closed meeting regarding a legal item. One land item was discussed.

**C156-24(3-12-24)**

**RESOLUTION by Deputy Reeve Janzen that Council close the meeting to the public as per Section 27, of FOIP at 2:32 p.m. CARRIED.**

**C157-24(3-12-24)**

**RESOLUTION by Councillor Ruecker that Council close the meeting to the public as per Section 27, of FOIP at 2:58 p.m. CARRIED.**

**C158-24(3-12-24)**

**RESOLUTION by Deputy Reeve Janzen to proceed with the land purchase for the proposed Cleardale subdivision/firehall as discussed. CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the March 12, 2024 Regular Council Meeting at 3:00 p.m.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
DATE

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



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Tender Opening- Tender 2024-05 Pavement Crack Sealing</b>
File:	32-15-02

DESCRIPTION:

Council is presented with tenders to open for Tender 2024-05 Pavement Crack Sealing.

Tender 2024-05 Pavement Crack Sealing closed on Monday, March 25, 2024, at 4:00 p.m.

BACKGROUND:

**C85-24(2-13-24) RESOLUTION by Councillor Giesbrecht to proceed to tender for pavement crack sealing. CARRIED.**

BUDGET:

\$145,000.00 - General operating budget - hard surface maintenance

RECOMMENDED ACTION:

**RESOLUTION by ... to open tenders at 9:35 a.m. for Tender 2024-05 Pavement Crack Sealing, analyze results and bring back a recommendation.**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**

# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Management Team Activity Report</b>
File:	11-02-02

DESCRIPTION:

Management activity report for March 12, 2024.

ATTACHMENTS:

- o Management Activity Report
- o Policy & Priority Activity Report

RECOMMENDED ACTION:

**RESOLUTION** by .... that the management activity report for March 12, 2024, be accepted, as presented.

Initials show support - Reviewed by:      **Manager:**      **CAO:** 



**Management Team**

**Activity Report for March 12, 2024**

LEGEND:

Budget Items:  Completed Items:  Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services  
**CC**=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		<b>September 12, 2023</b>		
C486-23	09-12-23	RESOLUTION by Councillor Walmsley to approve the purchase of the Bridge File 71273 replacement culvert, funds are to be allocated from the Bridge Reserve. <b>CARRIED.</b>	PW	Tender Closes April 5
		<b>October 16, 2023</b>		
P556-23	10/16/23	RESOLUTION by Councillor Giesbrecht to recommend Council draft a Request for Proposal for a Project Manager to oversee all aspects of the construction of a new Fire Hall in Cleardale, Alberta, with the exception of the dirt work to be hired off of the annual Clear Hills County Equipment Registry. and bring back further information to a future Council Meeting. <b>CARRIED.</b>	CC	In works –
		<b>November 28, 2023</b>		
C645-23	11/28/23	RESOLUTION by Reeve Bean to draft a letter for the Peace Libraries within Clear Hills County requisition boundaries, regarding legislative requirements and funding opportunities. <b>CARRIED.</b>	EA	Reeve Bean
		<b>January 23, 2024</b>		
C63-24	01/23/24	RESOLUTION by Councillor Stevenson to bring back an update on an emergency preparedness plan (wildfire) to a future meeting. <b>CARRIED.</b>	CC	Future Meeting
		<b>February 13, 2024</b>		
C85-24	02/13/24	RESOLUTION by Councillor Giesbrecht to proceed to tender for pavement crack sealing. <b>CARRIED.</b>	PW	Open March 26
		<b>February 27, 2024</b>		
C93-24	02/27/24	RESOLUTION by Deputy Reeve Janzen to receive the delegation from the Fairview Curling Club for information, as presented, and bring back the funding request to a future Regular Council Meeting. <b>CARRIED.</b>	EA	Future Meeting
C104-24	02/27/24	RESOLUTION by Councillor Ruecker to hire A.S. Roach for two free training sessions on the Sprinkler Protection Unit (SPU) for the Worsley	CC	April 2-3 April 4-5



## Management Team

### Activity Report for March 12, 2024

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Fire Department, Hines Creek Fire Department, Public Works, and other external Counties and Municipalities. The specific date for these sessions will be confirmed at a later time. <b>CARRIED.</b>		
		<b>March 12, 2024</b>		
C127-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to bring back information regarding Mutual Aid on the Chinchaga Forestry Road to a future meeting. <b>CARRIED.</b>	CC	
C128-24	03/12/24	RESOLUTION by Reeve Bean to include the civic rural address to all tax notices starting in 2025. <b>CARRIED.</b>	CS	
C130-24	03/12/24	RESOLUTION by Reeve Bean to approve hiring Mike Evans with Honey Films to proceed with the showcasing seniors' video and include a budget of up to \$4,000.00 for the video production, funds to be allocated from the Rate Stabilization Reserve. <b>CARRIED.</b>	EA	
C131-24	03/12/24	RESOLUTION by Councillor Giesbrecht to award Tender 2024-01 New Rotary Mower to Flaman Sales and Rentals for \$27,400.00 This price includes a trade-in allowance of \$29,500.00 for Unit 19 2021 Schulte Mower, funds to be allocated from the Common Services Vehicles and Equipment Reserve. <b>CARRIED.</b>	AG	
C133-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to award Tender 2024-02 Two New Sidearm/Swingarm Hitches to Flaman Sales and Rentals for the cash price amount of \$32,830.76 per sidearm/swingarm with no trade. The total cash price for the two sidearm/swingarm's is \$65,661.52, funds to be allocated from Common Services Vehicles and Equipment Reserve. <b>CARRIED.</b>	AG	
C134-24	03/12/24	RESOLUTION by Councillor Hansen to award Tender 2024-03 Tractor to Fosters Agri-World for \$155,000.00. This price includes a trade-in allowance of \$90,000.00 for Unit 66 Case IH L765, contingent upon its value remaining unchanged at	AG	



## Management Team

### Activity Report for March 12, 2024

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		time of delivery as per the agreement, funds to be allocated from Common Services Vehicles and Equipment Reserve.CARRIED.		
C135-24	03/12/24	RESOLUTION by Councillor Walmsley to award Tender 2024-04 2700 feet of 4" Lay Flat Hose to Greggs Distributors Ltd. for the amount of \$11,448.00 not including GST funds to be allocated from the Agricultural Services Reserve.CARRIED.	AG	
C137-24	03/12/24	RESOLUTION by Reeve Bean that a third reading be given to Bylaw No. 282-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban at Councils discretion. CARRIED.	CC	
C139-24	03/12/24	RESOLUTION by Councillor Giesbrecht to proceed to Tender for Fire Fighter Turnout Gear for the Worsley Volunteer Fire Department. CARRIED.	CC	
C140-24	03/12/24	RESOLUTION by Councillor Hansen to proceed to Tender for Fire Fighter Turnout Gear for the Hines Creek Volunteer Fire Department. CARRIED.	CC	
C141-24	03/12/24	RESOLUTION by Reeve Bean to reject all tenders for tender 2024 Grading Projects (Access Road Construction) Contract No. CA0003927-8338 due to budgetary reasons. CARRIED.	PW	
C142-24	03/12/24	RESOLUTION by Councillor Ruecker to bring back Policy 3201 Road Construction to a future meeting. CARRIED.	PW	March 26
C143-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to approve the quote and proceed with Hydrogeological Consultants Ltd. for the engineering of the drilling, testing, and licensing of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$55,984.71, funds to be allocated from the Water Reserve. CARRIED.	PW	
C144-24	03/12/24	RESOLUTION by Councillor Stevenson to approve the quote and proceed with Darel Saville for the drilling and installation of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$272,885.00, funds to be allocated from the Water Reserve. CARRIED.	PW	



## Management Team

### Activity Report for March 12, 2024

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C148-24	03/12/24	RESOLUTION by Councillor Giesbrecht to proceed with the disposal of unit 65 New Holland tractor and the Worsley Water Treatment Plant air compressor at a future local auction, as presented. CARRIED.	AG	
C158-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to proceed with the land purchase for the proposed Cleardale subdivision/firehall as discussed. CARRIED.		
		<b>November 17, 2021</b>		
C114-22	03/08/22	RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.	CDM	2022✓ 2023✓ 2024✓ 2025
		<b>May 16, 2023</b>		
C252-23	05/16/23	RESOLUTION by Reeve Bean to table the request from the Municipal District of Fairview requesting a 1/3 cost share for the unfunded portion of the overlay of the Fairview Airport runway until the next Regular Council Meeting. CARRIED.	CS	Update 022824 Rejected all Tenders due to overbudget
		<b>November 28, 2023</b>		
C654-23	11/28/23	RESOLUTION by Reeve Bean to approve a general grant of \$7,000.00 to the Fairview & Area Senior Check-In Line Society and include the funds in the 2024 Operating Budget. CARRIED.	CS	
C657-23	11/28/23	RESOLUTION by Deputy Reeve Janzen to include \$3,000.00 to the Clear Creek Fire Committee operating budget for emergency type promotional items and accept the November 21, 2023, meeting minutes for information. CARRIED.	CS	
C646-23	11/28/23	RESOLUTION by Reeve Bean to approve the 10-	EA	Letter sent



**Management Team**

**Activity Report for March 12, 2024**

LEGEND:

Budget Items:  Completed Items:  Items in Waiting:

Department = **EA**-Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services  
**CC**=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
	3	year plan for Clear Hills County to come into compliance with Municipal Governments mandated 5:1 ratio for property tax rates. <b>December 12, 2023</b>		
C696-23	12/12/23	RESOLUTION by Councillor Ruecker to approve a 25% tax rebate incentive applicable to the Commercial Assessment Code (CN) for the Municipal portion of Clear Hills County and The Village of Hines Creek's property taxes in 2024. CARRIED.	CS	
		<b>February 13, 2024</b>		
C69-24	02/13/24	RESOLUTION by Councillor Walmsley to receive the delegation from the David Thompson Bible Camp for information and approve a General Grant for the new kitchen/dining facility in the amount of \$50,000.00 with the funds to be allocated from the rate stabilization reserve. CARRIED.	CS	
		<b>March 21, 2024</b>		
C149-24	03/12/24	RESOLUTION by Councillor Hansen to approve the purchase of upgraded lights for Fire Response Unit 1807 for the amount of \$12,582.00, funds to be allocated from the Fire Reserve. CARRIED	CC	
C150-24	03/12/24	RESOLUTION by Councillor Stevenson to approve WSP Canada Inc.'s engineering estimate of \$87,834.00 for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832, with the funds to be allocated from the Road Construction Reserve. CARRIED.	PW	
C151-24	03/12/24	RESOLUTION by Reeve Bean to approve WSP Canada Inc.'s engineering estimate of \$86,404.00 for the construction of approximately 1000 meters of a new local road on Range Road 124 North of Township 840, with the funds to be allocated from the Road Construction Reserve. CARRIED.	PW	
<b>ITEMS IN WAITING</b>				
C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem	CSM	January 14, 2030



## Management Team

### Activity Report for March 12, 2024

LEGEND:

Budget Items:  Completed Items:  Items in Waiting:

Department = **EA**-Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services  
**CC**=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner. <b>CARRIED.</b>		
		<b>February 18, 2021</b>		
C171-23	03/28/23	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2019 and 2020 monthly reconciliation reports, 2014 and 2015 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2016.		
		<b>February 2024</b>		
C647-23	11/28/23	RESOLUTION by Councillor Giesbrecht to notify Mackenzie Municipal Services Agency (MMSA) in writing that Clear Hills County will be ending its contracted services with them as of December 31, 2024. <b>CARRIED.</b>	EA	Letter Sent
P666-23	(12-05-23)	RESOLUTION by Councillor Ruecker to recommend Council change the contracted grader life cycle to 12 years and adopt a clause in the grader contracts that offers an up to 3 year life cycle extension to be granted by Council motion when in a consecutive term. <b>CARRIED.</b>	PW	Spring 2025
C83-24	02/13/24	RESOLUTION by Deputy Reeve Janzen to proceed with the disposal of unit 48 2014 Chev crew cab and the 2008 16' Rainbow trailer at a future local auction. <b>CARRIED.</b>	PW	



# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>COUNCIL REPORTS ON MEETINGS</b>
File:	11-02-02

DESCRIPTION:

Council submits the meetings attended in the previous month and a report, if applicable.

BACKGROUND / PROPOSAL:

Council members attend meetings they have been appointed to.

ATTACHMENTS:

RECOMMENDED ACTION:

**RESOLUTION** by.... receive the written and or verbal Councillor reports for information, as presented.

Initials show support - Reviewed by:

Manager:

CAO:



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>TRADESHOW-COUNCIL</b>
File:	11-02-02

### DESCRIPTION:

Council will be hosting the Clear Hills Council booth at the upcoming 27th Annual Agricultural Tradeshow, set to take place on April 13, 2024.

### BACKGROUND:

Each year, Council's booth serves as a welcoming point for participants and visitors. Council members are asked to commit to specific time slots at the booth. These slots include the 10:00 am Opening Ceremonies, usually conducted by the Reeve or Deputy Reeve, followed by six one-hour time slots from 10:00 am to 4:00 pm.

Councillor will be responsible for handing out the complimentary tradeshow bags to visitors.

### ATTACHMENTS:

- Schedule
- ASB Schedule (no conflicting time with Council members on ASB)

### RECOMMENDED ACTION:

**RESOLUTION** by \_\_\_\_\_ That Council approve the Clear Hills County Council booth schedule for the 27<sup>th</sup> Annual Agricultural Tradeshow.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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# Council Trade Show Schedule 2024

<b>Time Schedule</b>	<b>Councillor</b>
<i>Opening Ceremonies 10:00am In Fitness Centre</i>	1.
<i>Council Booth 10:00am – 11:00am</i>	1. 2.
11:00am – 12:00pm	1. 2.
12:00pm – 1:00pm	1. 2.
1:00pm – 2:00pm	1. 2.
2:00pm – 3:00pm	1. 2.
3:00pm – 4:00pm	1. 2.
Janzen not available between 10-11 a.m. Ruecker not available between 12-1 p.m.	

## **Agricultural Service Board Booth Schedule**

**Saturday, April 13, 2024**

<b>Time</b>	<b>Member</b>	<b>Member</b>
10:00 a.m. - 11:00 a.m.	Janzen	Jensen
11:00 a.m. – 12:00 p.m.	Watchorn	Candy
12:00 p.m. – 1:00 p.m.	Jason Ruecker	Candy
1:00 p.m. – 2:00 p.m.	Lemoine	Candy
2:00 p.m. – 3:00 p.m.	Lemoine	Baldur Ruecker
3:00 p.m. – 4:00 p.m.	Lemoine	Baldur Ruecker

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Water Restriction for Potable Usage</b>
File:	41-02-02

DESCRIPTION:

Council is requested to have a discussion regarding a potential water usage restriction of both the Worsley and Cleardale Potable Water Truck Fills.

BACKGROUND:

Due to the current drought conditions, the water well levels at the Worsley Water Treatment Plant are continuing to have a significant draw down at times. Council may be required to enforce restrictions on non-domestic usage at the Worsley and Cleardale potable water truck fills until water level conditions improve.

RECOMMENDED ACTION:

**RESOLUTION by...**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Nathan Stevenson, Councillor
Title:	Cherry Canyon Agricultural Society
File:	11-02-02

**DESCRIPTION:**

Councillor Stevenson requested the request from Cherry Canyon Agricultural Society be added to the meeting for discussion.

**ATTACHMENT:**

Cherry Canyon Agricultural Society Request  
Grant History

**RESOLUTION by.....**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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Cherry Canyon Ag Society  
Fire Protection Committee  
Box 60  
Bear Canyon, AB  
T0H0B0

March 11, 2024

Clear Hills County  
Box 240  
Worsley, AB  
T0H 3W0

RE: Funding for new tires for fire trailer

Attached is a quote for flotation tires for our fire trailer. The trailer is in need of new tires before the fire season. Last year we were forever grateful to have the trailer and it was used lots. However, we were in remote locations and pulling the trailer with bulldozers and tractors. Floater tires would have been a huge asset. It *will* make the trailer much safer and more versatile and more efficient.

Although we hope that the trailer remains parked this fire season we want to be prepared in case we have a repeat of last summer. Thank you for your assistance in keeping our County safe for all.

Regards,



Trudy Roy  
Per Cherry Canyon Ag Society  
Fire Protection Committee



BOX 498, GRIMSHAW, ALBERTA T0H 1W0

PHONES: (780) 332-4471  
 TOLL FREE: 1-800-568-2477  
 FAX: (780) 332-4977  
 RETAIL - WHOLESALE

**Quotation Q16801 (Copy)**

S JOHNCH  
 O Chad Johnson 1080283 ALBERTA LTD.  
 L Box 11  
 D

CONTACT:

DATE: 24 Jan 08

T Cherry Point AB  
 O TOH 0T0  
 O TEL: 882-7567 FAX:

PAGE: 1

YEAR	MAKE	MODEL	ENGINE				
PLATE NO	VIN	ODOMETER	UNIT NO.	WRITTEN BY			
		0					
TIME IN	PROMISED	TERMS	DRIVERS LIC NO.	P.O.	TAG		
2:16 PM		Net 30 days					
QTY	ITEM/DESCRIPTION	SIZE	TAX	RETAIL	%	NET	EXT PRICE
8	T4007102030000 CERT REGISTRATION	600/50R 22.5	C	1250.00	0	1250.00	10000.00
8	620225 C WHEEL UNIMOUNT RIMS GST Registration# R102861093	225X20	G	675.00	0	675.00	5400.00

**TERMS AND CONDITIONS**

NET 30 DAYS. INTEREST CHARGED AT 2% PER MONTH  
 (24% PER ANNUM) ON ALL OVERDUE ACCOUNTS.

IMPORTANT: YOUR WHEEL NUTS HAVE BEEN TORQUED TO FACTORY SPECIFICATIONS.

The Customer is responsible for checking the wheel nuts after 50 miles and then on a regular basis.

I HEREBY AUTHORIZE THE ABOVE WORK TO BE DONE TOGETHER WITH NECESSARY MATERIALS

THANK YOU

SIGNATURE \*

PARTS:	15400.00
LABOUR:	N/C
OTHER:	N/C
SUB-TOTAL:	15400.00
GST:	970.00
PST:	N/C
TOTAL:	16170.00



<b>Capital Grants, General Grants (non-cost share) &amp; Beyond Border Grants</b>						
<b>2004 to September 7, 2023</b>						
<b>Organization</b>	<b>Project</b>	<b>Type of Grant</b>	<b>Approved</b>	<b>Amount</b>	<b>Total by Organization</b>	
All Saints Anglican Church	New foundation	Capital	2010	\$ 17,000.00		
All Saints Anglican Church	Repairs and landscaping for church	Capital	2013	\$ 5,000.00		
						<b>\$ 22,000.00</b>
All Saints Ukranian Catholic Parish	Demolition of old church for public safety reasons	Capital	2017	\$ 6,500.00		
All Saints Ukranian Catholic Parish	lawn mower	General	2017	\$ 4,700.00		
						<b>\$ 11,200.00</b>
Burnt River Recreation Association	Playground Equipment	Capital	2007	\$ 3,900.00		
Burnt River Recreation Association	Lawn Mower	Capital	2006	\$ 10,750.00		
Burnt River Recreation Association	Utility Trailer	Capital	2007	\$ 4,400.00		
Burnt River Recreation Association	Covered Pole Shed at Burnt Lee Park	Capital	2014	\$ 6,250.00		
Burnt River Recreation Association	Subdivide Burnt Lee Park from SW22-83-1-W6M	General	2017	\$ 6,500.00		
						<b>\$ 31,800.00</b>
Carter Camp Recreational Society	Carter Camp crossing realignment Phase 2	General	2021	\$ 87,190.00		
Carter Camp Recreational Society	Carter Camp crossing realignment Phase 1	General	2021	\$ 10,000.00		
Carters Camp Recreational Society	Campground Upgrades	Capital	2006	\$ 7,500.00		
						<b>\$ 104,690</b>
Cherry Canyon Agricultural Society	Facility Improvement Project	Capital	2007	\$ 14,965.00		
Cherry Canyon Agricultural Society	Fire tank	General	2010	\$ 10,000.00		
Cherry Canyon Agricultural Society	Oles Lake Playground Enhancement project	Capital	2011	\$ 17,600.00		
Cherry Canyon Agricultural Society	Additional Fire fighting equipment	General	2013	\$ 26,300.00		
Cherry Canyon Agricultural Society	Renovations to Cherry Canyon Hall	Capital	2016	\$ 25,000.00		
Cherry Canyon Agricultural Society	Fitness Centre Equipment	Capital	2016	\$ 12,479.50		
Cherry Canyon Agricultural Society	lawn mower	General	2019	\$ 4,500.00		
Cherry Canyon Agricultural Society	Playground	Capital	2020	\$ 22,000.00		
Cherry Canyon Agricultural Society	two Ball diamond dugouts	Capital	2020	\$ 5,000.00		
Cherry Canyon Agricultural Society	Hall Renovations (replacing windows, sidewalks and re-roofing half the building)	Capital	2021	\$ 20,000.00		
Cherry Canyon Agricultural Society	water repair & cement pad Roof Repair	Capital	2010/2012	\$ 11,000.00		
						<b>\$ 168,845</b>

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants**

2004 to September 7, 2023

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Cherry Point Promotion Association	Cherry Point Hall	Capital	2005	\$ 7,500.00	
Cherry Point Promotion Association	Hall repairs & Improvements	Capital	2011	\$ 5,000.00	
Cherry Point Promotion Association	Renovations and repairs to the Hall	Capital	2013	\$ 2,500.00	
					\$ 15,000
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	Outdoor Arena & Motor Cross Track	Capital	2009	\$ 25,000.00	
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	Improvements to Multi-Plex grounds	Capital	2012	\$ 15,500.00	
Clear Hills Agricultural Multi-Plex Society (CHAMPS)	Equipment to groom and maintain grounds, chutes for arena and a light plant/generator	Capital	2015	\$ 25,000.00	
					\$ 65,500
Cleardale Agricultural Society	2 Zero Turn lawn mowers	General	2013	\$ 31,920.00	
Cleardale Agricultural Society	Outdoor Skating Rink Upgrades	Capital	2016	\$ 12,000.00	
Cleardale Agricultural Society	Cemetery Sign Project	General	2018	\$ 2,000.00	
Cleardale Agricultural Society	Cleardale OHV Park Bandstand Project	Capital	2020	\$ 10,000.00	
Cleardale Agricultural Society	Move and set up replacement Salt & Pepper Club	Capital	2010	\$ 10,000.00	
Cleardale Agricultural Society	OHV Park	Capital	2005	\$ 50,000.00	
Cleardale Agricultural Society	Community Facilities Upgrades	Capital	2008	\$ 22,500.00	
Cleardale Agricultural Society	Equipment purchases and golf course upgrades	General	2015	\$ 125,000.00	
Cleardale Agricultural Society	Power & water at OHV park	General	2016	\$ 40,160.00	
					\$ 303,580
Cleardale Community Enhancement Society	Paving parking lot at Seniors Housing	General	2017	\$ 150,000.00	
					\$ 150,000
David Thompson Bible Camp	Bathroom Building Improvements	Capital	2008	\$ 21,000.00	
					\$ 21,000
David Thompson Hall Society	Furnace	Capital	2006	\$ 5,000.00	
David Thompson Hall Society	Cement pad for Park Shelter	Capital	2010	\$ 4,500.00	
David Thompson Hall Society	New entrance steps and wheel chair ramp	Capital	2013	\$ 5,000.00	
David Thompson Hall Society	Fire Escape improvements	Capital	2014	\$ 11,500.00	
David Thompson Hall Society	Furnace replacements	Capital	2017	\$ 17,000.00	
David Thompson Hall Society	Geotechnical services	General	2023	\$ 3,500.00	
					\$ 46,500

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants  
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
End of Steel Heritage Museum Society	Re-doing the inside of the Lubeck Hall Building	Capital	2011	\$ 23,400.00	
End of Steel Heritage Museum Society	Taxidermy Building	Capital	2004	\$ 40,000.00	
End of Steel Heritage Museum Society	Museum Kitchen Renovations	Capital	2008	\$ 25,000.00	
End of Steel Heritage Museum Society	Blacksmith Shop	Capital	2009	\$ 25,000.00	
End of Steel Heritage Museum Society	Armed Forces Building Roof	Capital	2014	\$ 4,779.58	
End of Steel Heritage Museum Society	Construction of pole shed and purchase of a new lawn mower	Capital	2016	\$ 10,000.00	
End of Steel Heritage Museum Society	R&M of exterior log buildings & purchase of two tent shelters	Capital	2018	\$ 4,800.00	
End of Steel Heritage Museum Society	Upgrades to playground, floor in market shed & finishing Ukrainian Heritage house	Capital	2019	\$ 14,050.00	
End of Steel Heritage Museum Society	Lavatory trailer	General	2020	\$ 120,000.00	
End of Steel Heritage Museum Society	Museum & Park - various improvements (scope change 2021 dance floor to trappers cabin)	Capital	2020	\$ 11,009.00	
End of Steel Heritage Museum Society	General repairs	General	2023	\$ 27,000.00	
					<b>\$ 305,039</b>
Eureka River Agricultural Society	Playground	General	2023	\$ 60,000.00	
					<b>\$ 60,000</b>
Fairview Aquatic Centre	phase 2 basin resurfacing	Beyond Borders	2017	\$ 7,500.00	
					<b>\$ 7,500</b>
Fairview Curling Club	curling stones replacement	Beyond Borders	2017	\$ 2,500.00	
					<b>\$ 2,500</b>
Fairview Day Care & Playschool Society	Construction of Day Care Facility	Beyond Borders	2016	\$ 150,000.00	
					<b>\$ 150,000</b>
Fairview Lions Club	Cummings Lake Music Fest	Beyond Borders	2019	\$ 2,500.00	
					<b>\$ 2,500</b>
George Lake Aquatic Recreation Association	Campground Upgrade	Capital	2004	\$ 12,000.00	
George Lake Aquatic Recreation Association	Washroom/Shower Facility	Capital	2008	\$ 25,000.00	
George Lake Aquatic Recreation Association	Installation of power to the camping stalls.	Capital	2012	\$ 12,272.00	
George Lake Aquatic Recreation Association	Playground	Capital	2015	\$ 25,000.00	
George Lake Aquatic Recreation Association	Upgrading existing power grid	Capital	2017	\$ 20,000.00	
George Lake Aquatic Recreation Association	Tractor & Campground upgrades	General	2019	\$ 36,000.00	
					<b>\$ 130,272</b>

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants**

2004 to September 7, 2023

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Hines Creek & District Figure Skating Club	Jumping Harness	Capital	2008	\$ 2,750.00	
					\$ 2,750
Hines Creek Composite School Parent Assoc.	Playground pea gravel and retaining timbers	Capital	2011	\$ 9,000.00	
Hines Creek Composite School Parent Assoc.	Playground Equipment Replacement & Outside Seating area	Capital	2010	\$ 25,000.00	
Hines Creek Composite School Parent Assoc.	Phys Ed & Music Equipment	Capital	2008	\$ 1,308.72	
Hines Creek Composite School Parent Assoc.	Replacement score clock & shot clock	Capital	2015	\$ 6,250.00	
					\$ 41,559
Hines Creek Curling Club	new ceiling, lighting & ice scraper	Capital	2009	\$ 21,225.00	
					\$ 21,225.00
Hines Creek Golf & Country Association	Purchase 313.6 acres Rec Lease 910012	General	2014	\$ 131,500.00	
Hines Creek Golf & Country Association	Irrigation System Completion Project	General	2020	\$ 67,693.89	
Hines Creek Golf & Country Association	automate part of irrigation system	Capital	2010/2012	\$ 25,000.00	
Hines Creek Golf & Country Association	Workshop	Capital	2006	\$ 15,000.00	
Hines Creek Golf & Country Association	New Fairways	Capital	2007	\$ 13,085.00	
Hines Creek Golf & Country Association	Equipment replacement for a tractor and mowers	Capital	2010	\$ 25,000.00	
Hines Creek Golf & Country Association	Complete clubhouse	Capital	2015	\$ 25,000.00	
					\$ 302,278.89
Hinterland Cemetery Company	Lawn mower, fence & storage	General	2019	\$ 15,000.00	
					\$ 15,000.00
Immaculate Heart of Mary Parish Cemetery	lawn mower	Capital	2017	\$ 3,150.00	
					\$ 3,150.00
Many Island Recreational Development Society	upto 8 seasonal lots & road	Capital	2019	\$ 32,000.00	
Many Island Recreational Development Society	Boat Launch improvements	General	2019	\$ 10,000.00	
Many Island Recreational Development Society	Playground Equipment upgrade/replacement and solar lights	Capital	2010	\$ 25,000.00	
Many Island Recreational Development Society	Campground Upgrades	Capital	2004	\$ 25,000.00	
Many Island Recreational Development Society	Upgrade the outhouses, bring the sani-dump into compliance install solar lights in the campground.	Capital	2012	\$ 10,700.00	
Many Island Recreational Development Society	Generator	General	2015	\$ 6,000.00	
Many Island Recreational Development Society	Loop road and 10 seasonal lots	Capital	2021	\$ 10,000.00	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants  
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Many Island Recreational Development Society	Playground	General	2023	\$ 40,000.00	
					\$ 158,700.00
Menno Simons Community School Parents Association	Menno Simons Community School Playground Improvement project	Capital	2011	\$ 24,830.00	
					\$ 24,830.00
Montagneuse Valley Cemetery Committee	Chainlink Fence Cemetery #1	Capital	2009	\$ 5,667.00	
Montagneuse Valley Cemetery Committee	Chainlink Fence Cemetery #2	Capital	2009	\$ 6,167.00	
Montagneuse Valley Cemetery Committee	Survey to map existing and future plots	General	2022	\$ 4,000.00	
					\$ 15,834.00
Peace Valley Snow Riders	Hines Creek Trail	General	2018	\$ 20,000.00	
					\$ 20,000.00
Senior Check-In Line	2018 Operating grant	General	2018	\$ 8,500.00	
Senior Check-In Line	2019 Operating grant	General	2019	\$ 8,500.00	
Senior Check-In Line	2020 Operating Grant	General	2020	\$ 8,500.00	
Senior Check-In Line	2021 Operating Grant	General	2021	\$ 6,000.00	
Senior Check-In Line	2022 Operating Grant	General	2022	\$ 6,500.00	
Senior Check-In Line	2023 Operating Grant	General	2023	\$ 6,000.00	
					\$ 44,000.00
SHARE Radio Broadcasting Association	Additional transmitter and receiver site in Cleardale	Capital	2010	\$ 5,000.00	
					\$ 5,000.00
Svittanok Ukrainian Dance Company	Ukranian Heritage Preservation building at the End of Steel Museum	Capital	2013	\$ 20,000.00	
					\$ 20,000.00
Village of Hines Creek	HC Playground	Capital	2005	\$ 18,920.00	
Village of Hines Creek	Arena Upgrade Project	Capital	2006	\$ 25,000.00	
Village of Hines Creek	Hines Creek Fitness Centre	Capital	2006	\$ 5,000.00	
					\$ 48,920.00
Whitelaw Ag Society	Hall entry & parking repairs	Beyond Borders	2019	\$ 10,000.00	
					\$ 10,000.00
Worsley Agricultural Society	Arena Renovations	Capital	2006	\$ 50,000.00	
Worsley Agricultural Society	Improvements to the Worsley Arena	Capital	2012	\$ 25,000.00	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants  
2004 to September 7, 2023**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
Worsley Agricultural Society	Worsley Arena upgrades & repairs	General	2015	\$ 100,000.00	
Worsley Agricultural Society	Arena Roof & other repairs	General	2019	\$ 60,000.00	
Worsley Agricultural Society	Bike & Skate Park	Capital	2012	\$ 25,000.00	
					<b>\$ 260,000.00</b>
Worsley Central School Parent Council	Renovations to kitchen to a three (3) basin sink	Capital	2010	\$ 2,500.00	
Worsley Central School Parent Council	Basketball court pavement	Capital	2015	\$ 16,000.00	
					<b>\$ 18,500.00</b>
Worsley Chamber of Commerce	Town Center Beautification	Capital	2004	\$ 10,000.00	
					<b>\$ 10,000.00</b>
Worsley Clear Hills Ski Club	Chair Lift Project	Capital	2007	\$ 250,000.00	
Worsley Clear Hills Ski Club	Magic Carpet Conveyor Lift	Capital	2020	\$ 50,000.00	
					<b>\$ 300,000.00</b>
Worsley Early Childhood Education Foundation	Preschool Playground	Capital	2016	\$ 10,000.00	
Worsley Early Childhood Education Foundation	storage shed	Capital	2017	\$ 3,517.50	
					<b>\$ 13,517.50</b>
Worsley Historical & Cultural Association	Farr House Restoration	Capital	2004	\$ 12,500.00	
Worsley Historical & Cultural Association	Workshop	Capital	2005	\$ 12,500.00	
Worsley Historical & Cultural Association	Moving the Basnett store from Eureka River to the Museum's Heritage Farm Site.	Capital	2012	\$ 25,000.00	
Worsley Historical & Cultural Association	United Church building at Worsley Museum site	Capital	2017	\$ 25,000.00	
Worsley Historical & Cultural Association	Museum site improvements & upgrades	Capital	2019	\$ 25,000.00	
					<b>\$ 100,000.00</b>
Worsley Pioneer Club	Handibus Purchase	General	2019	\$ 94,975.00	
					<b>\$ 94,975.00</b>
Worsley Volunteer Fire Fighters' Society	Fitness Equipment	Capital	2007	\$ 13,650.00	
Worsley Volunteer Fire Fighters' Society	New Playground Equipment	Capital	2012	\$ 25,000.00	
					<b>\$ 38,650.00</b>
	Total:			\$ 3,166,814.19	<b>\$ 3,166,814.19</b>

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>Finance – Accounts Payable</b>
File:	12-03-02

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of March 13, 2024 to March 26, 2024 is provided for Council's review.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

**RESOLUTION** by... that Council receives for information the Accounts Payable report for Clear Hills County for the period of March 13, 2024 to March 26, 2024 for a total of \$781,048.54, with funds to be transferred from Long Term Investments.

**RESOLUTION** by... that Council approves the transfer of \$743,108.44 from Long Term Investments for the first quarter Alberta School Foundation Fund Requisition payment.

Initials show support - Reviewed by:	Manager: 	CAO: 
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Ranges: From: To: From: To:  
 Cheque Number First Last Cheque Date 3/13/24 3/26/24  
 Vendor ID First Last Chequebook ID First Last  
 Vendor Name First Last

Sorted By: Cheque Number

\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
028913	1359773	1359773 AB LTD	3/26/24	ATB	PMCHQ00001258	\$929.25
028914	4IMPRINT	4 IMPRINT, INC.	3/26/24	ATB	PMCHQ00001258	\$1,933.27
028915	756446	756446 ALBERTA LTD.	3/26/24	ATB	PMCHQ00001258	\$19,250.39
028916	AGSMECHANICAL	AGS MECHANICAL CONTRACTORS LTD	3/26/24	ATB	PMCHQ00001258	\$32,354.13
028917	BARBED	BARBED VENTURES	3/26/24	ATB	PMCHQ00001258	\$4,685.51
028918	BEAR04	BEAR POINT LIBRARY	3/26/24	ATB	PMCHQ00001258	\$4,500.00
028919	BELL	BELL CANADA	3/26/24	ATB	PMCHQ00001258	\$737.52
028920	BLUEJAY	BLUE JAY TRANSPORT	3/26/24	ATB	PMCHQ00001258	\$9,472.55
028921	BOSCHWICK01	BOSCHWICK CONTRACTING	3/26/24	ATB	PMCHQ00001258	\$31,511.08
028922	BROWNLEE01	BROWNLEE LLP	3/26/24	ATB	PMCHQ00001258	\$1,000.76
028923	CHERRYCAN01	CHERRY CANYON AGRICULTURAL SOC	3/26/24	ATB	PMCHQ00001258	\$40.00
028924	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	3/26/24	ATB	PMCHQ00001258	\$10,340.62
028925	CLEARDALEAG01	CLEARDALE AGRICULTURAL SOCIETY	3/26/24	ATB	PMCHQ00001258	\$165.00
028926	CLEARDALETRANS	CLEARDALE TRANSPORT 2021	3/26/24	ATB	PMCHQ00001258	\$11,271.01
028927	CLEARTECH01	CLEARTECH INDUSTRIES INC.	3/26/24	ATB	PMCHQ00001258	\$3,868.35
028928	COXGERALD01	GERALD COX	3/26/24	ATB	PMCHQ00001258	\$6,535.00
028929	DCA01	DCA PRINTING	3/26/24	ATB	PMCHQ00001258	\$732.38
028930	DEP01	DEP VENTURES	3/26/24	ATB	PMCHQ00001258	\$17,783.06
028931	DHL01	LOOMIS EXPRESS	3/26/24	ATB	PMCHQ00001258	\$352.26
028932	DIAMOND01	CENTRALSQUARE CANADA SOFTWARE	3/26/24	ATB	PMCHQ00001258	\$1,867.64
028933	EUREKA01	EUREKA RIVER AG SOCIETY	3/26/24	ATB	PMCHQ00001258	\$175.00
028934	FAIRLIB	FAIRVIEW PUBLIC LIBRARY	3/26/24	ATB	PMCHQ00001258	\$500.00
028935	FEHR17	MARK FEHR	3/26/24	ATB	PMCHQ00001258	\$50.00
028936	FEHR14	FEHR TIRECRAFT LTD.	3/26/24	ATB	PMCHQ00001258	\$162.75
028937	GIESBRECHTV	GIESBRECHT VENTURES	3/26/24	ATB	PMCHQ00001258	\$12,304.35
028938	GNB	GREAT NORTHERN BRIDGEWORKS LTD	3/26/24	ATB	PMCHQ00001258	\$8,531.25
028939	GOVERNMENT02	GOVERNMENT OF ALBERTA	3/26/24	ATB	PMCHQ00001258	\$259,874.00
028940	GREATWEST	GREAT WEST MEDIA, LP	3/26/24	ATB	PMCHQ00001258	\$1,393.26
028941	GRIMSHAW02	GRIMSHAW GRAVEL SALES	3/26/24	ATB	PMCHQ00001258	\$39,376.17
028942	GRIMSHAW01	GRIMSHAW TRUCKING	3/26/24	ATB	PMCHQ00001258	\$224.05
028943	HKPTRUCK01	H.K.P. TRUCKING	3/26/24	ATB	PMCHQ00001258	\$15,864.73
028944	HCGENERAL01	HINES CREEK GENERAL STORE	3/26/24	ATB	PMCHQ00001258	\$132.20
028945	HCGOLF01	HINES CREEK GOLF & COUNTRY CLU	3/26/24	ATB	PMCHQ00001258	\$136.00
028946	HCMUNICIPAL01	HINES CREEK MUNICIPAL LIBRARY	3/26/24	ATB	PMCHQ00001258	\$4,500.00
028948	JRPAINE01	J.R. PAINE & ASSOCIATES LTD.	3/26/24	ATB	PMCHQ00001258	\$535.50
028949	JLD	JLD ENTERPRISE	3/26/24	ATB	PMCHQ00001258	\$23,951.87
028950	KAMPHUIS03	CHRIS KAMPHUIS	3/26/24	ATB	PMCHQ00001258	\$400.00
028951	LANG01	LANG LOCKS & SECURITY SOLUTION	3/26/24	ATB	PMCHQ00001258	\$337.05
028952	LAPRAIWORKS01	LAPRAIRIE WORKS	3/26/24	ATB	PMCHQ00001258	\$19,440.23
028953	LITTLED	LITTLE DENISE FOODS LTD.	3/26/24	ATB	PMCHQ00001258	\$600.22
028954	LONG01	LONG & MCQUADE MUSICAL INSTRUM	3/26/24	ATB	PMCHQ00001258	\$1,783.94
028955	MENNO02	MENNO SIMONS COMMUNITY LIBRARY	3/26/24	ATB	PMCHQ00001258	\$4,565.00
028956	MONTAGNEUSE4	MONTAGNEUSE 4-H MULTI CLUB	3/26/24	ATB	PMCHQ00001258	\$1,100.00
028957	NPGAS01	NORTH PEACE GAS CO-OP LTD.	3/26/24	ATB	PMCHQ00001258	\$3,109.10
028958	OPENROAD	OPEN ROAD TRANSPORT	3/26/24	ATB	PMCHQ00001258	\$17,194.13
028959	OUTBACK	OUTBACK TRANSPORT	3/26/24	ATB	PMCHQ00001258	\$7,555.76
028960	QUINTEL01	QUINTEL COMMUNICATIONS LTD.	3/26/24	ATB	PMCHQ00001258	\$2,078.88
028961	R&R01	R&R ROAD LTD.	3/26/24	ATB	PMCHQ00001258	\$1,102.50
028962	RELIANCE	RELIANCE ASSESSMENT	3/26/24	ATB	PMCHQ00001258	\$6,835.50
028963	REYNOLDS01	REYNOLDS' PLUMBING & HEATING	3/26/24	ATB	PMCHQ00001258	\$1,486.94
028964	ROADATA	ROADATA SERVICES LTD	3/26/24	ATB	PMCHQ00001258	\$638.40
028965	ROAMING	ROAMING TRANSPORT	3/26/24	ATB	PMCHQ00001258	\$65,000.20
028966	RUCO01	RUCO ENTERPRISES LTD.	3/26/24	ATB	PMCHQ00001258	\$16,722.55
028967	RUSSELLB	WANDA & BRIAN RUSSELL	3/26/24	ATB	PMCHQ00001258	\$1,050.00



\* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
028968	SHEWCHUK01	SHEWCHUK, GERALD	3/26/24	ATB	PMCHQ00001258	\$19,623.36
028969	SKYLITE	SKYLITE FARMS	3/26/24	ATB	PMCHQ00001258	\$16,280.88
028970	THISTLES01	THISTLES TRUCK SERVICE	3/26/24	ATB	PMCHQ00001258	\$21,113.14
028971	TURNERS01	TURNER'S TRUCK SERVICE LTD.	3/26/24	ATB	PMCHQ00001258	\$1,894.63
028972	WOODLAND02	WOODLAND HOME BUILDING CENTRE	3/26/24	ATB	PMCHQ00001258	\$862.09
028973	WLIBRARY01	WORSLEY PUBLIC LIBRARY	3/26/24	ATB	PMCHQ00001258	\$4,500.00
028974	WORSLEY04	WORSLEY CENTRAL SCHOOL	3/26/24	ATB	PMCHQ00001258	\$1,000.00
028975	WHISPERING01	WORSLEY CLEAR HILLS SKI CLUB	3/26/24	ATB	PMCHQ00001258	\$2,517.55
028976	WSP01	WSP CANADA INC.	3/26/24	ATB	PMCHQ00001258	\$20,573.70
028977	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	3/26/24	ATB	PMCHQ00001258	\$13,321.88
028978	HONEY	HONEY FILMS	3/26/24	ATB	PMCHQ00001259	\$1,320.00
Total Cheques: 65						Total Amount of Cheques: \$781,048.54

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	3/13/24	3/26/24		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
1359773 AB LTD	028913	3/26/24	\$929.25
Invoice Description      Invoice Number      Invoice Amount			
-----			
Remove & Install Air Comp-WWTP	2403201		\$262.50
Worsley Sidewalks Snow Removal	2403292		\$666.75
-----			
4 IMPRINT	028914	3/26/24	\$1,933.27
Invoice Description      Invoice Number      Invoice Amount			
-----			
Promo Items	12219287		\$1,933.27
-----			
756446 ALBERTA LTD.	028915	3/26/24	\$19,250.39
Invoice Description      Invoice Number      Invoice Amount			
-----			
Annual Gravel Haul	MAR7-10/24		\$9,430.00
Annual Gravel Haul	MAR11-14/24		\$9,820.39
-----			
AGS MECHANICAL CONTRACTORS LTD	028916	3/26/24	\$32,354.13
Invoice Description      Invoice Number      Invoice Amount			
-----			
WWTP Compressor & Pump	12512-SW		\$32,354.13
-----			
BARBED VENTURES	028917	3/26/24	\$4,685.51
Invoice Description      Invoice Number      Invoice Amount			
-----			
Annual Gravel Haul	MAR13-14/24		\$4,685.51
-----			
BEAR POINT LIBRARY	028918	3/26/24	\$4,500.00
Invoice Description      Invoice Number      Invoice Amount			
-----			
2024 Library Grant Funding	031524		\$4,500.00
-----			
BELL CANADA	028919	3/26/24	\$737.52
Invoice Description      Invoice Number      Invoice Amount			
-----			
March Service Agreement #644	X0149829582403		\$737.52
-----			
BLUE JAY TRANSPORT	028920	3/26/24	\$9,472.55
Invoice Description      Invoice Number      Invoice Amount			
-----			
Annual Gravel Haul	MAR11-14/24		\$9,472.55
-----			
BOSCHWICK CONTRACTING	028921	3/26/24	\$31,511.08
Invoice Description      Invoice Number      Invoice Amount			
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Clear Hills County  
 CHEQUE DISTRIBUTION REPORT  
 Payables Management

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Worsley GB01/Gravel Haul	663		\$16,830.47
Bear Canyon GB09/Gravel Haul	664		\$14,680.61
<hr/>			
BROWNLEE LLP	028922	3/26/24	\$1,000.76
Invoice Description	Invoice Number	Invoice Amount	
O&G Tax Collections	563306	\$1,000.76	
<hr/>			
CHERRY CANYON AG. SOCIETY	028923	3/26/24	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Trade Show Family Fun Pack	364	\$40.00	
<hr/>			
CLEAR HILLS WASTE MANAGEMENT	028924	3/26/24	\$10,340.62
Invoice Description	Invoice Number	Invoice Amount	
Transfer Stations Contract	201	\$10,340.62	
<hr/>			
CLEARDALE AGRICULTURAL SOCIETY	028925	3/26/24	\$165.00
Invoice Description	Invoice Number	Invoice Amount	
Trade Show Family Fun Pack	10168	\$40.00	
Menno Kitchen Rent - App Banq	10174	\$125.00	
<hr/>			
CLEARDALE TRANSPORT 2021	028926	3/26/24	\$11,271.01
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR11-14/24	\$11,271.01	
<hr/>			
CLEARTECH INDUSTRIES INC.	028927	3/26/24	\$3,868.35
Invoice Description	Invoice Number	Invoice Amount	
Chemical & Freight	INV1105054	\$3,868.35	
<hr/>			
COX, GERALD	028928	3/26/24	\$6,535.00
Invoice Description	Invoice Number	Invoice Amount	
WTP Operator Contract	789726	\$5,775.00	
Haul Water to BCWP	789725	\$760.00	
<hr/>			
DCA PRINTING	028929	3/26/24	\$732.38
Invoice Description	Invoice Number	Invoice Amount	
Campground Brochures	22285	\$732.38	
<hr/>			
DEP VENTURES	028930	3/26/24	\$17,783.06
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-9/24	\$7,587.22	
Annual Gravel Haul	MAR11-14/24	\$10,195.84	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
DHL	028931	3/26/24	\$352.26
Invoice Description      Invoice Number      Invoice Amount			
Water Sample Shipping		10801319	\$352.26
DIAMOND SOFTWARE SOLUTIONS INC	028932	3/26/24	\$1,867.64
Invoice Description      Invoice Number      Invoice Amount			
E-Send Annual Maintenance		404846	\$1,867.64
EUREKA RIVER AG SOCIETY	028933	3/26/24	\$175.00
Invoice Description      Invoice Number      Invoice Amount			
ASB Seminar Hall Rental		030724	\$175.00
FAIRVIEW PUBLIC LIBRARY	028934	3/26/24	\$500.00
Invoice Description      Invoice Number      Invoice Amount			
2024 Library Funding Grant		031524	\$500.00
FEHR MARK	028935	3/26/24	\$50.00
Invoice Description      Invoice Number      Invoice Amount			
Rental Deposit Refund		81455-030524	\$50.00
FEHR TIRECRAFT LTD.	028936	3/26/24	\$162.75
Invoice Description      Invoice Number      Invoice Amount			
R&M Unit 65-59		59750	\$36.75
R&M Unit 65-56		60207	\$126.00
GIESBRECHT VENTURES	028937	3/26/24	\$12,304.35
Invoice Description      Invoice Number      Invoice Amount			
Annual Gravel Haul		MAR7-8/24	\$4,857.73
Annual Gravel Haul		MAR12-14/24	\$7,446.62
GNB	028938	3/26/24	\$8,531.25
Invoice Description      Invoice Number      Invoice Amount			
Portable Bridge Rent Agmt #723		550089	\$8,531.25
GOVERNMENT OF ALBERTA	028939	3/26/24	\$259,874.00
Invoice Description      Invoice Number      Invoice Amount			
2024 Police Funding Model		1800029081	\$259,874.00
GREAT WEST MEDIA	028940	3/26/24	\$1,393.26
Invoice Description      Invoice Number      Invoice Amount			
Newsletter Printing		GWM12427	\$1,393.26

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
GRIMSHAW GRAVEL SALES	028941	3/26/24	\$39,376.17
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	7521-030824	\$1,779.96	
Annual Gravel Haul	MAR8-10/24	\$5,938.96	
Annual Gravel Haul	7541-030924	\$1,673.57	
Annual Gravel Haul	MAR9-10/24	\$4,120.23	
Annual Gravel Haul	7547-031024	\$2,742.03	
Annual Gravel Haul	MAR8-9/24	\$3,446.38	
Annual Gravel Haul	7539-031124	\$2,472.08	
Annual Gravel Haul	MAR11-13/24	\$7,229.97	
Annual Gravel Haul	7548-031124	\$2,748.50	
Annual Gravel Haul	MAR11-13-24	\$7,224.49	
GRIMSHAW TRUCKING	028942	3/26/24	\$224.05
Invoice Description	Invoice Number	Invoice Amount	
Unit 1802 Lights Shipping	E2406099	\$224.05	
H.K.P. TRUCKING	028943	3/26/24	\$15,864.73
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-9/24	\$6,778.06	
Annual Gravel Haul	MAR11-14/24	\$9,086.67	
HINES CREEK GENERAL STORE	028944	3/26/24	\$132.20
Invoice Description	Invoice Number	Invoice Amount	
Ag Meeting Supplies	10110044763	\$12.28	
Ag Meeting Snacks	10110044762	\$119.92	
HINES CREEK GOLF	028945	3/26/24	\$136.00
Invoice Description	Invoice Number	Invoice Amount	
Trade Show Family Fun Pack	0101-24	\$136.00	
HINES CREEK MUNICIPAL LIBRARY	028946	3/26/24	\$4,500.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Library Funding Grant	031524	\$4,500.00	
J.R. PAINE & ASSOCIATES LTD.	028948	3/26/24	\$535.50
Invoice Description	Invoice Number	Invoice Amount	
Sieve Analysis S-009 & S-015	PR 4399	\$357.00	
Sieve Analysis S-024	PR 4400	\$178.50	
JLD ENTERPRISE	028949	3/26/24	\$23,951.87
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-9/24	\$8,129.49	
Annual Gravel Haul	MAR13-14/24	\$4,697.98	
Annual Gravel Haul	MAR11-14/24	\$11,124.40	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
KAMPHUIS CHRIS	028950	3/26/24	\$400.00
Invoice Description	Invoice Number	Invoice Amount	
ASB Tour Bus Driver	030624	\$400.00	
LANG LOCKS & SECURITY SOLUTION	028951	3/26/24	\$337.05
Invoice Description	Invoice Number	Invoice Amount	
Transfer Station Locks	GP507760	\$337.05	
LAPRAIRIE WORKS	028952	3/26/24	\$19,440.23
Invoice Description	Invoice Number	Invoice Amount	
February Pavement Maintenance	4490-0011 FEB2	\$19,440.23	
LITTLE DENISE FOODS LTD.	028953	3/26/24	\$600.22
Invoice Description	Invoice Number	Invoice Amount	
PRAAAF Meeting Meal	3042024	\$600.22	
LONG & MCQUADE MUSICAL INSTRUM	028954	3/26/24	\$1,783.94
Invoice Description	Invoice Number	Invoice Amount	
PA System for App Banquet	R20182418	\$1,783.94	
MENNO SIMONS COMMUNITY LIBRARY	028955	3/26/24	\$4,565.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Library Funding Grant	031522	\$4,500.00	
Community Calendar Ad	2024-CC011	\$65.00	
MONTAGNEUSE 4-H MULTI CLUB	028956	3/26/24	\$1,100.00
Invoice Description	Invoice Number	Invoice Amount	
ASB Predator Prev Seminar Food	083967	\$500.00	
4-H Sale Annual Sponsorship	031324	\$600.00	
NORTH PEACE GAS COOP LTD.	028957	3/26/24	\$3,109.10
Invoice Description	Invoice Number	Invoice Amount	
Cldl Reg Water Pumphouse Heat	911048	\$921.47	
CWP Heat	910563	\$445.67	
BCWP Heat	911370	\$921.74	
WWTP Heat	910138	\$820.22	
OPEN ROAD TRANSPORT	028958	3/26/24	\$17,194.13
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR8-9/24	\$5,612.00	
Annual Gravel Haul	MAR11-14/24	\$11,582.13	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
OUTBACK TRANSPORT	028959	3/26/24	\$7,555.76
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR12-14/24	\$7,555.76	
QUINTEL COMMUNICATIONS	028960	3/26/24	\$2,078.88
Invoice Description	Invoice Number	Invoice Amount	
New Phone for Public Works	686081	\$805.35	
Public Works Phone/Case/Etc.	686082	\$1,273.53	
R&R ROAD LTD.	028961	3/26/24	\$1,102.50
Invoice Description	Invoice Number	Invoice Amount	
SL/SC GB16	4890	\$1,102.50	
RELIANCE ASSESSMENT CONSULTANT	028962	3/26/24	\$6,835.50
Invoice Description	Invoice Number	Invoice Amount	
March Assessment Services	111-030624	\$6,835.50	
REYNOLDS' PLUMBING & HEATING	028963	3/26/24	\$1,486.94
Invoice Description	Invoice Number	Invoice Amount	
Fix Frozen Water Line - 61-06	19237-1	\$1,486.94	
ROADATA SERVICES LTD	028964	3/26/24	\$638.40
Invoice Description	Invoice Number	Invoice Amount	
Permitting Services - February	00083327	\$638.40	
ROAMING TRANSPORT	028965	3/26/24	\$65,000.20
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR8-10/24	\$9,520.19	
Annual Gravel Haul	MAR7-10/24	\$9,943.12	
Annual Gravel Haul	MAR9-10/24	\$5,903.53	
Worsley Hamlet Snow Removal	0502	\$3,005.10	
Hines Creek GB14/Gravel Haul	0503	\$11,934.83	
Annual Gravel Haul	7554-031124	\$2,690.70	
Annual Gravel Haul	MAR11-14/24	\$10,821.02	
Annual Gravel Haul	MAR11-14-24	\$11,181.71	
RUCO ENTERPRISES	028966	3/26/24	\$16,722.55
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-9/24	\$6,665.52	
Cleardale Hamlet Snow Removal	1799	\$1,143.45	
Annual Gravel Haul	MAR11-12/24	\$4,899.34	
Annual Gravel Haul	MAR12-14/24	\$4,014.24	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RUSSELL WANDA & BRIAN	028967	3/26/24	\$1,050.00
Invoice Description	Invoice Number	Invoice Amount	
Sulphur Lake Caretaker	022924	\$1,050.00	
SHEWCHUK, GERALD	028968	3/26/24	\$19,623.36
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-10/24	\$9,703.07	
Annual Gravel Haul	MAR11-14/24	\$9,920.29	
SKYLITE FARMS	028969	3/26/24	\$16,280.88
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-9/24	\$6,260.14	
Annual Gravel Haul	MAR11-14/24	\$10,020.74	
THISTLES TRUCK SERVICE	028970	3/26/24	\$21,113.14
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	MAR7-10/24	\$10,529.95	
Annual Gravel Haul	MAR11-14/24	\$10,583.19	
TURNER'S TRUCK SERVICE LTD.	028971	3/26/24	\$1,894.63
Invoice Description	Invoice Number	Invoice Amount	
Annual Gravel Haul	8251-031224	\$1,894.63	
WOODLAND HOME BUILDING CENTRE	028972	3/26/24	\$862.09
Invoice Description	Invoice Number	Invoice Amount	
Lunber - T.S Farm Safety Barn	584054	\$862.09	
WORSLEY & DISTRICT LIBRARY	028973	3/26/24	\$4,500.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Library Funding Grant	031524	\$4,500.00	
WORSLEY CENTRAL SCHOOL PARENTS	028974	3/26/24	\$1,000.00
Invoice Description	Invoice Number	Invoice Amount	
Sr Boys Basketball Provincial	031124	\$500.00	
Sr Girls Basketball Provincial	03112024	\$500.00	
WORSLEY CLEAR HILLS SKI CLUB	028975	3/26/24	\$2,517.55
Invoice Description	Invoice Number	Invoice Amount	
HC School Ski Trip-Policy 7008	031324	\$2,517.55	
WSP	028976	3/26/24	\$20,573.70
Invoice Description	Invoice Number	Invoice Amount	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RR 64 Professional Services	20083144		\$20,573.70
WYCLIFFE ENTERPRISES LTD.	028977	3/26/24	\$13,321.88
Invoice Description		Invoice Number	Invoice Amount
Eureka River GB13/Gravel Haul		829	\$13,321.88
HONEY FILMS	028978	3/26/24	\$1,320.00
Invoice Description		Invoice Number	Invoice Amount
Sr's Showcase Video Deposit		MVCH002	\$2,640.00
Report Total			<b>\$78,048.54</b>

# Clear Hills County

## Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	March 26, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	<b>MUNICIPAL EMERGENCY MANAGEMENT PLAN</b>
File:	24-02-02

DESCRIPTION:

Council has requested Administration compile a Municipal Emergency Management Plan for Clear Hills County.

BACKGROUND:

**C63-24(1-23-24) RESOLUTION by Councillor Stevenson to bring back an update on an emergency preparedness plan (wildfire) to a future meeting.  
CARRIED.**

ATTACHMENTS:

- Municipal Emergency Management Plan (MEMP)

RECOMMENDATION:

**RESOLUTION by .....**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b> 
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# Clear Hills County



## Municipal Emergency Management Plan

March 2024

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Clear Hills County Emergency  
 Services Vehicles

# 1 Overview

## 1.1 Introduction

Clear Hills County Emergency Plan is intended for use by all members of the Clear Hills County Emergency Program.

The Plan provides best practices for local authorities, provincial and federal governments, and private sector partners to follow during an emergency in Clear hills County. This Plan guides the operations, organization, responsibilities, and coordination necessary to provide effective response and recovery from major emergencies or disasters in Clear Hills County.

## 1.2 Authority

The Clear Hills County Emergency Management Plan is issued under the authority of:

- The Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8
- Clear Hills County Bylaw #245-19

## 1.3 Council – The Local Authority

- Appoint a CAO and two Councillors to serve on the Emergency Advisory Committee
- Review the EMP and related plans and programs at least once each year
- Through the budgetary process, provide resources to maintain an essential level of emergency preparedness to support the emergency management program
- Participate in appropriate emergency training and exercises
- Advocate for disaster risk reduction activities and advance preparedness initiatives at an individual, family, and community level to create a resilient region
- Contribute to community education and awareness about local hazards and personal emergency preparedness
- Create programs and processes to help Municipal Business Units, Agency members and businesses throughout the region to continue to operate following an emergency
- The roles and responsibilities of elected officials do not include attendance at the Emergency Coordination Centre unless specifically requested by the Director of Emergency Management
- Support the Director of Emergency Management in the management of the emergency response and provide strategic direction as requested by the DEM through the Chief Administrative Officer

- When necessary, activate Mutual Aid Agreement(s) with external partners to support operation and equipment needs.
- Develop and release public information with the IC's approval.
- Conduct media monitoring to determine the need to clarify issues and distribute updated public instructions
- Provide updates at consistent intervals so the public have a level of confidence in the official information being released
- Act as director of emergency operations on behalf of the Emergency Management Agency
- Activate the Regional Emergency Coordination Centre Plan and determine which members of the Emergency Management Agency are required to support the Emergency Coordination Centre
- Recommend a declaration, renewal and/or termination of a State of Local Emergency
- Direct emergency operations consistent with the Act and with the Regional Emergency Management Plan
- Coordinate all emergency services and other resources.
- Determine if existing mutual aid resources are sufficient for the response. Work with the Provincial Operations Centre to secure additional resources if required.
- Serve as spokesperson for technical information for the emergency.

## **1.6 Deputy Director of Emergency Management**

The DDEM assist the CAO/DEM in providing necessary corporate resources to manage the event.

- Prepare and co-ordinate emergency plans and programs for the Municipality
- Perform other duties as prescribed by the Chief Administrative Officer/DEM
- Ensure on an ongoing basis that Council and the CAO/DEM are advised of the emergency situation and the response actions taken by the Emergency Management Agency or the Emergency Coordination Centre
- Work with the CAO/DEM and Council on determining recovery/renewal priorities and the transition from response to recovery
- Provide public information relating to recovery processes and programs

## **1.7 Emergency Management Agency**

The Emergency Management Agency acts as the appointed agent of the Municipality in exercising the Local Authority's powers and duties under the Act. The Director of Emergency Management is the head of the Emergency Management Agency.

- Assist with evacuations of impacted areas (door to door)

### **1.8.3 Emergency Services Department – Operations Branch (Fire & EMS)**

- Lead agency for dangerous goods spills, wildland urban interface/wildland fires
- Provide support to the RCMP in the evacuation of persons from affected areas
- Provide medical aid
- Provide fire suppression and fire control in an emergency
- Provide assistance in determining availability of water supplies
- Assist with evacuations of impacted areas (door to door)

## **1.9 External Agency Representatives**

Clear Hills County works with other jurisdictions, organizations, and levels of government on emergency management priorities. Each agency is responsible for the development of their own emergency plan. Additional ministries/organizations and resources will be called upon should the region require assistance beyond our capabilities to assist with response operation in coordination with the Municipality.

The following provides brief descriptions of various other external agency partners that may be called to the Emergency Coordination Centre and their anticipated emergency operation responsibilities:

### **1.9.1 Alberta Agriculture, Forestry and Rural Economic Development**

- Provide advice on the progress of wildfires within the Municipality
- Conduct all operations connected with the control and suppression of wildfires within the Forest Protected Area.
- Enact Mutual Aid Agreement(s) in place when necessary
- Determine if special equipment or supplies are required and, if so, make the necessary arrangements for procurement
- Conduct, or assist in, the evacuation of affected persons in rural areas as authorized
- Provide, or assist in, rescue operations where required.

### **1.9.2 Alberta Emergency Management Agency (Provincial Operations Centre)**

The Director of Emergency Management will normally request a representative from the Alberta Emergency Management Agency (field officer) to be present in the ECC. The AEMA representative is responsible for updating the Provincial Operations Centre (POC).

Requests to the POC should go through the Agency representative.

Other responsibilities include, but are not limited to:

- Acting in a strategic advisory capacity

- Arrange for the clearance of power lines on emergency routes in order that emergency response personnel have safe access to perform their duties

### **1.9.8 Industry Mutual Aid Partners**

In Emergency Services, mutual aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries when required. This is usually in an emergency that exceeds local resources, such as a multi-casualty incidents, dangerous goods events, or multi-alarm fires.



## 2.2 Response Priorities

All Action Plans will consider the following response priorities:

1. Protect the lives of responders and public
2. Protect property
3. Protect the environment

## 2.3 Emergency Coordination Centre Notification

Municipal notification is the process of communicating information regarding emergency events that may require additional considerations beyond first response procedures. In order to respond effectively to all occurring or anticipated emergencies, the Director of Emergency Management (DEM), the Deputy DEM or designate must be able to activate the Emergency Management Response Procedures (Figure 3) as soon as possible.

Primary, secondary, and regional ECC locations have been determined and are specified below (Table 1).

**Table 1- Emergency Coordination Centre Locations**

<b>Municipality</b>	<b>Primary ECC Location</b>	<b>Secondary ECC location</b>
Clear Hills County	Clear Hills County Office, 313 Alberta Ave, Worsley AB	Worsley Community Centre, 337 Alberta Ave, Worsley AB

### Three-Step Municipal Notification Process:

#### Step 1 – First Responder Decision to Notify Municipality of Event:

When an emergency is anticipated or after an emergency occurs, first responders arriving at the site will assess if the Municipal Director of Emergency Management (DEM) or alternate needs to be informed of the emergency based on established operational criteria (Fig 3–Step 1) resulting in the applicable notification decision.

#### Step 2 – DEM Decision to Activate ECC:

Upon notification from first responders, the DEM will assess the impact on life, property, and/or municipal continuity and determine the need to activate the ECC (Fig 3 – Step 2).

#### Step 3 – DEM Activates the ECC:

Upon decision to activate, the DEM follows established protocols (Fig 3 – Step 3) to activate ECC positions and contact appropriate stakeholders and agencies as required.

## 2.4 Plan Activation and Termination

This Plan may be activated, in whole or in part, by the following:

- Any member of the ECC Management Team
- Any Incident Commander from Clear Hills County, Royal Canadian Mounted Police, or Alberta Health Services Emergency Medical Services
- The Minister of Municipal Affairs (Sec 19, Emergency Management Act)

A declaration of a State of Local Emergency (SOLE) or State of Emergency **is not required** to:

- Implement the Plan
- Activate the ECC
- Access Disaster Recovery funding

The ECC Director will terminate the ECC activity for the current incident, when appropriate, and notify all participants.

## 2.5 Declaration of a State of Local Emergency

The *AB Emergency Management Act (Section 21)* authorizes Local Authorities to declare a State of Local Emergency to create a legal state of affairs of a temporary nature so that the local authority may take extraordinary actions to deal with the emergency.

### Procedures:

#### 1. Contact authorized Council members to declare (Table 2)

**Table 2: Authority to Declare State of Local Emergency**

Jurisdiction	Authority to Declare a State of Local Emergency
Clear Hills County	• Committee comprised of the Reeve, Deputy Reeve, or any two members of Council

#### 2. Fill out the State of Local Emergency form and have it signed

- o Fill out the Declaration of a State of Local Emergency form including date and time of declaration
- o Have the form signed by the authorized individuals. If Council members have declared “in absentia” by phone, sign, and date the document, list the means of contact and obtain Council member signature(s) as soon as possible.
- o Enter Declaration into Municipal Register as soon as feasible

Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program.		X
Cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress.		X

*\*CAO can delegate these powers and may authorize any persons at any time to exercise any power given to the CAO in relation to any part of the municipality affected by a declaration of a SOLE. In the absence of the CAO, all broad powers delegated to the CAO are delegated to the DEM.*

*\*\*DEM can delegate these powers and may authorize any persons at any time to exercise any power given to the DEM in relation to any part of the municipality affected by a declaration of a SOLE. In the absence of the DEM, all powers delegated to the DEM are delegated to the Deputy DEM.*

## 2.6 Evacuation Procedures

The following procedures will be used upon identification by the Incident Commander(s) of the need for evacuation of all or any portion of Clear Hills County (Table 3).

**The Incident Commander will notify the Director(s) of Emergency Management (DEM) of the need for evacuation as soon as possible.**

**Table 4: Three-Stage Evacuation Process**

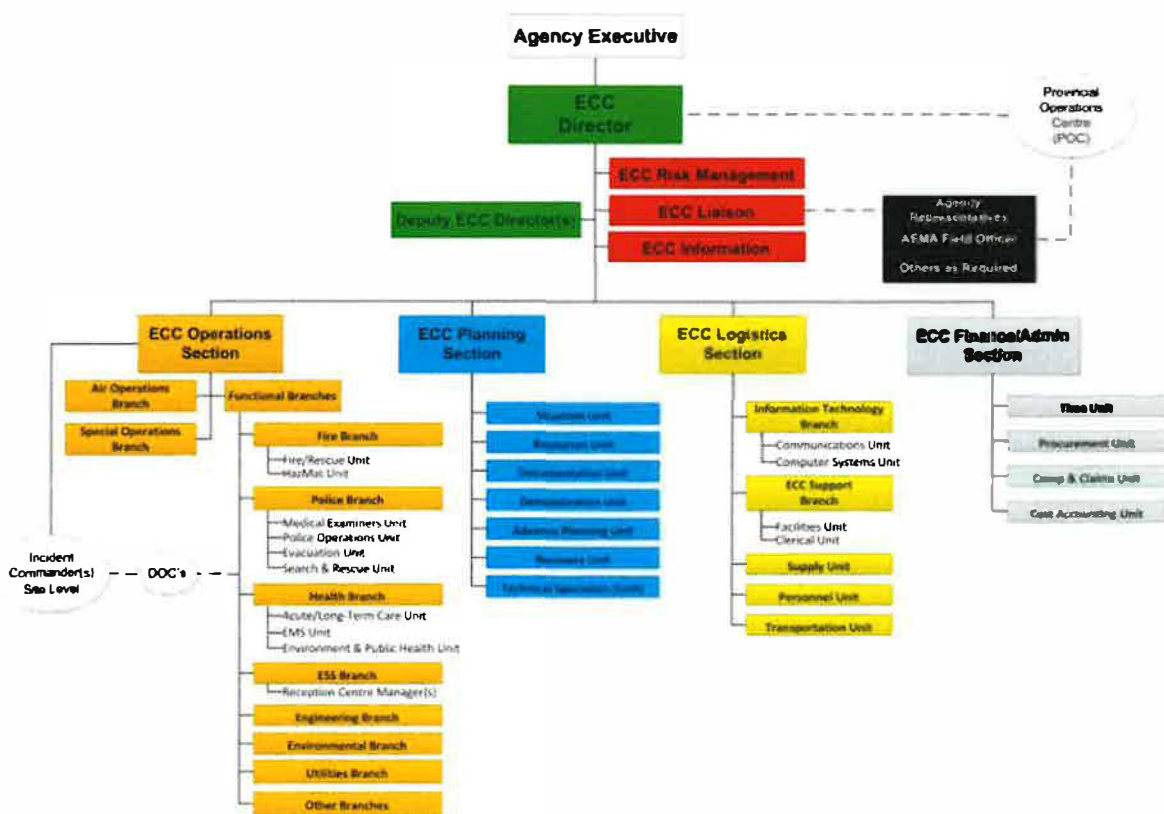
Stage	Explanation
<b>Evacuation Alert</b>	<ul style="list-style-type: none"> <li>• Issued by the Director of Emergency Management to advise residents of the potential for loss of life and/or property</li> <li>• Recommend to Elected Officials to declare a State of Local Emergency (Section 2.5)</li> <li>• Consider use of <b>Alberta Emergency Alert</b> to notify residents and public</li> <li>• Residents should be advised to prepare to leave their properties within a specified time-frame (e.g. 1 Hour Evacuation Alert) when advised</li> </ul>
<b>Evacuation Order</b>	<ul style="list-style-type: none"> <li>• Issued by the Director Emergency Management in response to imminent danger to the involved area</li> <li>• Confirm that a State of Local Emergency has been declared</li> <li>• Consider use of <b>Alberta Emergency Alert</b> to notify residents and public</li> <li>• Residents must leave the area immediately</li> </ul>
<b>All Clear</b>	<ul style="list-style-type: none"> <li>• Issued by the Director of Emergency Management to retract the Evacuation Order to allow residents back into the area</li> </ul>

### 3 ECC Positions

This ECC Site Support Organization Chart shows the Positions/Functions, Branches and Units required to staff the ECC in a major emergency (Figure 4).

**IT IS IMPORTANT TO NOTE THAT NOT ALL POSITIONS ARE REQUIRED FOR ALL EMERGENCIES, AND IN SOME CASES, ONE PERSON MAY CARRY OUT THE RESPONSIBILITIES OF MORE THAN ONE POSITION.**

Only those functions/positions that are needed to effectively handle the emergency should be staffed.



**Figure 4: Emergency Coordination Centre (ECC)-Site Support Organization Chart**

5. Support ECC management by communicating policy direction and action priorities to all staff.
6. Coordinate internal functions of ECC for effective operational capability.
7. Monitor the health and welfare of ECC staff. Mediate and resolve any personnel conflicts.
8. Facilitate shift change briefings and operational debriefings.

**Reports to:**

- ECC Director

### 3.2.2 ECC Risk Management Officer

**Responsibilities:**

1. **Risk Management** – Ensures that good risk management practices are applied throughout the response organization and that every function contributes to the management of risk. Protects the interests of all ECC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation. Monitors situations for risk exposures and as certain probabilities and potential consequences of future events.
2. **Safety** – The Risk Management Officer provides advice on safety issues. The Risk Management Officer has the authority to halt or modify any and all unsafe operations within or outside the scope of the ECC Action Plan, notifying the ECC Director of actions taken. It should be noted that while the Risk Management Officer has responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.
3. **Security** – The Risk Management Officer ensures that appropriate security measures have been established to allow for only authorized access to the ECC facility and documentation.

**Reports to:**

- ECC Director/Deputy ECC Director

### 3.2.3 ECC Liaison Officer

**Responsibilities:**

1. The Liaison Officer functions as a point of contact for, and interaction with, representatives from other agencies arriving at the ECC.
2. Liaise with any DOC's (Department Operation Centres) and organizations not represented in the ECC.
3. Coordinate Agency Representatives for the ECC, as required, to ensure adequate ECC structure, and fill all necessary roles and responsibilities enabling the ECC to function effectively and efficiently.
4. Assist and serve as an advisor to the ECC Director and Management Team as needed, providing information and guidance related to the external functions of the ECC.
5. Assist the ECC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials, and conducting

### 3.3 ECC Operations Section Coordinator

#### Responsibilities:

1. Ensure that the ECC Operations coordination function is carried out including coordination of response for all operational functions assigned to the ECC.
2. Ensure that operational objectives and assignments identified in the ECC Action Plan are carried out effectively.
3. Establish the appropriate level of Branch and Unit organizations within the ECC Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Coordinate any activated DOCs in the operational area.
5. Maintain a communications link between Incident Commanders (Sites), DOC's and the ECC for the purpose of coordinating the overall response, resource requests and event status information.
6. Ensure that the ECC Planning Section is provided with Branch Status Reports and Major Incident Reports.
7. Conduct periodic Operations briefings for the ECC Director and Management team as required or requested.
8. Supervise the ECC Operations Section.

#### Reports to:

- ECC Director/Deputy ECC Director

### 3.3.1 Air Operations Branch Coordinator

#### Responsibilities:

1. Organize aviation resources at the local level to support Site operations.
2. As appropriate, initiate requests for Notice to Airmen (NOTAM).
3. Establish procedures for emergency re-assignment of aircraft if required.
4. Coordinate with any provincial or regional authority's Air Operations in the operational area.
5. Liaise with Air Operations at the POC.

#### Reports to:

- ECC Operations Section Coordinator, or
- ECC Director

### 3.3.2 Special Operations Branch Coordinator

#### Responsibilities:

1. Organize specialized resources at the site support (ECC) level to support Site activities.
2. Establish procedures for emergency reassignment of specialized resources such as Heavy Urban Search and Rescue if required.
3. Coordinate with any regional or provincial special operations in the operational area.
4. Liaise with Special Operations at the POC.

2. Coordinate the transportation of people injured in the incident and health care personnel to appropriate medical facilities as required.
3. Ensure that casualties are evenly distributed to receiving facilities.
4. Coordinate provision of public health measures including epidemic control and Immunization programs, in consultation with Medical Health Officer.
5. Ensure that potable water supplies are inspected and monitored.
6. Ensure that food quality is regulated and inspected.
7. Ensure that sewage systems are operating at acceptable levels.
8. Coordinate and support health services for physically challenged or medically disabled persons.
9. Coordinate the activation of emergency hospitals and advanced treatment centres supplied by Health Canada.
10. Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required.
11. Coordinate health care needs at Reception Centres with ESS Branch Coordinator.
12. Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area.
13. Assist with the coordination of the transportation of people injured in the incident and health care personnel to appropriate medical facilities as required.
14. Assist with the coordination of pharmaceuticals as required.
15. Assist with the coordination of other health care resources as required.
16. Liaise with Health Branches activated in other ECC's and at POC.

**Reports to:**

- ECC Operations Section Coordinator, or
- ECC Director

### 3.3.6 Emergency Social Services Branch Coordinator

**Responsibilities:**

1. Manages the Emergency Social Services (ESS) Branch of the ECC.
2. Coordinates the delivery of Emergency Social Services (i.e., food, clothing, lodging and other essential services) as required for those impacted by the incident and for response workers in the area.
3. Provides direction and support to all activated ESS facilities (i.e., Reception Centres, Group Lodging facilities).
4. Provides routine situation reports to the ECC Operations Section Coordinator, Situation Unit and ESS Branch at the PECC, if activated.
5. Requests mutual-aid assistance and/or provincial ESS resources from the PEC, if activated, through the ECC Operations Section Coordinator, when local and/or regional ESS resources are exhausted.
6. Liaise with other agencies involved in the ESS response and the ESS Branch at the PECC.
7. Confers with ECC Operations Section Coordinator and ECC Director to ensure

## 3.4 ECC Planning Section Coordinator

### Responsibilities:

1. Ensures that the following responsibilities of the ECC Planning Section are addressed as required:
  - Collect, analyze, and display situation information
  - Prepare periodic Situation Reports
  - Prepare and distribute ECC Action Plan and facilitate the action planning process
  - Track resources
  - Conduct Advance Planning activities and report
  - Document and maintain files on all ECC activities
  - Provide technical support services to the various ECC Sections and Branches.
2. Establishes the appropriate level of organization for the ECC Planning Section.
3. Exercises overall responsibility for the coordination of Branch/Unit activities within the Section.
4. Keeps the ECC Director informed of significant issues affecting the ECC Planning Section.
5. In coordination with the other ECC Section Coordinators, ensures that Status Reports are completed and utilized as a basis for ECC Situation Reports and ECC Action Plans.

### Reports to:

- ECC Director / Deputy ECC Director

## 3.4.1 Situation Unit Coordinator

### Responsibilities:

1. Oversee the collection, organization, and analysis of incident situation information, including damage assessments.
2. Ensure that information collected from all sources is validated.
3. Ensure that Situation Reports are developed for dissemination to ECC staff and to the PECC.
4. Ensure that an ECC Action Plan is developed for each Operational Period based on objectives developed by each ECC Section
5. Ensure that an ongoing link is established with the ECC Operations Section for the purpose of collecting accurate situation information in a timely manner.
6. Ensure that all maps, status boards and other displays contain current and accurate information.
7. Supervise the Situation Unit.

### Reports to:

- ECC Planning Section Coordinator, or
- ECC Director



### 3.4.5 Advance Planning Unit Coordinator

#### Responsibilities:

1. Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available Situation Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or incident, particularly issues that might modify the overall ECC priorities and objectives.
3. Provide periodic briefings for the ECC Director and Management Team addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

#### Reports to:

- ECC Planning Section Coordinator, or
- ECC Director

### 3.4.6 Recovery Unit Coordinator

#### Responsibilities:

1. Assess the requirements for assistance for community and individual recovery from a major incident.
2. Identify immediate steps (short-term relief efforts) that can be taken to initiate and speed recovery within the area.
3. Anticipate actions required over the long term to restore local services and return the area to pre-emergency conditions.
4. Supervise the Recovery Unit and all recovery operations unless otherwise directed by the ECC Planning Section Coordinator and/or ECC Director.

#### Reports to:

- ECC Planning Section Coordinator, or
- ECC Director

### 3.4.7 Technical Specialists Unit Coordinator

#### Responsibilities:

1. Provide technical observations and recommendations to the ECC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or incident.
3. Supervise the Technical Specialists Unit.

#### Reports to:

- ECC Planning Section Coordinator, or
- ECC Director

### **3.5.1.1 Communications Unit Coordinator**

#### **Responsibilities:**

1. Install, activate, and maintain telephone and radio systems for the ECC.
2. Assist ECC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the ECC Communications Center and the Communications Unit.

#### **Reports to:**

- Information Technology Branch Coordinator, or
- ECC Logistics Section Coordinator

### **3.5.1.2 Computer Systems Unit Coordinator**

#### **Responsibilities:**

1. Install, activate, and maintain information systems for the ECC.
2. Assist ECC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Ensure all computers for internal information management include message and e-mail systems.
4. Conduct training as required on use of information management systems.
5. Supervise the Computer Systems Unit.

#### **Reports to:**

- Information Technology Branch Coordinator, or
- ECC Logistics Section Coordinator

### **3.5.2 ECC Support Branch Coordinator**

#### **Responsibilities:**

1. Ensure that facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
2. Ensure food and refreshments are provided to ECC staff.
3. Ensure security measures are taken to secure all facilities from access by unauthorized people.
4. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
5. Supervise the ECC Support Branch.

#### **Reports to:**

- ECC Logistics Section Coordinator, or
- ECC Director

### 3.5.3 Supply Unit Coordinator

**Responsibilities:**

1. Oversee the acquisition and allocation of supplies and materials not normally provided through mutual-aid or normal agency channels.
2. Coordinate actions with the ECC Finance/Administration Section.
3. Coordinate delivery of supplies and materials as required.
4. Allocate critical resources as required and directed.
5. Supervise the Supply Unit.

**Reports to:**

- ECC Logistics Section Coordinator, or
- ECC Director

### 3.5.4 Personnel Unit Coordinator

**Responsibilities:**

1. Provide personnel resources as requested in support of the ECC and Site Operations.
2. Identify, recruit, and register staff and volunteers as required.
3. Develop an ECC organization chart.
4. Supervise the Personnel Unit.

**Report to:**

- ECC Logistics Section Coordinator, or
- ECC Director

### 3.5.5 Transportation Unit Coordinator

**Responsibilities:**

1. In coordination with the Engineering Branch Coordinator, and the Situation Unit, develop a transportation Plan to support the ECC Action Plan.
2. Arrange for the acquisition or use of required transportation resources.
3. Coordinate air transportation needs with Air Operations Branch.
4. Supervise the Transportation Unit.

**Reports to:**

- ECC Logistics Section Coordinator, or
- ECC Director

### **3.6.3 Compensation and Claims Unit Coordinator**

#### **Responsibilities:**

1. Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
2. Complete all forms required by Worker's Compensation Act.
3. Maintain a file of injuries and illnesses associated with the event or incident including results of investigations.
4. Liaise and consult with the ECC Risk Management Officer on all injury claims.
5. Supervise the Compensation and Claims Unit.

#### **Reports to:**

- ECC Finance/Administration Section Coordinator, or
- ECC Director

### **3.6.4 Cost Accounting Unit Coordinator**

#### **Responsibilities:**

1. Collect and maintain documentation of all incident information for reimbursement through AEMA.
2. Gather fiscal recovery information from agencies providing emergency response, support and assistance.
3. Prepare and maintain a cumulative cost report for the event or incident.
4. Prepare and coordinate Disaster Recovery Program (DRP) documents and claims with AEMA and/or PECC.
5. Supervise the Cost Accounting Unit and all financial assistance operations.

#### **Reports to:**

- ECC Finance/Administration Section Coordinator, or
- ECC Director

**ECC Planning**

- ☐ Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available)
- ☐ Provide Operations Section with updated transportation route information (Situation Unit)
- ☐ Track and relay road condition reports and closures (Situation Unit)
- ☐ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Disruption of community
  - Disruption of utilities
  - Closure of traffic routes
  - Damage to property, e.g., roof collapse from weight of snow, ice, trees etc.
  - Disruption of communications

**ECC Logistics**

- ☐ Contact all snow/debris clearing apparatus available (Supply Unit)
- ☐ Contact all off-road and ATV vehicle owners as required (Supply Unit)
- ☐ Contact food suppliers and determine on-hand supplies (Supply Unit)
- ☐ Consider equipment needs and sources (Supply Unit)

Equipment Needs	Source
Rescue Equipment	Worsley/Hines Creek Volunteer Fire Department Search and Rescue
Fire Equipment	Worsley/Hines Creek Volunteer Fire Department
Ambulances	AHS
Road Clearing Equipment	AB. Transportation, La Prairie Clear Hills County Public Works Equipment Registry
Communication Equipment	Clear Hills County Public Works AB. Environment & Sustainable Resource Development (AESRD) Ambulance RCMP
Dike Construction/Heavy Equipment/Vac Trucks	Clear Hills County Public Works Equipment Registry
Pumps	A.S.B. S.P.U Unit Clear Hills County Public Works Equipment Registries
Auxiliary Lighting	Clear Hills County Public Works Equipment Registry
Auxiliary Generators	Clear Hills County Public Works Equipment Registry
Barricades	Clear Hills County Public Works AB. Transportation, La Prairie
Mobile Public Address System	Worsley/Hines Creek Volunteer Fire Department RCMP

**ECC Finance/Administration**

- ☐ Prepare equipment contracts for snow/debris removal (Purchasing Unit)

- Damage to property
- Collapse of buildings and other structures
- Sudden health requirements
- Release of toxic smoke, fumes
- Disruption of traffic and communications
- Disruption of utilities
- Convergence of media, photographers, politicians

**ECC Logistics**

- ☐ Anticipate requests for additional supplies
- ☐ Anticipate requests for food and accommodation
- ☐ Consider equipment needs and sources (Supply Unit)

<b>Equipment Needs</b>	<b>Source</b>
Rescue Equipment	Worsley/Hines Creek Volunteer Fire Department Search and Rescue
Fire Equipment & Apparatus	Worsley/Hines Creek Volunteer Fire Department AB. Environment & Sustainable Resource Development (AESRD)
Ambulances	AHS
Communication Equipment	Clear Hills County Public Works AB. Environment & Sustainable Resource Development (AESRD) Ambulance RCMP
Heavy Equipment	Clear Hills County Public Works Equipment Registry AB. Environment & Sustainable Resource Development (AESRD)
Pumps	Clear Hills County A.S.B. S.P.U Unit Public Works Equipment Registries
Auxiliary Lighting	Clear Hills County Public Works Equipment Registry
Auxiliary Generators	Clear Hills County Public Works Equipment Registry
Barricades	Clear Hills County Public Works AB. Transportation, La Prairie
Mobile Public Address System	Worsley/Hines Creek Volunteer Fire Department RCMP

**ECC Finance/Administration**

- ☐ Anticipate compensation/claims

- Establish emergency public health facilities (Health Branch)
- Provide emergency medical care to civilians and responders (Health Branch)
- Supervise ESS accommodation and feeding for affected persons (ESS Branch)

**ECC Planning**

- Obtain and disseminate current meteorological data and flood forecasts by working with AB. Environment & Sustainable Resource Development and Atmospheric Environment Services
- Deploy field observers to gather flood intelligence as soon as possible
- Consider possible major effects (Advance Planning Unit):
  - o Disruption of community
  - o Damage to property
  - o Contamination of normal water supplies
  - o Casualties
  - o Evacuation of population
  - o Dangers to public health
  - o Losses to local economy

**ECC Logistics**

- Identify and locate additional sandbags / heavy equipment resources in anticipation of field requests (Supply Unit)
- Consider equipment needs and sources (Supply Unit)

<b>Equipment Needs</b>	<b>Source</b>
Rescue Equipment	Worsley/Hines Creek Volunteer Fire Department Search and Rescue
Fire Equipment	Worsley/Hines Creek Volunteer Fire Department
Ambulances	AHS
Road Clearing Equipment	AB. Transportation, La Prairie Clear Hills County Public Works Equipment Registry
Communication Equipment	Clear Hills County Public Works (AESRD)/Ambulance/RCMP
Heavy Equipment/Vac Trucks	Clear Hills County Public Works Equipment Registry
Pumps	S.P.U Unit Public Works Equipment Registries, A.S.B
Auxiliary Lighting	Clear Hills County Public Works Equipment Registry
Auxiliary Generators	Clear Hills County Public Works Equipment Registry
Barricades	Clear Hills County Public Works AB. Transportation, La Prairie
Mobile Public Address System	Worsley/Hines Creek Volunteer Fire Department RCMP
Dangerous Goods Response	Worsley/Hines Creek Volunteer Fire Department AB. Transportation, La Prairie , AESRD

**ECC Finance/Administration**

- Establish Compensation and Claims Unit and Cost Accounting Unit

- o Damage to property
- o Disruption of traffic
- o Subsequent explosions and fire
- o Need to decontaminate site responders, equipment, and vehicles
- o Contamination of normal water supplies
- o Need to evacuate population
- o Dangers to public health and livestock
- o Disruption of business and industrial activities
- o Convergence of media, photographers, politicians

**ECC Logistics**

- Check on availability of specialized hazardous material supplies and consultants (Supply Unit)
- Consider equipment needs and sources (Supply Unit)

<b>Equipment Needs</b>	<b>Source</b>
Rescue Equipment	Worsley/Hines Creek Volunteer Fire Department Search and Rescue
Fire Equipment	Worsley/Hines Creek Volunteer Fire Department
Ambulances	AHS
Communication Equipment	Clear Hills County Public Works AB. Environment & Sustainable Resource Development (AESRD) Ambulance RCMP
Decontamination Equipment	Worsley/Hines Creek Volunteer Fire Department Clear Hills County Public Works Equipment Registry
Barricades	Clear Hills County Public Works AB. Transportation, La Prairie
Mobile Public Address System	Worsley/Hines Creek Volunteer Fire Department RCMP
Technical Advisory Services	AB. Environment & Sustainable Resource Development (AESRD)

**ECC Finance/Administration**

- Ensure cost accounting is taking place for charge back to spiller (Cost Unit)



<b>Equipment Needs</b>	<b>Source</b>
Communication Equipment	Clear Hills County Public Works AB. Environment & Sustainable Resource Development (AESRD) Ambulance RCMP
Auxiliary Lighting	Clear Hills County Public Works
Auxiliary Power Facilities	Clear Hills County Public Works
Auxiliary Heating	Clear Hills County Public Works
Mobile Public Address System	Worsley/Hines Creek Volunteer Fire Department RCMP

### **ECC Finance/Administration**

- Establish manual timekeeping / payroll system (Time Unit)

### **5.3 ECC Planning Section**

#### **Responsibilities**

The Planning Section documents and provides management with direction for recovery activities. Planning involves consideration of long-term hazard mitigation as part of the recovery process.

#### **Recovery Phase**

- Provide documentation of response and recovery for disaster assistance
- Provide after-action reports
- Provide direction in land use and zoning issues
- Issue building permits
- Develop alternative building regulations and code enforcement
- Provide an Action Plan for recovery operations
- Prepare redevelopment plans
- Prepare recovery situation reports
- Document recovery operations
- Recommend mitigation plans

### **5.4 ECC Logistics Section**

#### **Responsibilities**

The Logistics Section is responsible for obtaining resources necessary to carry out recovery operations. This includes coordination of volunteers and staging areas for heavy equipment.

#### **Recovery Phase**

- Allocate office space
- Provide recovery supplies and equipment
- Provide vehicles and personnel

### **5.5 ECC Finance/Administration Section**

#### **Responsibilities**

Finance/Administration handles the community's recovery financial transactions, including the recovery of funds associated with assisting other agencies.

#### **Recovery Phase**

- Facilitate application process for Emergency Response Funding and Disaster Recovery Program assistance
- Manage public finances
- Prepare and maintain the recovery budget
- Develop and maintain contracts
- Process accounting and claims
- Manage insurance settlements

# APPENDICES

Emergency Management Bylaw

ECC Forms

AEA Templates

Equipment Registries

Emergency Water Map Locations

Emergency Contact List

Clear Hills County Emergency Service Vehicles

## BYLAW NO. 245-19

### A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA, BEING THE MUNICIPAL EMERGENCY MANAGEMENT BYLAW.

WHEREAS the Council of Clear Hills County, in the Province of Alberta is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000*, to appoint an Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable and in the public interest and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the *Emergency Management Act*.

NOW THEREFORE, the Council of Clear Hills County, in the Province of Alberta, duly assembled, enacts as follows:

1. This Bylaw may be cited as the Municipal Emergency Management Bylaw.
2. In this bylaw:
  - a) "Act" means the *Emergency Management Act, Chapter E-6.8, Revised Statutes of Alberta 2000*
  - b) "Chief Administrative Officer" or "CAO" means the person appointed by Council under section 205 of the *Municipal Government Act* to be chief administrative officer for the County.
  - c) "Council" shall mean the Council of Clear Hills County.
  - d) "Deputy Director" means a person appointed by the CAO under section 9 of this bylaw to be a Deputy Director of Emergency Management.
  - e) "Director" means the person appointed by Council under section 5 of this bylaw to be Director of Emergency Management.
  - f) "Disaster" means an event that results in serious harm to the safety, health and welfare of people or in widespread damage to property or the environment.
  - g) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment.
  - h) "Emergency Advisory Committee" or "Committee" means the Council committee established under this Bylaw.
  - i) "Emergency Management" means the management of Emergencies including all activities and risk management measures related to the phases of prevention, mitigation, preparedness, response and recovery.

annual organization meeting. In the absence of the Reeve or Deputy Reeve the remaining Committee members shall appoint a chair.

- b. review the Municipal Emergency Management Plan and related plans and program at least once annually.
- c. advise Council on the status of the Municipal Emergency Management Program and related plans at least once annually.
- d. shall evaluate the Municipal Emergency Management plan when activated, and make suggestions that will enhance the Municipal Emergency Management Plan and overall program.

9. The Municipal Emergency Management Agency shall:

- a. be comprised of one or more of the following:
  - i. the Director of Emergency Management;
  - ii. the Deputy Director of Emergency Management;
  - iii. the Chief Administrative Officer, managers or other administrative staff member(s) of Clear Hills County;
  - iv. the RCMP detachment commander or designate;
  - v. The Fire Chiefs or designates from both fire departments;
  - vi. the Public Information Officer or designate;
  - vii. the Public Works Manager or designate;
  - viii. the Ambulance Service Director or designate;
  - ix. the Health Unit Director or designate;
  - x. The School Board Chairman or designate;
  - xi. representatives from adjacent communities which have entered into mutual aid agreements;
  - xii. representatives from local business or business associations (ie Chamber of Commerce);
  - xiii. representatives from local industry or industrial associations;
  - xiv. representatives from local utility companies (ie Telus, Atco)
  - xv. representatives from Alberta Agriculture and Forestry
  - xvi. representatives from Alberta Environment and Parks;
  - xvii. representatives from Alberta Infrastructure
  - xviii. anybody else who might serve a useful purpose in the preparation or implementation of the Emergency Management Plan.
- b. be responsible for carrying out the Emergency Management Plan during a state of local emergency;

- iv. If both the Reeve and Deputy Reeve are unavailable or incapacitated then a member of the Committee has the authority to act as a quorum of one to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency or expand or reduce the part of the Municipality to which a State of Local Emergency applies on the recommendation of the Chief Administrative Officer and/or Director of Emergency Management, in accordance with that recommendation.
  - v. If the Reeve, Deputy Reeve, and Committee members are unavailable or incapacitated then the Chief Administrative Officer has the authority to declare a State of Local Emergency, renew a State of Local Emergency, terminate a State of Local Emergency or expand or reduce the part of the Municipality to which a State of Local Emergency applies.
12. When a State of Local Emergency is declared, the person(s) making the declaration shall:
- a. ensure that the declaration identifies the nature of the emergency and the area of the County in which it exists;
  - b. cause the details of the declaration to be published immediately by any means of communication considered most likely to notify the population of the area of the area affected; and
  - c. notify Alberta Emergency Management Agency, as soon as is reasonably practicable; and
  - d. forward a copy of the declaration to the Minister forthwith.
13. Subject to Section 12, when a State of Local Emergency is declared the persons(s) making the declaration may:
- a. cause the Emergency Management Plan to be put into operation;
  - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
  - c. authorize or require any qualified person to render aid of a type he or she is qualified to provide;
  - d. control or prohibit travel to or from any area of the County;
  - e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the County;
  - f. cause the evacuation of persons and the removal of livestock and personal property from any area of the County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

b. notify Alberta Emergency management Agency as soon as is reasonably practicable.

19. Bylaw 142-10 is hereby repealed.

20. This Bylaw shall come into force and effect on the date of final reading hereof.

READ a first time this 10 day of September, 2019.

READ a second time this 10 day of September, 2019..

READ a third time this 10 day of September, 2019.

  
Miron Croy, Reeve

  
Allan Rowe, Chief Administrative Officer

## ALBERTA EMERGENCY ALERT

### EVACUATION ALERT

INSERT MAP of Evacuation Alert Area

Date: \_\_\_\_\_ Time

An Evacuation Alert has been issued by Clear Hills County due to the potential threat to life and health from describe the threat.

The Evacuation Alert applies to the following area(s) (see attached map):

- Provide accurate geographic description including boundaries

This **Evacuation Alert** has been issued to prepare you to evacuate your premises or property should it be found necessary.

Residents will be given as much advance notice as possible prior to evacuation however you may receive limited notice due to changing conditions.

#### **WHAT YOU SHOULD DO:**

Prepare for an Evacuation Order by:

- Locating all family members or co-workers and designate a meeting place/Reception Centre outside the Evacuation Area, should an Evacuation Order be called while separated
- Gathering essential items such as prescription medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependants and, if you choose, keepsakes – have these items readily available for quick departure
- Preparing to move any disabled persons and/or children
- Moving pets and livestock to a safe area
- Arranging for transportation for household members or co-workers in the event of an Evacuation Order – if you need transportation assistance, please call
- Pre-arranging accommodation for your family if possible
- Monitor Clear Hills County website, social media, and local radio for information on Evacuation Orders and Reception Centre locations

Further information will be issued as it arrives or should the situation change.

**Signature**

\_\_\_\_\_

**Name, Title of Authorized Designate**



ALBERTA EMERGENCY ALERT

AEA EVACUATION RESCIND

INSERT MAP of Evacuation Alert Area

Date: \_\_\_\_\_ Time: \_\_\_\_\_

The Evacuation Order, pursuant to cite legal authority issued date and time to the following areas is rescinded (see attached map):

- List areas rescinded

An **Evacuation Alert** will remain in place for (~~delete if not applicable~~):

- List areas remaining under Evacuation Alert

An Evacuation Order may need to be re-issued however if that is necessary the process will recommence.

For more information contact :Clear Hills County or refer to Clear Hills County website

**ECC Damage Assessment Summary  
ECC 415**

<b>Incident Name/No:</b>		<b>Date/Time:</b>	
<b>Operational From: Period To:</b>		<b>Position:</b>	

	Type	Number		Comments
		Damaged	Destroyed	
<b>Public Property</b>	Municipal Facilities			
	Public Facilities			
	Provincial Facilities			
	Federal Facilities			
	Roads			
	Bridges			
	Water Supply			
	Sewers			
	Other			
	<b>Public Damage Totals:</b>			
<b>Private Property</b>	Residential Buildings			
	Businesses			
	Agriculture Buildings			
	Agricultural Resources (crops, livestock)			
	Vehicles/Equipment			
	Railroads			
	Other			
	<b>Private Damage Totals:</b>			

**Priority Repairs / Restoration:**

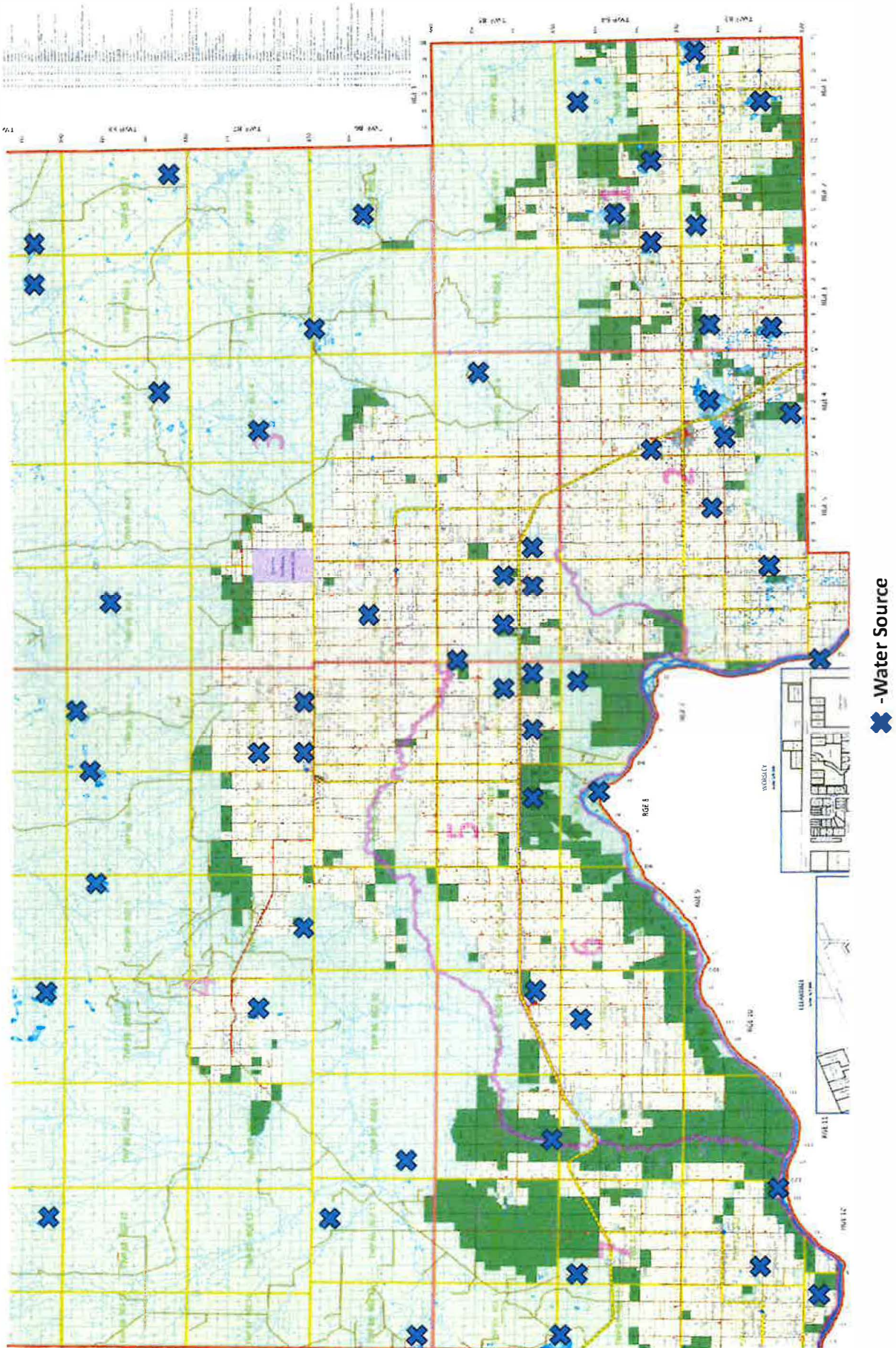
  
  
  
  
  
  
  
  
  

<b>Prepared By:</b>	<b>Date and Time:</b>
---------------------	-----------------------

<b>2024 Equipment Registries</b>		
<b>Company</b>	<b>Name</b>	<b>Phone number</b>
<b>Gravel Tucks &amp; Trailers</b>		
756446 Alberta Ltd.	Bob Retzler	780-618-9422
Barbed Ventures	Willie Fehr	780-834-7584 780-685-3893
Blue Jay Transport	Abe J. Giesbrecht	780-835-9644
BMP Ventures	Bernard Penner	780-834-0060
Cal-R Contracting 2001 Ltd.	Randy Rapson	Randy Rapson
Cleardale Transport 2021	Derick Driedger	780-835-8556
Crooked Creek Transport	Derek Giesbrecht	780-835-8560
DEP Ventures	David Penner	(H) 780-685-2154 (C) 780-834-7074
DMJ Ventures	David N Janzen	780-685-3779 780-835-1028
Gerald M Shewchuk	Gerald Shewchuk	780-835-1588
Ger-ret Enterprises	Gerhardt Penner	780-834-7919
Giesbrecht Ventures	Johan Giesbrecht	(H) 780-685-2532 (C) 780-835-1117
Grimshaw Gravel Sales Ltd.	Raymond Condrotte	780-332-2284 780-618-8509
H&G Mason Holdings	Hjalmar K Mason	(H) 780-494-3320 (C) 780-835-1803
HKP Trucking Ltd.	Darcy Koop	780-835-9556 780-834-0202
Iron Creek Contracting	Wayne Dueck	204-442-0798
JLD Enterprise	Johnny Driedger	(H) 780-685-3710 (C) 780-834-7039
Johmar Contracting Ltd.	John Giesbrecht	780-835-8385
Mighty Peace Drilling Inc.	Paul Driedger	780-835-9571
Open Road Transport	Anton Zacharias	780-834-6804
Outback Transport Ltd.	Daniel Fehr	780-834-6104
Purple Bullet Contracting	Andreas Fehr	780-772-1051
Roaming Transport	Abe Neustaeter	780-834-0079
RuCo Enterprises Ltd.	Corny Giesbrecht	(H) 780-685-2369 (C) 780-835-9403
Skylite Farms	Peter Giesbrecht	780-685-2014 780-835-1306
Sorensen Welding Ltd.	Nathan Sorensen	780-618-9498
Thistles Truck Service	John Furstenwerth	780-835-0731
Turner's Truck Service Ltd.	Bob Turner	(B) 780-685-3835 (C) 780-835-0456
Worsley Gravel Supply	Bob Turner	75 Bob Turner

<b>Graders</b>			
Cal-R Contracting 2001 Ltd.	Randy Rapson	(B) 780-835-3588 (C) 780-835-0286	
H&G Mason Holdings	Hjalmar K Mason	(H) 780-494-3320 (C) 780-835-1803	
R&R Road Limited	Randy Yasinski	(H) 780-971-2248 (C) 780-618-1622	
Roaming Transport	Abe Neustaeter	780-834-0079	
Sorensen Welding Ltd.	Nathan Sorensen	780-618-9498	
Worsley Gravel Supply	Bob Turner	(B) 780-685-3835 (C) 780-835-0456	
<b>Backhoes</b>			
Cal-R Contracting 2001 Ltd.	Randy Rapson	(B) 780-835-3588 (C) 780-835-0286	
Roaming Transport	Abe Neustaeter	780-834-0079	
RuCo Enterprises Ltd.	Corny Giesbrecht	(H) 780-685-2369 (C) 780-835-9403	
<b>Packers,Scrappers &amp; other</b>			
Cal-R Contracting 2001 Ltd.	Randy Rapson	(B) 780-835-3588 (C) 780-835-0286	
Mighty Peace Drilling Inc.	Paul Driedger	780-835-9571	
Sorensen Welding Ltd.	Nathan Sorensen	780-618-9498	
<b>Excavators</b>			
Cal-R Contracting 2001 Ltd.	Randy Rapson	(B) 780-835-3588 (C) 780-835-0286	
Grimshaw Gravel Sales Ltd.	Raymond Condrotte	780-332-2284 780-618-8292	
H&G Mason Holdings	Hjalmar K Mason	(H) 780-494-3320 (C) 780-835-1803	
Mighty Peace Drilling Inc.	Paul Driedger	780-835-9571	
Sorensen Welding Ltd.	Nathan Sorensen	780-618-9498	
<b>Other</b>			
Cal-R Contracting 2001 Ltd.	Randy Rapson	(B) 780-835-3588 (C) 780-835-0286	Hot Tap Machine
			Line Locate w/ Pickup
Grimshaw Gravel Sales Ltd.	Raymond Condrotte	780-332-2284 780-618-8292	Screeener
			2 Deck Pro Screen

# Emergency Water Map Locations



**2024**

**Fire Trailers Emergency Contact List**

**COST WILL BE AT USER'S EXPENSE UNLESS APPROVED BY CLEAR HILLS COUNTY!**

**911**

**Clear Hills County-780-685-3925**

**CAO/DEM- Allan Rowe -780-835-9097**

**DEM -Crystal Dei -780-835-9527**

**Public Works -Mario Drouin- 780-835-8098**

**Public Works- Terry Shewchuk -780-772-0464**

**Public Works- Martin Schmidt -780-835-0153**

**Bear Canyon- NW-22-83-12-W6- Bear Canyon Water Plant**

**Cats**

Log Right 780-835-8359

NFD 780-835-6941

DEP Ventures 780-834-7074

**Water Trucks**

Roaming Transport 780-834-0079

**Cleardale- SW-11-85-10 W6 -Cleardale Water Plant**

**Cats**

Log Right 780-835-8359

NFD 780-835-6941

DEP Ventures 780-834-7074

**Water Trucks**

Roaming Transport 780-834-0079

**Clear Prairie -SW-34-87-10 W6- Kade Helgesen**

**Cats**

Cleardale Logging 780-502-9402

Log Right 780-835-8359

NFD 780-835-6941

DEP Ventures 780-834-7074

**Water Trucks**

Roaming Transport 780-834-0079

H&G Mason Holdings (H) 780-494-3320 (C) 780-835-1803

## Clear Hills County Emergency Service Vehicles

<b>Clear Hills County</b>	
Sprinkler Protection Unit (SPU)	
1983	Emergency Fire Trailer Bear Canyon
1983	Emergency Fire Trailer Cleardale
1983	Emergency Fire Trailer Clear Prairie
1983	Emergency Fire trailer Deer Hill (Holds Water)
1983	Emergency Fire Trailer Eureka River
1983	Emergency Fire Trailer Montagneuse Valley
1983	Emergency Fire Trailer Royce
1983	Emergency Fire Trailer Whitelaw

<b>Worsley Fire Department</b>	
Unit 1801	2005 Freightliner Pumper
Unit 1802	2002 First Response Unit
Unit 1803	1982 Pumper
Unit 1804	2013 Freightliner Tanker/Tender
Unit 1805	2012 Dodge People Mover
Unit 1807	2022 Dodge Diesel Grass Fire unit
Unit 1806	2016 Dodge People Mover
Unit 1807	2022 Dodge Diesel Grass Fire unit
2015	Utility Trailer
2019	Honda SxS

<b>Hines Creek Fire Department</b>	
Unit 1	2004 Freightliner Pumper
Unit 2	1981 Pumper
Rescue 1	2002 F550 First response Unit
Rescue 2	2009 Chev MCR Unit
2016	Yamaha SxS & trailer

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Proceed to Proposal- Operation and Maintenance of the Transfer Stations</b>
File:	43-20-02

DESCRIPTION:

Council is presented with information to proceed to (RFP) Request for proposal for the operation and maintenance of the 9 Transfer Stations. The proposal will include the transportation of electronics and oversized materials to the North Peace Regional Landfill as well as the garbage removal within the Hamlet of Worsley.

BACKGROUND:

The current contracts expire on December 31, 2024.

- C174-23(03-28-23)**    **RESOLUTION by Councillor Giesbrecht to approve a one-year contract with Clear Hills Waste Management for the hauling of oversized material from the Clear Hills County Transfer Stations to the North Peace Regional Landfill at a cost of three hundred seventy-five dollars and fifty-eight cents (\$375.58) per tonne.**  
**CARRIED.**
- C173-23(03-28-23)**    **RESOLUTION by Reeve Bean to approve a one-year extension to Clear Hills Waste Management for the Garbage Removal in the Hamlet of Worsley at the current rate of two hundred dollars (\$200.00) per month.**  
**CARRIED.**
- C172-23(03-28-23)**    **RESOLUTION by Deputy Reeve Janzen to approve a one-year extension to Clear Hills Waste Management as per section 9.3.1 in the contract for the Maintenance and Operation of the Clear Hills County Transfer Stations at the current rate of \$236,357.00 per year.**  
**CARRIED.**
- C170-18(03-13-18)**    **RESOLUTION by Councillor Croy to award Tender 2018-P02 Transfer Station Operation and Maintenance to Rick Carleton year one \$210,000, Year two \$216,300, year three \$222,789, year four \$229,473, year five \$236,357.**  
**CARRIED.**

BUDGET:

\$245,000.00

RECOMMENDED ACTION:

**RESOLUTION by...** to proceed to proposal for the operation and maintenance of the Transfer Stations.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>	
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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Policy 3201 Road Construction</b>
File:	32-02-02

DESCRIPTION:

Council has requested a discussion regarding Road Construction Policy 3201.

BACKGROUND:

**C142-24(03-12-24) RESOLUTION by Councillor Ruecker to bring back Policy 3201 Road Construction to a future meeting. CARRIED.**

**C426-23(08-15-23) RESOLUTION by Reeve Bean to approve draft Policy 3201-Road Construction, as presented. CARRIED.**

ATTACHMENTS:

Policy 3201 Road Construction  
Road Construction Information

RECOMMENDED ACTION:

**RESOLUTION by... to approve the discussion regarding Policy 3201 Road Construction, for information.**

Initials show support - Reviewed by: **Manager:**  **CAO:** 

## Clear Hills County

Effective Date: <b>August 16, 2023</b>	Policy Number: <b>3201</b>
Title: <b>ROAD CONSTRUCTION</b>	

### 1. POLICY STATEMENT

- 1.1 Clear Hills County will develop and enhance the vital road network system within the County for the safe transportation of passengers, tourists, industry and goods.
- 1.2 The County will evaluate and prioritize road construction.
- 1.3 All Road Construction Requests will require a completed road request application form to be filled out and submitted to the Clear Hills County office by March 1<sup>st</sup> to be considered for construction in the following year.
- 1.4 Prior to the approval of new or existing requests, the County will proceed with the required assessment standards set out by Alberta Environments within the MSSC.  
 Definition - The Master Schedule of Standards and Conditions (MSSC) identifies conditions that apply to formal disposition applications approved under the Public Land Act. Conditions in this document are part of multiple approval systems and processes.
- 1.5 Following the assessment, a full report will be brought back to Council to present compensation costs and requirements that will need to be met as per Alberta Environment standards prior to proceeding with construction.
- 1.6 MSSC Assessment Study  
 The County will cover ninety percent (90%) of the costs associated with the initial mandatory MSSC Assessments studies that will determine the compensation and requirements as per Alberta Environment standards. The applicant is required to pay the additional ten percent (10%) of the costs.
- 1.7 Study Outcome Compensation  
 The County will pay up to a maximum of \$10,000.00 (ten thousand dollars) of the Compensation Costs, per road construction application. All compensation costs will be required to be paid in full by the applicant prior to the commencement of construction.
- 1.8 Construction  
 The County will pay up to a maximum of \$200,000.00 (two hundred thousand dollars), per ½ mile, for the engineering and construction cost on approved road construction applications.

### 2. ROAD CONSTRUCTION PRIORITIZATION

- 2.1 The CAO shall present to Council the new road construction applications for Councils review and approval annually in March of each year.
- 2.2 The list will include estimated costs to construct new roads that are presented for prioritization.
- 2.3 Council will allocate an annual budget of \$1,000,000.00 for new road construction.

2.4 All road requests will be on a first come basis.

**3. TO BE COMPLETED BY APPLICANT/LANDOWNER**

3.1 Proof of ownership by applicant.

Name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Legal Land Location: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

3.2 Purpose for requesting new or upgraded road:

- New Yard Site
- Existing Yard Site
- Upgrading Access
- Crop/Grazing
- Timber Salvage
- Subdivision
- Other  Explanation: \_\_\_\_\_

3.3 2.3.1. If for farmland, do you have:

- a. At least 1/2 (minimum 80 acres) in seedbed condition
- b. The property is fenced for pasture

2.3.2 If for residential purpose, do you:

- a. Currently live on the land? Yes  No
- b. Where is your primary residence? \_\_\_\_\_ N/A
- c. When will you reside on the land and will be claiming it as your primary residence? \_\_\_\_\_ N/A
- d. Have you applied for utilities? Power  Gas  N/A
- e. Have you submitted a subdivision or development application? Yes  No  N/A

2.3.3 How have you been getting to this land previously?

2.3.4 What is the condition of the present access? Good  Fair  Poor  None

2.3.5 Date the land was acquired? \_\_\_\_\_

2.3.7 Have you received and reviewed the County's policy for Road Construction requests, and will you provide the required compensation costs? Yes  No

Landowners Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_

Effective Date August 16, 2023

**4. Schedule A – Scoring Grid**

Road Scoring Grid:

The following Road Scoring Grid will be used to evaluate road construction requests.

Priority	Scoring Criteria	Points
1a	No Access – To a Quarter Section with Residence	95
1b	No Access – To a Quarter Section with a Residence on a School Bus Route	90
1c	No Access – To a Quarter Section of Farm land or titled fenced pasture	85
2	Miles school bus route is reduced	5/mile
	Anticipated school bus years	Years
3	Reduced distance by existing roads	5/mile
	Miles reduced	
4	Number of groups/households served	5/group
	Basic access	minus 20
	Limited Access	minus 10
	Wet Years -No Access	50
	Wet Years- Limited Access	25
	Water Crossing Required: Bridge File	minus 50
	Water Crossing Required: 36-48"	minus 25
	Muskeg/Coulee	minus 20
	Distance	minus 5 per ½ mile over 1 mile
	Total Points	
	Minimum Points to qualify	60

Notes:

\*Applicants for roads that do not achieve minimum points will be notified in writing that the requested project is denied.

**5. END OF POLICY**

**Related Policies:**

3202 Road Construction Specifications

3203 Approach Construction

3205 Land Need and Acquisition

**ADOPTED**

Resolution #C190-03

Date: March 25, 2003

**AMENDED**

Resolution #C876-03

Date: November 25, 2003

**AMENDED**

Resolution #C153(03/13/07)

Date: March 13, 2007

**AMENDED**

Resolution #C180(02/23/10)

Date: February 23, 2010

**AMENDED**

Resolution #C393-12

Date: July 10, 2012

**AMENDED**

Resolution # C398-12(07/24/12)

Date: July 24, 2012

**AMENDED**

Resolution # C405-14(06/24/14)

Date: June 24, 2014

**AMENDED**

Resolution # C413-17 08/22/17

Date: August 22, 2017

**AMENDED**

Resolution #C463-20(10-13-20)

Date: October 13, 2020

**AMENDED**

Resolution #C357-22(07-12-22)

Date: July 12, 2022

**AMENDED**

Resolution #C426-23(08-15-22)

Date: August 15, 2023

## Terry Shewchuk

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**From:** Buyar, Doug <Doug.Buyar@wsp.com>  
**Sent:** March 14, 2024 3:42 PM  
**To:** Terry Shewchuk  
**Cc:** Grant, Brad; Gamble, Willie  
**Subject:** Clear Hills Contract CA0003927.8338 (Width Reduction Inquiry) 2024-03-14

Terry,

In response to your Council's inquiry regarding "Cost Savings" to the roadway construction expenditures if the Design Tendered width of 8.0 m ( was reduced to 7.0 m) on the RR 25,64, & 124 Projects.

- As discussed, because the 20 m roadway right-of-way would be utilized in its entirety, Common Excavation (stripping, undercut and ditch cut) quantities would essentially remain unchanged.
- The two Bid Items of any cost impact would be Borrow Excavation and Supply of Surfacing Gravel.
- Centerline culvert lengths may change slightly, but entrance culverts would remain as per current Tender based on County specifications.
- Our estimation of potential cost savings to the roadway utilizing the "narrowing option" would be as follows;
  - RR 25 <\$9,000.00 – Contract (less site occ) 469,440.00 <1.9%.
  - RR 124 <\$10,300.00 – Contract (less site occ) 486,405.00 <2.1%.
  - RR 64 <\$8,200.00 – Contract (less site occ) 408,240.00 <2.0%.

Potential overall Construction Costs savings on Tender would be **-\$27,500.00** or +/- **2.0%**

If you require additional info, please call.



**Doug Buyar**  
Area Manager

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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Tender Award- Tender 2024-05 Pavement Crack Sealing</b>
File:	32-15-02

DESCRIPTION:

Council is presented with the analyzed results for Tender 2024-05 Pavement Crack Sealing.

BACKGROUND:

Approximately 65 km of crack sealing to be completed, not including additional locations that may occur through-out the County.

**C85-24(2-13-24) RESOLUTION by Councillor Giesbrecht to proceed to tender for pavement crack sealing. CARRIED.**

Tenders closed on Monday, March 25, 2024, at 4:00 p.m. for Tender 2023-05-Pavement Crack Sealing

BUDGET:

\$145,000.00 - General operating budget - hard surface maintenance

ATTACHMENT:

2024 Paved Surface Map

RECOMMENDED ACTION:

**RESOLUTION by...**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b> 	<b>CAO:</b> 
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# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>REGULAR COUNCIL MEETING</b>
Meeting Date:	March 12, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Chief Administrative Officer Report</b>
File Code:	11-02-02

- Spring Municipal Leaders' Caucus – March 14-15, 2024
- Rural Municipalities of Alberta (RMA) – March 18-20, 2024
- Assessment Model Review (AMR) **Attachment #1**
- Rural Municipal Bridge Infrastructure Deficit
- HPEC/FV Med Meeting – March 22, 2024
- North Peace Regional Landfill Meeting (NPRL) – March 25, 2024

RECOMMENDED ACTION:

**RESOLUTION** by ..... to accept the Chief Administrative Officer's report for March 26, 2024, as presented.

**Initials show support - Reviewed by:**      **Manager:**      **CAO:**      *AR*





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver  
Minister

.../2

**cc: Chief Administrative Officers  
Tyler Gandam, President, Alberta Municipalities  
Paul McLauchlin, President, Rural Municipalities of Alberta**

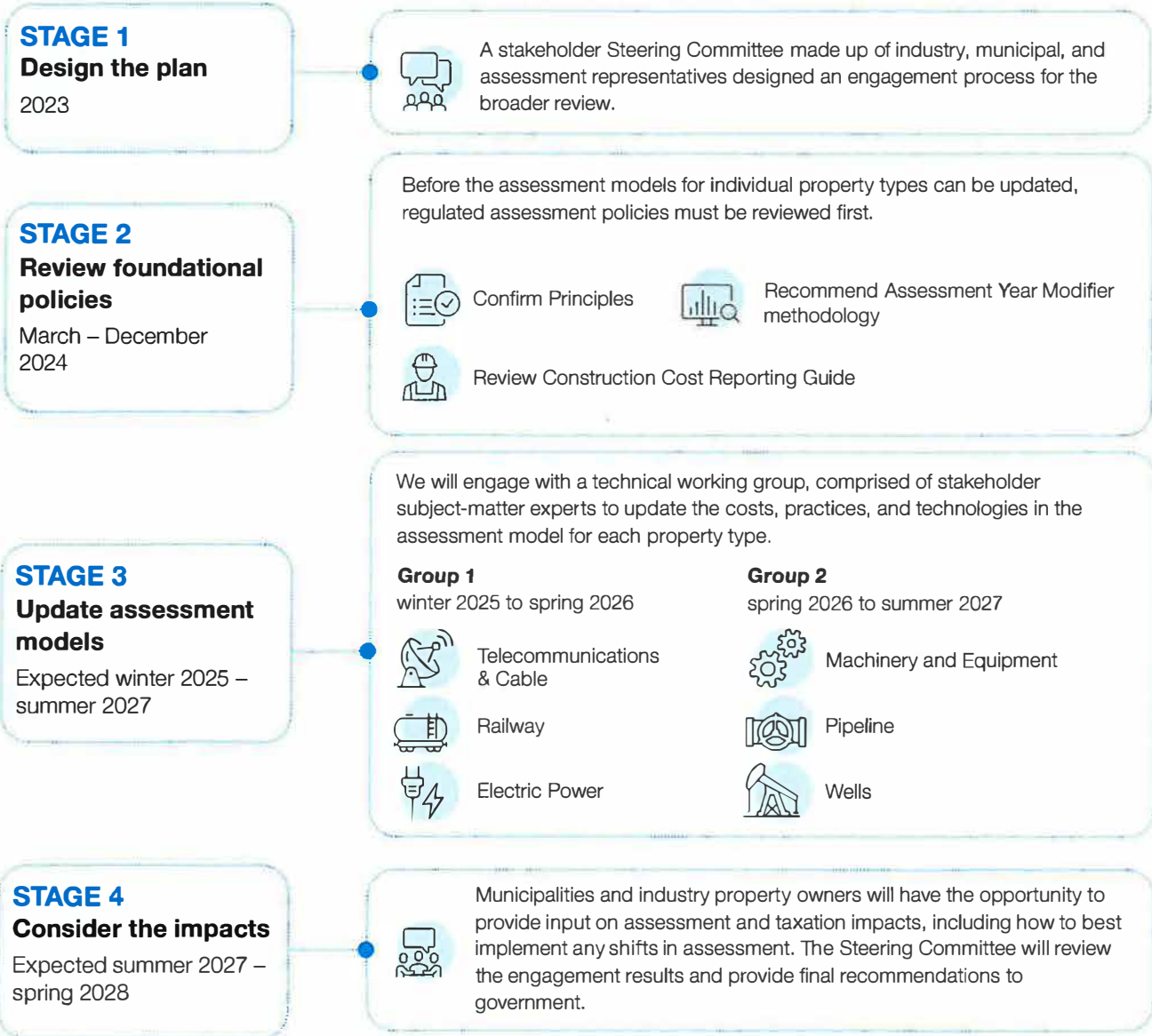
**Attachments**

- **Infographic**
- **Assessment Model Review: Frequently Asked Questions**

# Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta’s regulated property assessment system resulting in fairer valuation of regulated property.

## Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

For more information visit [alberta.ca/regulated-property-assessment-model-engagement](https://alberta.ca/regulated-property-assessment-model-engagement)





## Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at [ma.amr@gov.ab.ca](mailto:ma.amr@gov.ab.ca).

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Public Works Manager's Report</b>
File:	32-02-02

**Graders**

- Grader contractors have been requested to remove snow wings and front plows from the graders. The picks will remain on until future notice.
- Graders have begun a complete grading of their beat. They have been instructed to be cautious when approaching wet areas to avoid rutting and creating mud balls.

**Roads, Culverts & Approaches**

- Road conditions are seen to be improving as they are drying up well.
- Spring gravel haul will soon finish due to road conditions.
- Dust Control has been advertised, the deadline to submit applications is April 19, 2024.
- The tender for BF 71273 culvert replacement has been advertised and will be closing on April 5, 2024.

**Other**

- Hydrogeological Consultants Ltd. (HCL) and Saville Drilling Ltd. are set to start drilling the 2024 Worsley Water Well in the middle of May.
- WSP Canada Inc. have agreed to provide a cost estimation for the Hamlet of Cleardale sewer and street upgrade.
- Unit 48 pickup truck and the air compressor have been taken to a local Team Auction to be sold on April 13, 2024.

**RECOMMENDED ACTION:**

**RESOLUTION by...to receive the information of the Public Works Manager's Report, as presented.**

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>		<b>CAO:</b>	
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# Clear Hills County

## Request For Decision (RFD)

	<b>Regular Council Meeting</b>
Meeting Date:	March 26, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	<b>Council Information</b>
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

Transportation & Infrastructure

RECOMMENDED ACTION:

**RESOLUTION** by.... that Council receives for information the Council Information presented at the March 26, 2024, Regular Council Meeting.

Initials show support - Reviewed by:	Manager:	CAO:	
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## Transportation and Infrastructure

*Rural roads and bridges are not only vital to local communities, but serve as important arteries to help Alberta's economy grow by connecting natural resources to national and international transportation corridors. The RMA members are responsible for the largest road and bridge network of any stakeholder in the province. The building and maintenance of transportation infrastructure is the single biggest expense for most rural municipalities.*

### What is the RMA's position on the importance of having a municipal perspective on matters related to transportation and infrastructure?

- ♦ Rural municipalities manage the majority of Alberta's roads (77% or 173,226km) and bridges / culverts (61% or 8,468 km). At a cost of between \$500,000 and \$1 million to construct one kilometer of road and a similar cost to construct a bridge or culvert, the costs of managing transportation infrastructure form a significant portion of rural municipal expenses.
- ♦ Rural Alberta's transportation network connects communities, provides rural Albertans with access to important community services (such as healthcare), and supports the province's tourism industry by connecting major highways to many of Alberta's parks and natural wilderness areas.
- ♦ Rural roads and bridges provide the oil and gas, forestry and agriculture industries with access to the natural resources that they depend on. A safe and viable rural road and bridge network is key to supporting the provincial economy.
- ♦ As the primary manager of bridges and roads in Alberta, rural municipalities should be thoroughly consulted before any changes are made to existing infrastructure grant programs, approval processes, or design standards.
- ♦ Industrial use of infrastructure creates significant damage that requires municipalities to allocate a level of financial and human resources not typical in urban areas.
- ♦ As transportation infrastructure funding continues to lag behind need, rural municipalities in many areas of the province have been forced to weight restrict or close bridges.

### What financial considerations do rural municipalities have with respect to infrastructure construction and maintenance?

- ♦ Municipal taxation revenues alone are not sufficient to build and/or maintain rural municipal infrastructure networks. As a result, municipalities face an increasing infrastructure deficit.
- ♦ Long-term, predictable funding from other levels of government is necessary to ensure the sustainability of rural Alberta's transportation network and the viability of rural communities.
- ♦ Municipal infrastructure funding programs developed by other levels of government must reflect rural infrastructure needs. Per capita funding distribution and merit-based distribution mechanisms that place rural municipalities in competition with higher-capacity urban municipalities do not adequately address rural needs.
- ♦ Municipalities require ongoing funding and capacity support to advance asset management planning, which is a vital component of efficient infrastructure construction and maintenance.

## What collaborative relationships are essential to rural municipalities in matters relating to transportation and infrastructure?

- ◆ Municipalities are in the best position to determine local infrastructure priorities and should be empowered to meet those priorities.
- ◆ In situations where industry benefits from the use of municipal roads and bridges, industry should collaborate with municipalities by contributing to maintenance and replacement costs. Local road permits are an effective tool to manage the impact of commercial vehicles on rural roads.
- ◆ The RMA looks forward to collaborating with the Government of Alberta to develop new parameters for the Strategic Transportation Infrastructure Program.
- ◆ Federal and provincial levels of government must work closely with rural municipalities to ensure that infrastructure, such as: roads, bridges, airports, and transloading facilities are adequately supported, similarly to highways and ports that also serve as links in these supply chains.
- ◆ Technical information from Alberta Transportation must be up to date and reliable to assist municipalities with decision making on transportation infrastructure.

## How does the work of the RMA support the sustainability of Alberta's transportation and infrastructure systems?

- ◆ The RMA advocates on behalf of rural municipalities for consistent funding processes that promote the sustainability and growth of rural transportation networks.
- ◆ Long-term capital planning and asset management initiatives are important tools to maximize municipal resources in the provision of infrastructure. The RMA encourages these efforts and works with various committees in support of this type of planning.
- ◆ The RMA encourages member municipalities to work collaboratively to find innovative, cost-effective solutions to their infrastructure needs (e.g. cost sharing, use of own forces, alternative design).
- ◆ The RMA has continued their partnership with ABmunis, Infrastructure Asset Management Alberta, and the Federation of Canadian Municipalities to provide free asset management training to municipalities, and encourages municipalities to take part in these activities.

## What current transportation and infrastructure related issues are impacting rural Alberta?

### Strategic Transportation Infrastructure Program

- ◆ The RMA looks forward to collaborating with the Government of Alberta to design program parameters for the Strategic Transportation Infrastructure Program (STIP) or a similar program that will best meet the long-term needs of rural municipalities when the current funding commitment to STIP concludes.
- ◆ Resource roads, local road bridges and community airports are critical to the viability of rural communities and Alberta's industrial and resource development. STIP provides rural municipalities with a dedicated funding source for this infrastructure and should remain adequately funded and accessible to rural municipalities.

- ◆ There is an increasing deficit in bridge infrastructure on municipal roads. Years of underfunding bridge maintenance have created a backlog of unfunded repairs.
- ◆ The 2022 provincial budget included a decrease in STIP funding, with further reductions forecast in future years. Given Alberta's recent economic growth and the role of rural roads and bridges in supporting resource industries, STIP funding should be increased so that municipalities can continue to care for the majority of Alberta's infrastructure, without increasing the financial burden on rural areas.

## Asset Management

- ◆ By properly monitoring the age and condition of infrastructure and developing a long-term asset management plan for maintenance and replacement, municipalities will increase accountability and efficiency in managing their assets and improve service levels.
- ◆ Asset management is likely to become an important consideration in future grant funding programs. In some Canadian jurisdictions, asset management plans and policies are required to access grant funding, or are mandatory for municipalities through legislation.
- ◆ Due to the long-term nature of asset management planning, it is critical to establish buy-in throughout the municipality, from council to front-line employees. The RMA report, Navigating the Asset Management Journey, can help develop this buy-in.
- ◆ RMA has developed several short asset management training courses for both elected officials and municipal staff. Municipalities and other organizations interested in accessing this material are encouraged to contact the RMA.
- ◆ The RMA is a strong supporter of the Federation of Canadian Municipalities' Municipal Asset Management Program (MAMP). As of January 2020, MAMP has funded over 500 municipal asset management projects across Canada. The RMA, along with partner organizations, has received significant funding through MAMP to develop and deliver a variety of asset management capacity-building workshops and cohorts.
- ◆ The RMA is a strong supporter of Infrastructure Asset Management Alberta (IAMA), a grassroots organization that provides educational and networking opportunities for Alberta's municipal asset management community.
- ◆ As municipalities both own and conduct activities affecting underground infrastructure, the RMA supports a mandatory notification and registration system. However, such a program must be accompanied by financial support to register historic municipally owned infrastructure.
- ◆ As water flow increases as a result of climate change, bridges and culverts built to handle this increased flow should be eligible to receive funding to support climate resiliency.

## Rail

- ◆ Rail lines are pervasive in rural municipalities and create different challenges than in urban areas. For example, in the event of a blocked crossing, alternate routes are often difficult to access in rural areas. As a significant roadway authority in the province of Alberta, rural municipalities have a vested interest in any regulatory changes to railways (e.g. at-grade crossings, information sharing).

## Investing in Canada Program

- ◆ The RMA is concerned with the eligibility criteria for Alberta's allocation of the Rural and Northern Communities stream of the Investing in Canada program. Allowing all municipalities with a population below

100,000 to apply for funding compromises the ability of small rural municipalities who may be unable to apply for projects under other streams to access a share of Investing in Canada program funding.

- ◆ The RMA is concerned that provincial funding is inadequate or unavailable for certain eligible projects under the federal Investing in Canada Program.

### *Fisheries Act and Navigation Protection Act*

- ◆ Rural municipalities take their role as infrastructure managers seriously, but also prioritize the stewardship of Alberta's waterways. For this reason, the RMA prioritizes advocacy efforts to ensure federal legislation balances the regulation of fish habitats and the navigability of Canada's waterways, with the need for municipalities to operate within a fair and efficient regulatory regime that mitigates any adverse impacts on rural development.
- ◆ Changes to the *Fisheries Act* and *Navigation Protection Act* may increase the costs of bridge, culvert and road construction for rural municipalities.

### Provincial Highways

- ◆ In rural areas, provincially-managed highways are often vital links between communities. The RMA urges the Government of Alberta to provide consistent upkeep of rural highways, as their value to rural residents and the province's economy are significant. This upkeep should include regular maintenance on road surfaces, and the consistent provision of signage, such as mileage markers, for both convenience and safety purposes.
- ◆ Rural municipalities understand local road access issues. As such, the authority to regulate provincial highway access and setback requirements should be delegated from the Government of Alberta to municipal governments.

### Community Airports

- ◆ In many rural and small urban municipalities, community airports provide an important link for industrial development, as well as serving as a hub for emergency services to fight wildfires or attend to seriously ill or injured residents. The maintenance of the provincial funding through the Strategic Transportation Infrastructure Program (STIP) and commitment to long term stable funding after the current program's expiry plays a large role in maintaining rural Alberta's access to air travel.
- ◆ Regional airports are partially supported by the Airports Capital Assistance Program (ACAP), a federal funding program. Current funding levels for ACAP are not adequate to support Canada's regional airports.

**Karrina Jung**  
*Policy Advisor*  
780.955.4085  
[karrina@RMAAlberta.com](mailto:karrina@RMAAlberta.com)

March 8, 2024

## RMA Requests Asset Management Data from Members

*As the RMA works to quantify the current rural municipal infrastructure deficit, member data is needed*

The RMA is undertaking an ambitious study to assess the current infrastructure deficit in rural municipalities. This is a critical initiative to support ongoing advocacy efforts and to demonstrate the importance of provincial investment into rural municipal infrastructure. This work has recently been initiated and will extend into the first half of 2024. The work has been structured into two key phases:

1. Bridge and culvert infrastructure deficit analysis utilizing the provincial TIMS data.
2. Non-TIMS core infrastructure (roads, sidewalks, water/wastewater/engineered stormwater systems, facilities, as well as any non-TIMS related bridges/culverts) utilizing RMA member data.

Based on this phasing, the RMA needs your help to conduct this important assessment. It is critical for us to access member infrastructure data to properly assess the overall infrastructure deficit amongst rural municipalities.

Many of you may have seen our previous request and determined that your information would not be useful to us. Please know, **any information we can access will provide value to this process** and we would **highly encourage all members to participate to the greatest degree possible**. Here are several ways to participate:

1. If you have information on the **current condition ratings and projected replacement values for any area of core** infrastructure, we need you to support this process. This is the highest value information available.
2. If you have information on the original age of construction, as well as information on investments over time, for any area of core infrastructure, this is also extremely valuable and we request your participation.
3. If you **have your infrastructure inventoried** in GIS or some other system **but lack the condition or investment information above**, please still participate. The extrapolation process works best if we know more about the characteristics of your specific infrastructure. We can connect you with our team with any additional questions, but we are hoping to find a way to include your information.

Our team is committed to making participation as simple as possible. We are available for questions, one-on-one working sessions, or for any other supports required throughout this process. Please note, all information will be aggregated, so privacy of your information is guaranteed.

If you think you have any information which could be utilized in this study, please contact the project lead Karrina Jung for more details.

**Karrina Jung**  
Policy Advisor  
780.955.4085  
[karrina@RMAAlberta.com](mailto:karrina@RMAAlberta.com)

**Wyatt Skovron**

*Director of External Relations & Advocacy*

780.955.4096

[wyatt@RMAlberta.com](mailto:wyatt@RMAlberta.com)

# Clear Hills County

## Request For Decision (RFD)

<b>Meeting Date:</b>	<b>Regular Council Meeting</b> March 26, 2024
<b>Originated By:</b>	Allan Rowe, Chief Administrative Officer
<b>Title:</b>	<b>Calendars</b>
<b>File:</b>	11-02-02

**DESCRIPTION:**

Council is presented with a calendar of upcoming meetings. This will aid administration in maintaining records and serve as a reminder for upcoming meetings for both the Council and administration.

**UPCOMING CONFERENCES:**

Conference	Date	Location	Attendance
EDA Experience 2024 Leaders' Summit & Conference	April 10-12	Kananaskis	
FCM Conference	June 6-9	Calgary	

**ATTACHMENTS:**

- Calendar of upcoming meetings and conferences

**RECOMMENDED ACTION:**

**RESOLUTION** by .... to accept for information March, April and May 2024 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>	<b>CAO:</b>	
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# MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1 PREDA-AB	2
3	4 P&P-ALL	5 ASB Pred Workshop- DJ, JR WDHP-SH	6 NPHF-DW ASB Tour DJ, JR Town Hall Drought Rec-BR-DW	7 Joint Mtg Manning-AB, DJ	8 NAEL-AB, DJ	9
10	11	12 Council	13 ASB-DJ, JR	14 2024 Spring Municipal Leaders Caucus	15 NWSAR-AB, DW CPAA-AB	16
17	18 RMA Convention	19	20	21	22 FVMED/HPEC_SH	23
24	25	26 Council	27	28	29 Good Friday Office Closed	30
31 Easter Sunday	1 Office Closed	2	3	4	5	6



# APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 <b>Policy &amp; Priority</b>	3	4	5	6
7	8	9 <b>Council</b>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     EDA Experience 2024 Leaders' Summit &amp; Conference                 </div>		12	13  CHC Agricultural Trade Show
14	15	16	17	18	19	20  PLS Exec- AB
21	22	23 <b>Council</b>	24  MD Peace/MD FV Joint Meeting	25	26  NPHF Strategic plan -DW	27  NPHF Strategic plan -DW
28	29  MPTA-AB	30				

# MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 Woman of the North	2	3	4
5	6	7 Policy & Priority	8	9	10	11
12	13	14 Council CCRec- NS	15	16	17	18
19	20	21	22	23	24	25
26	27 <u>Memorial Day</u>	28 Council	29	30	31	1

## Acronyms for Calendar

RMA	Rural Municipalities of Alberta
ASB	Agricultural Service Board
ASR	Alberta Surface Rights
CCES	Cleardale Community Enhancement Society
CH Conn - D	Clear Hills Joint Venture Ltd. - Directors
CH Conn - O	Clear Hills Joint Venture Ltd. - Operating
CCFC	Clear Creek Fire Committee
DAP	Development Appeal Board
MPRP	Mercer Peace River Pulp Ltd. Public Advisory Committee
HPEC	Health Professional Enhancement committee
EDC	Economic Development Committee
EMC	Emergency Management Committee
FCM	Federation of Canadian Municipalities
FV-Med	Fairview Medical Clinic Operating Society
FRAAC	Fairview Regional Airport Advisory Committee
FV-Seed	Fairview Seed Cleaning Co-Op Board
GGAMAC	Grimshaw Gravel Aquifer Management Advisory Committee
IIC	Interprovincial/Intermunicipal Committee
MMSA	Mackenzie Municipal Services Agency - Directors
MPTA	Mighty Peace Tourist Association
MPC	Municipal Planning Commission
NAEL	Northern Alberta Elected Leaders (Reeve & CAO - once a year)
NTAB	Northern Transportation Advocacy Bureau
NPHF	North Peace Housing Foundation
NPRLFC	North Peace Regional Landfill Commission
PLS Adv	Peace Library Systems – Clear Hills Advisory
PLS	Peace Library Systems
PREDA	Peace Regional Economic Development Alliance
Rec-BR	Recreation Board – Burnt River
Rec-CC	Recreation Board – Cherry Canyon
Rec-CD	Recreation Board – Cleardale
Rec-HC	Recreation Board – Hines Creek
Rec-W	Recreation Board – Worsley
R & CAO	Reeves and CAO's (once a year) Filed with Boards & Committees
RBC	Road Ban Committee
Rural Watch	Rural Crime Watch Executive Board
Site C	Site C Clean Energy Project
TTPC	Trades Training Program Committee
TRC 726	Technical Review Committee – Highway 726 Coulee
WDHP	Worsley & District Health Promotion
Z4	Zone 4 (Spring & Fall)
NWSAR	North West Species at Risk
SDAB	Mackenzie inter-Municipal Subdivision and Development Appeal Board
JIMC	Joint inter-Municipal Committee
PVCRT	Peace Valley Conservation, Recreation and Tourism Society