

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, MAY 28, 2024**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, May 28, 2024, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

CALL TO ORDER	
2. AGENDA	
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**MINUTES OF CLEAR HILLS COUNTY
SPECIAL COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, MAY 17, 2024**

PRESENT

Amber Bean	Reeve
Abe Giesbrecht	Councillor
David Janzen	Deputy Reeve
Danae Walmsley	Councillor Via Zoom
Jason Ruecker	Councillor
Nathan Stevenson	Councillor Via Zoom

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Terry Shewchuk	Public Works Manager (PWM)
Natasha Gillett	Community Clerk

ABSENT

Susan Hansen	Councillor
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CALL TO ORDER

Reeve Bean called the Special Council meeting at 9:39 a.m.

SP297-24(05-17-24)

RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the May 17, 2024, Special Council Meeting. CARRIED.

A Special Council meeting was called to discuss fire bans within Clear Hills County.

SP298-24(05-17-24)

RESOLUTION by Councillor Giesbrecht to keep the Clear Hills County Fire Ban in place, with the exception of small, supervised Safe Wood campfires in designated camping grounds, designated day use areas, and on privately owned land following Safe Wood Campfire parameters, as per Bylaw No. 285-24 Section 4.1 and Section 1.1. Reeve Bean called for a recorded vote.

In Favour	Opposed
Deputy Reeve Janzen	Reeve Bean
Councillor Ruecker	Councillor Stevenson
Councillor Giesbrecht	
Councillor Walmsley	
	CARRIED.

ADJOURNMENT

Reeve Bean adjourned the, May 17, 2024 Special Council Meeting at 10:10 a.m.

DATE REEVE

DATE CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, MAY 14, 2024**

PRESENT

Amber Bean	Reeve
David Janzen	Deputy Reeve
Danae Walmsley	Councillor
Susan Hansen	Councillor
Jason Ruecker	Councillor

ATTENDING

Allan Rowe	Chief Administrative Officer (CAO)
Bonnie Morgan	Executive Assistant (EA)
Terry Shewchuk	Public Works Manager (PWM)

ABSENT

Nathan Stevenson	Councillor
Abe Giesbrecht	Councillor

CALL TO ORDER

Reeve Bean called the meeting to order at 9:32 a.m.

**ACCEPTANCE OF
AGENDA**

C253-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the May 14, 2024 Regular Council Meeting, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous Council Meeting Minutes

C254-24(5-14-24)

RESOLUTION by Councillor Walmsley to adopt the minutes of the May 7, 2024, Policy & Priority Meeting, as amended. CARRIED.

C255-24(5-14-24)

RESOLUTION by Councillor Hansen to adopt the minutes of the April 23, 2024, Regular Council Meeting, as amended. CARRIED.

Management Team Activity Report

Management activity report was reviewed.

C256-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen that the management activity report for May 7, 2024, be accepted, as presented. CARRIED.

**NEW BUSINESS:
COUNCIL**

Councillor Reports

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

C257-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to accept the Councillor Reports for information, as presented. CARRIED.

C258-24(5-14-24)

RESOLUTION by Councillor Hansen to approve Reeve Bean to coordinate with Mike Evans Honey Films for the showcasing seniors' video project. CARRIED.

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Road Tour Overview Council had their annual Road Tour on April 30th, touring the west end of the County from Bear Canyon back to Worsley.

C259-24(5-14-24) **RESOLUTION by Deputy Reeve Janzen to receive the review of the April 30th Council Road Tour for information, as presented. CARRIED.**

C260-24(5-14-24) **RESOLUTION by Deputy Reeve Janzen to approve the graveling of Township Road 845 west of Range Road 92 due to the 2023 Fire situations. CARRIED.**

Hines Creek Graduation Councillor Hansen has been invited to attend the Hines Creek Composite Graduation on June 22, 2024.

C261-24(5-14-24) **RESOLUTION by Councillor Walmsley to approve the attendance of Councillors at the 2024 Graduation ceremonies in their respective areas. CARRIED.**

CORPORATE SERVICES

Accounts Payable
April 24, 2024,
to May 14, 2024

A list of expenditures for Clear Hills County for the period of April 24, 2024 to May 14, 2024 is provided for Council's review.

C262-24(5-14-24) **RESOLUTION by Councillor Hansen that Council receives for information the Accounts Payable report for Clear Hills County for the period of April 24, 2024, to May 14, 2024 for a total of \$717,909.88, with funds to be transferred from Long Term Investments. CARRIED.**

Reeve Bean recessed the meeting at 10:33 a.m.
Reeve Bean reconvened the meeting at 10:39 a.m.

2023 Surplus
Reallocation

The amount of \$2,313,054 was transferred to our Rate Stabilization Reserve at year end. This is the amount of the 2023 surplus which now needs to be reallocated to the appropriate reserve account(s).

C263-24(5-14-24) **RESOLUTION by Councillor Hansen that Council approves the amount of \$331,137.00, remain in the Rate Stabilization Reserve to cover expenditures made in 2023, \$500,000.00 be transferred to the Fire Reserve and the remaining \$1,481,917.00 be transferred to the Bridges Reserve. CARRIED.**

Bylaw No. 287-24 –
Schedule of Fees &
Charges

Council is presented with a revised Schedule of Fees & Charges for consideration.

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- C264-24(5-14-24)** RESOLUTION by Councillor Walmsley that first reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED.**
- C265-24(5-14-24)** RESOLUTION by Deputy Reeve Janzen that second reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED.**
- C266-24(5-14-24)** RESOLUTION by Councillor Hansen to proceed to third and final reading of Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED UNANIMOUSLY.**
- C267-24(5-14-24)** RESOLUTION by Reeve Bean that third reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. **CARRIED.**
- Policy 1220
Credit Cards
- Policy 1220 – Credit Cards provides guidelines for the issuance of County credit cards.
- C268-24(5-14-24)** RESOLUTION by Deputy Reeve Janzen that Council adopt Policy 1220 – Credit Cards, as presented. **CARRIED.**
- Expense Claims
- Administration would like to have a discussion with Council regarding the submission of expense claims.
- Councillor Ruecker entered the meeting 10:54 a.m.
- C269-24(5-14-24)** RESOLUTION by Reeve Bean to bring back Policy 1126 Per Diem Payments to a future meeting amending it to include that Councillors may claim for 2 per diems' payment amounts if attending 2 in person or online meetings in one day as long as they are at different locations, excluding conference days. **CARRIED.**
- C270-24(5-14-24)** RESOLUTION by Councillor Walmsley to accept the expense claim submission discussion for information. **CARRIED.**
- Destruction of
Records & Documents
- Council authorization is requested to destroy temporary records and documents of Clear Hills County as per the Retention and Destruction of Records and Documents Bylaw No. 25.
- C271-24(5-14-24)** RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2021 monthly reconciliation reports, 2016 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2017. **CARRIED.**

Funding Request
Hines Creek End of
Steel Museum

The Hines Creek End of Steel Museum is requesting a grant to assist with staffing expenses.

C272-24(5-14-24)

RESOLUTION by Councillor Ruecker to deny the Hines Creek End of Steel Museum's funding request to assist with staffing expenses. CARRIED.

Funding Request
Grimshaw & District
Chamber of
Commerce

The Grimshaw & District Chamber of Commerce is requesting Beyond Borders Grant Program funding to sponsor the 2024 Harvest Moon Festival.

C273-24(5-14-24)

RESOLUTION by Councillor Hansen to deny the Grimshaw & District Chamber of Commerce's funding request. CARRIED.

Reeve Bean recessed the meeting at 11:42 a.m.
Reeve Bean reconvened the meeting at 12:10 p.m.

COMMUNITY

Bylaw No. 9 Fees for
The Extinguishing of
Fires

Council is presented with Bylaw No. 9 Fees for Extinguishing Fires for review.

C274-24(5-14-24)

RESOLUTION by Councillor Hansen that first reading be given to Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing fees for services provided by volunteer fire departments for the extinguishing of fires or preserving of life or property from injury or destruction by fire. CARRIED.

C275-24(5-14-24)

RESOLUTION by Councillor Walmsley that second reading be given to Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing fees for services provided by volunteer fire departments for the extinguishing of fires or preserving of life or property from injury or destruction by fire. CARRIED.

C276-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to proceed to third and final reading of Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing fees for services provided by volunteer fire departments for the extinguishing of fires or preserving of life or property from injury or destruction by fire. CARRIED UNANIMOUSLY.

C277-24(5-14-24)

RESOLUTION by Reeve Bean that third reading of Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for

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the purpose of establishing fees for services provided by volunteer fire departments for the extinguishing of fires or preserving of life or property from injury or destruction by fire. CARRIED.

Bylaw 282-24
Fire Bans

Council is presented with the requested amendments to Bylaw No. 285-24 Fire Ban.

C278-24(5-14-24)

RESOLUTION by Councillor Ruecker that that first reading be given to Bylaw No. 285-24, 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.

C279-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen that second reading be given to Bylaw No. 285-24, 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.

C280-24(5-14-24)

RESOLUTION by Councillor Hansen to proceed to third and final reading of Bylaw No. 285-24, 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 UNANIMOUSLY.

C281-24(5-14-24)

RESOLUTION by Reeve Bean that third reading of Bylaw No. 285-24, 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.

Outdated Fire Fighter
Turn Out Gear

Council has requested information on outdated Fire Fighter turnout gear.

C282-24(5-14-24)

RESOLUTION by Reeve Bean to receive the discussion regarding the outdated Fire Fighter turnout gear for information, as presented. CARRIED.

Clear Hills County
Emergency
Coordination
Centre Manual

Council has requested Administration compile a Clear Hills County Emergency Coordination Manual for Council, administration, and fire departments to follow during an emergency.

C283-24(5-14-24)

RESOLUTION by Councillor Walmsley to receive the Emergency Coordination Manual for information, as presented. CARRIED.

Tradeshow Overview

Council had a discussion regarding the 2023 Tradeshow.

C284-24(5-14-24)

RESOLUTION by Councillor Ruecker to receive the discussion regarding the 2023 Tradeshow overview for information, as presented. CARRIED.

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Policy 6313
Tradeshow Groceries
& Door prizes

Administration is requesting that Council change section 2.4 of policy 6313 Tradeshow Groceries & Door prizes.

C285-24(5-14-24)

RESOLUTION by Councillor Hansen to bring back the amendments in Policy 6313 Tradeshow Groceries & Door prizes to a future meeting. CARRIED.

4-H Beef

Council is requested to provide direction on whether to purchase a 4-H beef for the 19th Annual Clear Hills County BBQ scheduled for Thursday, July 25, 2024, 6:00-8:00 p.m. at the George Lake Campground.

C286-24(5-14-24)

RESOLUTION by Councillor Hansen to authorize Deputy Reeve Janzen to attend the Montagneuse 4-H Multi Club Show & Sale June 3, 2024, and purchase a beef up to a maximum of \$8,000.00 for the 19th Annual Clear Hills County BBQ. CARRIED.

Reeve Bean recessed the meeting at 1:16 p.m.
Reeve Bean reconvened the meeting at 1:23 p.m.

PUBLIC WORKS
Cleardale Fire Hall
Building

Council is presented with a recommendation from the May 7, 2024 Policy and Priority Meeting to award Goodon Industries Ltd.'s quote of \$126,500.00 for the Cleardale Firehall building material supply and construction.

C287-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to award Goodon Industries Ltd.'s quote of \$126,500.00 for the Cleardale Firehall building material supply and construction, funds to be allocated from the Fire Reserve. CARRIED.

Access Road Request

Council is presented with an application to construct an access road North of Township Road 854 for approximately 1,250 meters to access NW-29-85-7 W6M.

C288-24(5-14-24)

RESOLUTION by Councillor Ruecker to include the access road North of Township Road 854 for approximately 1,250 meters to access NW-29-85-7 W6M in the 2025 Multi Year Capital Plan and proceed with a wetland assessment. CARRIED.

Whitelaw Transfer
Station Security
Services

Council is presented with a proposal from Chis Maennchen, along with two additional security options regarding providing security services at the Whitelaw Transfer Station.

C289-24(5-14-24)

RESOLUTION by Councillor Walmsley to table and bring back additional options providing security services at the Whitelaw Transfer Station to a future meeting. CARRIED.

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WRITTEN REPORTS

Chief Administrative
Officer's Report

Chief Administrative Officer's report.

C290-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to receive the Chief Administrative Officer's report for information, as presented. CARRIED.

Public Works
Manager's Report

Public Works Manager's Report

C291-24(5-14-24)

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

C292-24(5-14-24)

RESOLUTION by Deputy Reeve Janzen to proceed with Griffin Contracting Ltd to complete the bridge repairs for Bridge File 80666 on Range Road 80, in the amount of \$22,500.00 funds to be allocated from the Bridge Reserve. CARRIED.

COUNCIL
INFORMATION

Council is presented with correspondence, for information.

C293-24(5-14-24)

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.

C294-24(5-14-24)

RESOLUTION by Councillor Hansen to accept for information May, June & July 2024 calendar updates of Councillor meetings for information, as presented.

Date	Meeting	Attendee
May 21	ASB	
June 15	Worsley Grad	Ruecker
June 17	MED/HPEC	Hansen
June 3	4H Sale	Janzen
May 30	NPHF	Walmsley
June 2	BR-Rec	Walmsley
June 13	GGAMAC	Walmsley
June 14, 19 & 20	NWSAR	Bean
June 26 & 27	PREDA	Bean
May 29	NPRL	Ruecker
July 27	PLS-Exec	Bean
		CARRIED.

CLOSED
Legal/Land

Councillor Ruecker left the meeting at 2:39 p.m.

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TUESDAY, MAY 14, 2024

C295-24(5-14-24)

**RESOLUTION by Deputy Reeve Janzen that Council closes the meeting to the public as per Section 27, of FOIP at 2:40 p.m.
CARRIED.**

C296-24(5-14-24)

**RESOLUTION by Deputy Reeve Janzen that Council opens the meeting to the public as per Section 27, of FOIP at 2:57 p.m.
CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the April 23, 2024 Regular Council Meeting at 3:08 p.m.

DATE

REEVE

DATE

CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	DELEGATION – Hines Creek End of Steel Heritage Museum Society
File:	11-02-02

DESCRIPTION:

Hines Creek End of Steel Heritage Museum Society members will be in attendance to have a discussion with Council regarding the End of Steel Heritage Museum.

C272-24(5-14-24) RESOLUTION by Councillor Ruecker to deny the Hines Creek End of Steel Museum’s funding request to assist with staffing expenses. CARRIED.

ATTACHMENT:

May 14, 2024 - RFD Grant Request

RESOLUTION by to receive the delegation from the Hines Creek End of Steel Heritage Museum Society, as presented.

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 14, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Funding Request – Hines Creek End of Steel Museum
File:	62-02-02

DESCRIPTION:

The Hines Creek End of Steel Museum is requesting a grant to assist with staffing expenses.

BACKGROUND:

The Hines Creek End of Steel Museum has a small volunteer base which is no longer able to operate the museum at a high standard. They need to hire multiple summer employees and are applying for a grant to fund these employees.

ATTACHMENTS:

- May 1, 2024 Funding Request Letter
- Grants History (2004 – May 8, 2024)

RECOMMENDATION:

1. **RESOLUTION** by... to approve a general grant to the Hines Creek End of Steel Museum in the amount of _____ to assist with summer staffing expenses with funds to be allocated from the Rate Stabilization Reserve.

OR

2. **RESOLUTION** by... to deny the Hines Creek End of Steel Museum's funding request.

OR

3. **RESOLUTION** by... to invite the Hines Creek End of Steel Museum to a future Regular Council Meeting to discuss their funding request.

Initials show support - Reviewed by:	Manager: 	CAO: 
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Box 686

Hines Creek

May 1, 2024

Dear Clear Hills County We are writing on behalf of the Hines Creek End of Steel Museum.

We recognize and appreciate all the support that the Clear Hills County has given us over the years. The museum was established in 1984 and has been a cornerstone for Hines Creek and community. It was established and operated by volunteers for the past 40 years. There have been thousands and thousands of volunteer hours donated to this museum. This organization has always prided itself on providing a quality experience for all who visit. Unfortunately, our volunteer base is aging and is unable to continue to run the museum to the standards that the public expects. Up until now the museum has relied on grants and volunteers to fund staffing and repairs / projects that the museum needs to operate from May to September each year. In the past the museum relied on summer students to assist the adult worker to staff the museum. STEP student funding from the province was discontinued several years ago and we have not been successful in receiving Canada Works Funding from the Federal program for the past few years. Our volunteer base is too small to operate this museum. Our society has always prided itself on being financially responsible and have worked hard to fund raise for the upcoming year. We have had many successful events, such as the Duane Steele concert, casino, breakfast, heritage days and Saturday coffee. Each year we look forward to plan for the next season. When we review our budget and volunteer hours needed for the coming years, we feel that our society cannot exist in its present form. In order to operate the museum at a high standard we need permanent constant funding.

These are our recommendations.

1 - Funding for an adult worker at a desirable wage so they will want to come back from year to year. Training staff is expensive and time consuming. If we can attract staff from year to year that will improve continuity and better functioning of the museum. The adult worker would supervise the students, organize the Canada Day Breakfast and Heritage Day events, digitalize the artifacts. assist with greeting the public and providing tours for the visitors. They would also assist with the children's programs.

2 - Grounds Keeper - Mows grass, machine maintenance, painting of buildings and assists with tours.

3 - Children's Program Coordinator - At present we run the children's program one day per week. This has been very popular with the community.

4 - Housekeeper to clean the buildings. The buildings need a good cleaning before each season begins and then weekly upkeeps.

5 - Student workforce - The museum needs between 2-4 students each season to assist with painting, mowing, tours, children's programs etc.

6 - Country Market - The museum offers refreshments each Saturday morning. Vendors are welcome to sell their wares to the public.

We are presently looking for the County's support in helping us fund our summer employees. Please see enclosed statement for proposed wages for staff. We are looking forward to meeting with you to see how we can continue to provide a positive museum experience for our community and visitors.

Sincerely, End of Steel Heritage Museum

A handwritten signature in black ink that reads "Lorraine Frykas". The signature is written in a cursive style with a large initial "L".

**Lorraine Frykas
President**

End of Steel Museum
 Projected Wages for Grounds keeper and Maintenance Personnel
 For the Peiod May 01, 2024 to August 31,2024

	Salary	Deductions: Employee Share			EI	Total Contribution	Total Pay	Employer Share Employer's		Totals
		Federal	Provincial	CPP				CPP	EI	
7/1 to 15	1,280.00	154.75	83.53	75.20	21.70	335.18	944.82	269.32	121.24	390.56
7/16 to 31	1,280.00	154.75	83.53	75.20	21.70	335.18	944.82	269.32	121.24	390.56
8/01 to 15	1,280.00	154.75	83.53	75.20	21.70	335.18	944.82	269.32	121.24	390.56
8/16 to 31	1,280.00	154.75	83.53	75.20	21.70	335.18	944.82	269.32	121.24	390.56
Totals	5,120.00	619.00	334.12	300.80	86.80	1,340.72	3,779.28	1,077.28	484.96	1,562.24

Total pay per Student 5,120.00 x 4 students 20,480.00

Rate per Hour: \$ 16.00 per hour
 Number of Hours per week: 40 Hrs./week
 Number of Employees: 4

Prepared by: Lourdes Williams

Approved By: Lorriane Frykas
 President

Capital Grants, General Grants (non-cost share) & Beyond Border Grants					
2004 to May 8, 2024					
<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
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	
					\$ 22,000.00
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	
					\$ 11,200.00
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	
					\$ 31,800.00
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	
					\$ 104,690.00
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	
					\$ 168,844.50

Capital Grants, General Grants (non-cost share) & Beyond Border Grants					
2004 to May 8, 2024					
<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	
					\$ 15,000.00
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	
					\$ 65,500.00
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	
					\$ 303,580.00
Cleardale Community Enhancement Society	Paving parking lot at Seniors Housing	General	2017	\$ 150,000.00	
					\$ 150,000.00
Cleardale Preschool	Start up funds	General	2023	\$ 3,000.00	
Cleardale Preschool	2024 Operating Grant	CSSG	2024	\$ 20,000.00	
					\$ 23,000.00
David Thompson Bible Camp	Bathroom Building Improvements	Capital	2008	\$ 21,000.00	
					\$ 21,000.00
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	

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

2004 to May 8, 2024

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
David Thompson Hall Society	Furnace replacements	Capital	2017	\$ 17,000.00	
David Thompson Hall Society	Geotechnical services	General	2023	\$ 3,500.00	
					\$ 46,500.00
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	
					\$ 305,038.58
Eureka River Agricultural Society	Playground	General	2023	\$ 60,000.00	
					\$ 60,000.00
Fairview Aquatic Centre	phase 2 basin resurfacing	Beyond Borders	2017	\$ 7,500.00	
					\$ 7,500.00
Fairview Curling Club	curling stones replacement	Beyond Borders	2017	\$ 2,500.00	
					\$ 2,500.00
Fairview Day Care & Playschool Society	Construction of Day Care Facility	Beyond Borders	2016	\$ 150,000.00	
					\$ 150,000.00
Fairview Lions Club	Cummings Lake Music Fest	Beyond Borders	2019	\$ 2,500.00	
					\$ 2,500.00
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	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 8, 2024**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
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	
					\$ 130,272.00
Hines Creek & District Figure Skating Club	Jumping Harness	Capital	2008	\$ 2,750.00	
					\$ 2,750.00
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	
Hines Creek Composite School Parent Assoc.	Hines Creek Composite Nutrition Program	CSSG	2024	\$ 4,000.00	
					\$ 45,558.72
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
Hines Creek Municipal Library	Seniors, Parents & Tots Craft Supplies	CSSG	2024	\$ 6,000.00	
					\$ 6,000.00
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	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 8, 2024**

<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	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	
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
Municipal District of Fairview No. 136	System (AWOS) at the Fairview Airport.	BBG	2023	\$ 16,641.89	
					\$ 16,641.89
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	
Senior Check-In Line	2023 Operating Grant	General	2023	\$ 1,000.00	
Senior Check-In Line	2024 Operating Grant	General	2024	\$ 7,000.00	
Senior Check-In Line	Seniors Social Connection Events	CSSG	2024	\$ 6,000.00	
					\$ 58,000.00
SHARE Radio Broadcasting Association	Additional transmitter and receiver site in Cleardale	Capital	2010	\$ 5,000.00	

Capital Grants, General Grants (non-cost share) & Beyond Border Grants					
2004 to May 8, 2024					
Organization	Project	Type of Grant	Approved	Amount	Total by Organization
					\$ 5,000.00
Swittanok 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	
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	
					\$ 260,000.00
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	
					\$ 18,500.00
Worsley Central School Parent Society	Coaching for Life	CSSG	2024	\$ 6,000.00	
					\$ 6,000.00
Worsley Chamber of Commerce	Town Center Beautification	Capital	2004	\$ 10,000.00	
					\$ 10,000.00
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	
					\$ 300,000.00
Worsley Early Childhood Education Foundation	Preschool Playground	Capital	2016	\$ 10,000.00	
Worsley Early Childhood Education Foundation	storage shed	Capital	2017	\$ 3,517.50	
Worsley Early Childhood Education Foundation	2024 Operating Funds	CSSG	2024	\$ 28,300.00	
					\$ 41,817.50

Capital Grants, General Grants (non-cost share) & Beyond Border Grants					
2004 to May 8, 2024					
<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
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	
					\$ 100,000.00
Worsley Pioneer Club	Handibus Purchase	General	2019	\$ 94,975.00	
					\$ 94,975.00
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	
					\$ 38,650.00
Youth Enhancement Society of Hines Creek	2024 Operating Funds	CSSG	2024	\$ 39,500.00	
					\$ 39,500.00
	Total:			\$ 3,304,256.08	\$ 3,304,256.08

Clear Hills County Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	OPEN TENDER 2024-08 Hines Creek Fire Department Turn Out Gear
File:	23-25-02

DESCRIPTION:

Council is presented with tenders to be opened for Tender 2024-08 Hines Creek Fire Department Turn Out Gear.

Tenders closed on May 24, 2024 at 4:00 p.m.

BACKGROUND:

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.

BUDGET:

\$60,000.00

RECOMMENDED ACTION:

RESOLUTION by.....to open tenders for Tender 2024-08 Hines Creek Fire Department Turnout Gear, analyze results and bring back a recommendation to the next Council meeting.

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	OPEN TENDER 2024-09 Worsley Fire Department Turn Out Gear
File:	23-25-02

DESCRIPTION:

Council is presented with tenders to be opened for Tender 2024-09 Worsley Fire Department Turn Out Gear.

Tenders closed on May 24, 2024 at 4:00 p.m.

BACKGROUND:

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.

BUDGET:

\$60,000.00

RECOMMENDED ACTION:

RESOLUTION by.....to open tenders for Tender 2024-09 Worsley Fire Department Turnout Gear, analyze results and bring back a recommendation to the next Council meeting.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:

Management activity report for May 14, 2024.

ATTACHMENTS:

- Management Activity Report
- Policy & Priority Activity Report

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for May 14, 2024, be accepted, as presented.

Initials show support - Reviewed by: Manager: CAO: 



Management Team

Activity Report for May 14, 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
October 16, 2023				
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. CARRIED. CARRIED.	CC	In works –
November 28, 2023				
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. CARRIED.	EA	Reeve Bean
February 27, 2024				
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. CARRIED.	EA	In waiting
March 12, 2024				
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. CARRIED.	EA	In works
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. CARRIED.	AG	Sept/Oct



Management Team

Activity Report for May 14, 2024

LEGEND:

Budget Items: Completed Items: Items in Waiting:

Department = **EA**=Executive Assistant/CAO, **PW**=Public Works, **CS**=Corporate Services
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
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	May 28
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	May 28
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	Bring back
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	In works
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	In works
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	Tractor will go Summer/Fall Sale
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.	PW	In works
		March 26, 2024		
C172-24	03/26/24	RESOLUTION by Deputy Reeve Janzen to proceed to proposal for the operation and maintenance of the Transfer Stations. CARRIED.	PW	June 7 closes
C179-24	03/26/24	RESOLUTION by Councillor Giesbrecht to approve the attendance of Reeve Bean to the Trappers Rendezvous on July 12-14, 2024. CARRIED.	EA	
		April 2, 2024 Special Council Meeting		



Management Team

Activity Report for May 14, 2024

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
SP184-24	04/02/24	RESOLUTION by Reeve Bean to issue a Clear Hills County Fire Ban for all areas in Clear Hills County effective at 12:01 a.m., on April 3, 2024, as per Bylaw No. 282-24. CARRIED.	CC/ EA	Active
		April 9, 2024 Regular Council Meeting		
C197-24	04/09/24	RESOLUTION by Councillor Stevenson to draft a letter to the Minister of Transportation inviting him to a meeting with Council to discuss Secondary Highway 717.CARRIED.	EA	Letter Sent
C203-24	04/09/24	RESOLUTION by Deputy Reeve Janzen to approve a conditional grant to the Worsley Chamber of Commerce of \$3,500.00 for a 13x13 ft granary gazebo on Lot P Plan 802KS with the requirements as follows: All Alberta Transportation and required permits completed, A maintenance agreement entered with Clear Hills County, including a report with the complete design & specifications of the gazebo and all Municipal Planning Development obligations fulfilled. Funds to be allocated from the Economic Development Reserve. CARRIED.	CS	In waiting
		April 23, 2024		
C234-23	04/23/24	RESOLUTION by Councillor Walmsley to award the Tender No. CA0004766.1010 for Bridge File No. 71273 to Szmata Projects Ltd. for the amount of \$571,265.00, funds to be allocated from the Bridge Reserve. CARRIED.	PW	In Works
		May 7, 2024 Policy & Priority Meeting		
P244-24	05/07/24	RESOLUTION by Reeve Bean to receive the delegation from Dawson Ruecker and recommend Council deny the request to have his December 15, 2023 scholarship application reconsidered.CARRIED.	EA	May 28 th meeting
P250-24	05/07/24	RESOLUTION by Councillor Hansen to bring back a quote for a website redesign from Loop to a future Regular Council Meeting.CARRIED.	EA	May 28
		May 14, 2024, Regular Council Meeting		
C258-24	05/14/24	RESOLUTION by Councillor Hansen to approve Reeve Bean to coordinate with Mike Evans Honey	EA	In works



Management Team

Activity Report for May 14, 2024

LEGEND:

Budget Items:  Completed Items:  Items in Waiting: 

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Films for the showcasing seniors' video project. CARRIED		
C260-24	05/14/24	RESOLUTION by Deputy Reeve Janzen to approve the graveling of Township Road 845 west of Range Road 92 due to the 2023 Fire situations. CARRIED.	PW	May 28
C261-24	05/14/24	RESOLUTION by Councillor Walmsley to approve the attendance of Councillors at the 2024 Graduation ceremonies in their respective areas. CARRIED.	EA	
C263-24	05/14/24	RESOLUTION by Councillor Hansen that Council approves the amount of \$331,137.00, remain in the Rate Stabilization Reserve to cover expenditures made in 2023, \$500,000.00 be transferred to the Fire Reserve and the remaining \$1,481,917.00 be transferred to the Bridges Reserve. CARRIED.	CS	
C267-24	05/14/24	RESOLUTION by Reeve Bean that third reading be given to Bylaw No. 287-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing and revising fees and charges. CARRIED.	CS	updated
C268-24	05/14/24	RESOLUTION by Deputy Reeve Janzen that Council adopt Policy 1220 – Credit Cards, as presented. CARRIED.	CS	updated
C269-24	05/14/24	RESOLUTION by Reeve Bean to bring back Policy 1126 Per Diem Payments to a future meeting amending it to include that Councillors may claim for 2 per diems' payment amounts if attending 2 in person or online meetings in one day as long as they are at different locations, excluding conference days. CARRIED.	CS	
C277-24	05/14/24	RESOLUTION by Reeve Bean that third reading of Bylaw No. 286-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of establishing fees for services provided by volunteer fire departments for the extinguishing of fires or preserving of life or property from injury or destruction by fire. CARRIED.	CC	updated



Management Team

Activity Report for May 14, 2024

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C281-24	05/14/24	RESOLUTION by Reeve Bean that third reading of Bylaw No. 285-24, 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.		updated
C285-24	05/14/24	RESOLUTION by Councillor Hansen to bring back the amendments in Policy 6313 Tradeshow Groceries & Door prizes to a future meeting. CARRIED.	CC	May 28
C286-24	05/14/24	RESOLUTION by Councillor Hansen to authorize Deputy Reeve Janzen to attend the Montagneuse 4-H Multi Club Show & Sale June 3, 2024, and purchase a beef up to a maximum of \$8,000.00 for the 19th Annual Clear Hills County BBQ. CARRIED.	CC	June 3
C287-24	05/14/24	RESOLUTION by Deputy Reeve Janzen to award Goodon Industries Ltd.'s quote of \$126,500.00 for the Cleardale Firehall building material supply and construction, funds to be allocated from the Fire Reserve. CARRIED.	PW	In works
C288-24	05/14/24	RESOLUTION by Councillor Ruecker to include the access road North of Township Road 854 for approximately 1,250 meters to access NW-29-85-7 W6M in the 2025 Multi Year Capital Plan and proceed with a wetland assessment. CARRIED.	PW	In works
C289-24	05/14/24	RESOLUTION by Councillor Walmsley to table and bring back additional options providing security services at the Whitelaw Transfer Station to a future meeting. CARRIED.	PW	May 28
C292-24	05/14/24	RESOLUTION by Deputy Reeve Janzen to proceed with Griffin Contracting Ltd to complete the bridge repairs for Bridge File 80666 on Range Road 80, in the amount of \$22,500.00 funds to be allocated from the Bridge Reserve. CARRIED.	PW	In works
		November 17, 2021		
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	CDM	2022✓ 2023✓ 2024✓ 2025



Management Team

Activity Report for May 14, 2024

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.		
		May 16, 2023		
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
		December 12, 2023		
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	
		March 21, 2024		
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	
		March 27, 2024		
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 time of delivery as per the agreement, funds to be	AG	Spring 2025



Management Team

Activity Report for May 14, 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
		allocated from Common Services Vehicles and Equipment Reserve.CARRIED.		
ITEMS IN WAITING				
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 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.CARRIED.	CSM	January 14, 2030
		February 18, 2021		
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. CARRIED.		
		February 2024		
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.CARRIED.	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. CARRIED. CARRIED.	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. CARRIED.	PW	
C128-24	03/12/24	RESOLUTION by Reeve Bean to include the civic rural address to all tax notices starting in 2025.CARRIED.	CS	
C271-24	05/14/24	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2021 monthly reconciliation reports, 2016 temporary files and	CS	



Management Team

Activity Report for May 14, 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
	the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2017. CARRIED.		

Policy & Priority Update

Activity Report for May 14, 2024

Active Items

Completed Items:

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

Motion & Date	ITEM NAME	Dept.	Policy & Priority Items – Priority Level	Notes
C273-22 (05-24-22)	Open Air Market	EA	Eureka, Hines Creek & Cleardale entered into an agreement to manage and run the Open-Air Markets. Issues involving vender insurance.	Ag Societies are short volunteers/
P666-23(12-05-23)	Contract	PW	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. CARRIED.	March 2025
P674-23(12-05-23)	Recruitment	EA	RESOLUTION by Deputy Reeve Janzen to bring back the discussion regarding the nurse practitioner incentives to the December 12, 2023, Regular Council Meeting. CARRIED.	In waiting
C31-24(1-09-24)	Re-Brand	EA	RESOLUTION by Reeve Bean to hire Source Inspired to proceed with the Brand Identity package at a cost of \$2,950.00 funds to be allocated from the Economic Development Reserve. CARRIED.	Waiting on info from Source Inspire
C98-24(2-27-24)	P&P	EA	RESOLUTION by Councillor Hansen to schedule monthly Policy & Priority meetings for the first Tuesday of every month at 9:30 a.m. commencing Tuesday, April 2, 2024.	Ongoing
P118-24(03-04-24)	MLA	EA	RESOLUTION by Councillor Walmsley to request a meeting with MLA, Todd Loewen to discuss county related concerns. CARRIED.	Request sent – End April/beginning May
C130-24(3-12-24)	Seniors video	EA	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.	Contract signed/ will begin working with Honey Films
P250-24(05-07-24)	Website	EA	RESOLUTION by Councillor Hansen to bring back a quote for a website redesign from Loop to a future Regular Council Meeting. CARRIED.	May 28

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL MONTHLY REPORTS
File:	11-02-02

DESCRIPTION:

Council reviews meetings attended and monthly reports.

BACKGROUND / PROPOSAL:

A chance to update all of Council and administration on any Council appointed Meetings attended, additional meetings, and Council Monthly Reports.

ATTACHMENTS:

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Township Road 845 West of Range Road 92 Graveling
File:	11-02-02

DESCRIPTION:

Council is required to have a discussion regarding the graveling of Township Road 845 West of Range Road 92.

C260-24(5-14-24) RESOLUTION by Deputy Reeve Janzen to approve the graveling of Township Road 845 west of Range Road 92 due to the 2023 Fire situations. CARRIED.

ATTACHMENT:

Map

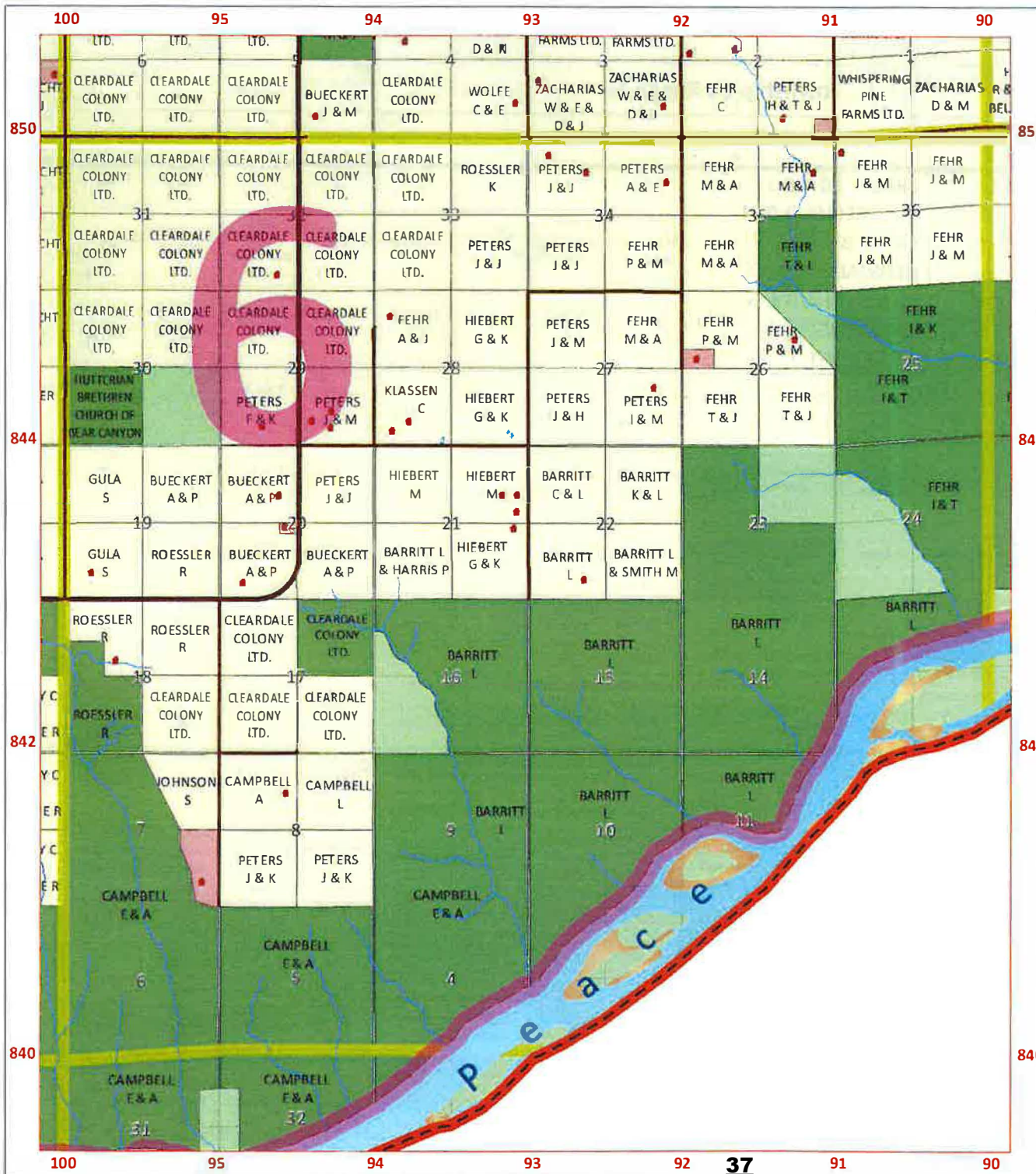
OPTIONS:

RESOLUTION by..... to rescind motion 260-24(5-14-24) and receive the discussion regarding the graveling of Township Road 845 West of Range Road 92 for information, as presented.

Or

RESOLUTION by.....

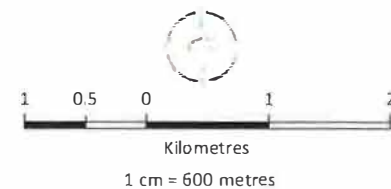
Initials show support - Reviewed by:	Manager:	CAO:	
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Clear Hills County Ownership

TWP 84 - RGE 09

- | | | | |
|--|----------------------|--|--------------------------|
| | Titled Land | | Township Boundary |
| | Small Holding | | Provincial Road |
| | Crown Land | | Municipal Road (Paved) |
| | Village | | Municipal Road (Gravel) |
| | First Nation Reserve | | Residential Location |
| | Waterbody | | Gravel Pit |
| | Electoral District | | Waste Transfer Facility |
| | | | Municipal Water Facility |



Mackenzie Municipal Services Agency
 5109 - 51 St., Box 450, Berwyn, AB T0H 0E0
 Phone: 780-338-3862 Fax: 780-338-3811
 www.mmsa.ca | email: info@mmsa.ca

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	May 7, 2024 – Dawson Ruecker Continuing Education Scholarship
File:	11-02-02

DESCRIPTION:

Dawson Ruecker attended the May 7, 2024, Policy & Priority Meeting to discuss his Continuing Education Scholarship.

BACKGROUND:

P244-24(05-07-24) RESOLUTION by Reeve Bean to receive the delegation from Dawson Ruecker and recommend Council deny the request to have his December 15, 2023, scholarship application reconsidered. CARRIED.

ATTACHMENT:

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Source Inspired – Re-Branding
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding hiring Source Inspired to do Re-Branding for Clear Hills County.

C31-24(1-09-24) RESOLUTION by Reeve Bean to hire Source Inspired to proceed with the Brand Identity package at a cost of \$2,950.00 funds to be allocated from the Economic Development Reserve. CARRIED.

ATTACHMENT:

RESOLUTION by.....

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Policy & Priority Item - Website
File:	11-02-02

DESCRIPTION:

Council is presented with a proposal from Loop (Websites for Municipalities) for review and discussion.

P250-24(05-07-24) RESOLUTION by Councillor Hansen recommend Council bring back a quote for a website redesign from Loop to a future Regular Council Meeting. CARRIED.

ATTACHMENT:

Proposal from Loop (Websites for Municipalities)

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





Website & Social Media Proposal

for Clear Hills County

April 1, 2024

PREPARED FOR:

BONNIE MORGAN
EXECUTIVE ASSISTANT TO CAO & COUNCIL
CLEAR HILLS COUNTY
BOX 240
WORSLEY, AB T0H 3W0

PREPARED BY:

HEATHER COOK
ACCOUNT MANAGER
LOOP
#200, 100 PALISADES WAY
SHERWOOD PARK, AB T8H 0T1



BONNIE MORGAN
EXECUTIVE ASSISTANT TO CAO & COUNCIL
CLEAR HILLS COUNTY
BOX 240
WORSLEY, AB T0H 3W0

APRIL 1, 2024

Dear Bonnie,

I am happy to submit our proposal for the Clear Hills County's Website and Social Media Improvements!

Loop was created with the singular focus of creating the best possible websites for Canada's small and medium-sized municipalities so they can easily keep their audiences in the loop. Loop is a user-friendly, municipal-specific website CMS along with specialized features for municipalities. Our award-winning designs and features set up an easily scalable website foundation for your municipality.

Loop is proudly Canadian, with our full team and hosting in Canada, and with clients right from the East Coast to the West Coast. With a new website powered by Loop CMS you and your team will be able to manage your content with ease and you will have the full support of the Loop team!

Our proposal includes recommendations for your website, project goals, available features, pricing plans, and why Loop is the best solution for your project. Heather Cook will be your main point of contact right through to launch day and beyond, please don't hesitate to reach out with questions: heather@looponline.ca & 587-735-3562.

Your consideration of this proposal is greatly appreciated.

A handwritten signature in black ink, appearing to read "S Mebs", with a long horizontal flourish extending to the right.

Steve Mebs,
Principal Partner
Loop



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1. General Information

PURPOSE

Our objective is to provide comprehensive improvements to Clear Hills County's online presence across its website and social media platforms. Our proposed solutions aim to address various aspects of enhancement, including website redesign for mobile compatibility and improved user experience, secure hosting services, efficient content management and updates, seamless transition of content from the old website, in-person training on platform usage, and management of social media accounts. Additionally, we will assist in the design of monthly newsletters utilizing InDesign, aligning with the County's branding and communication goals.

PROTECTED INFORMATION

This proposal will be considered protected and confidential.

PRICING

Pricing elements of this proposal will be held for 30 days from proposal date.

AUTHORIZED REPRESENTATIVES

The owners of Loop are Chris Mebs and Steve Mebs.

CONTACT INFORMATION:

Loop
#200, 100 Palisades Way
Sherwood Park, AB T8H 0T1

Phone: 587-735-3560

Email: hello@looponline.ca

Website: www.looponline.ca

Facebook: [loopmunicipal](https://www.facebook.com/loopmunicipal)

Twitter/X: [@loopmunicipal](https://twitter.com/loopmunicipal)

LinkedIn: [loopmunicipal](https://www.linkedin.com/company/loopmunicipal)



2. Loop

Loop builds powerful, award-winning websites and apps for municipalities and related organizations such as tourism and economic development. Our unique municipal website packages consist of specialized designs and features that are scalable and easy to manage.

Customized for you

Loop CMS was built for municipalities and honed with years of experience powering websites. It is equipped with settings, features, and layouts designed to help administrators get information to their residents, businesses and other important audiences quickly and easily.

Easy to use

Your site will be simple to manage. It includes a user-friendly back-end that will eliminate the headache associated with adding new content, moving pages, uploading galleries, and more. Loop was built for users with any level of experience to ensure managing the content of your website is fast, simple and easy to learn. Most importantly, you will receive full training and the ongoing support of the Loop team! We are happy to help.

Value

Loop offers multi-year contracts that provide municipalities with a cost-effective solution that will surely fit within your annual budget.

Scalable

Add additional features at any time, or we can build the custom functionality you will need – now or in the future. Your website is entirely scalable!

More than 50 municipalities are already enjoying their Loop websites!

Here are some of our clients:



2.1. CLIENT REFERENCES

We are easy to work with and provide exceptional service. Feel free to contact our clients below to discuss their experience working us!

Town of Drumheller
www.drumheller.ca
client since 2020

Bret Crowle
Communications Officer
1-403-823-1338
bcrowle@drumheller.ca

Town of Edson
www.edson.ca
client since 2012

Steve Bethge
Communications Coordinator
1-780-723-4401
steveb@edson.ca

2.2. EXAMPLE WEBSITES

For each of the below websites our team was responsible for every aspect of the design and development of these example websites. Learn more about the differences between Custom and Pre-Designed in Section 9.

Custom Website Examples

Town of Whitecourt: www.whitecourt.ca

Town of Stettler: www.stettler.net

Town of Drumheller: www.drumheller.ca

Town of Edson: www.edson.ca

Town of Canmore: www.canmore.ca

Pre-Designed Theme Websites

MD of Fairview: <https://www.mdfairview.com/>

Town of St. Paul: <https://www.stpaul.ca/>

Village of Marwayne: <https://www.marwayne.ca/>

Town of Millet: <https://www.millet.ca/>

Town of Hardisty: <https://www.hardisty.ca/>



3. Executive Summary

Clear Hills County is currently seeking proposals for website and social media improvements to further enhance its online presence. In response to this request, our aim is to offer a tailored suite of services that align with the County's objectives. Our proposal encompasses a range of solutions, including website redesign to ensure mobile compatibility and user-friendliness. We understand the importance of accommodating the County's diverse needs and preferences, which is why we offer a flexible approach where clients can select specific services from a comprehensive list.

In addition to website redesign, our proposal addresses key areas such as secure hosting services, streamlined content management and updates, and seamless transfer of content from the existing website. We recognize the significance of providing reliable and secure hosting solutions to safeguard the County's online presence. Additionally, our solution includes comprehensive training sessions to equip County staff with the necessary skills to efficiently manage and utilize the revamped platforms, ensuring staff accessibility and proficiency.

Municipal websites launched by our team are all powered by Loop CMS, a user-friendly Content Management System that will provide Clear Hills County's team with the tools necessary to keep their website up-to-date. The system running Loop CMS currently powers over 1,600 websites and is a multi-site CMS, meaning that all of our clients are always on the most recent version and *receive updates automatically* as they are developed. Loop CMS was built from scratch so we are able to make custom changes for our clients with no risk of losing upgradability or causing conflicts between modules (no plug-ins!).

You will be able to add unique features built specifically for our municipal clients, including news, events, interactive business directory, emergency notices, tax calculator, Report a Problem, and a municipal app. You will be able to easily manage your content, add news/blog posts, images, documents, videos, forms, take payments and more. Loop CMS also has SEO tools built in and pulls your analytics to its dashboard so you can see the past month's statistics at a glance!

Ultimately, we aim to be Clear Hills County's digital partner providing ongoing support and service to ensure your website is performing, dynamic, and connecting with your audiences. Our team has a diverse range of specializations from UX design to content strategy, development to graphic design. We have been working with the public sector for over 18 years and are confident that we will be a great fit in working with you to develop excellent websites and in providing ongoing digital support. There is so much we can do to help revitalize Clear Hills County online and we are very excited for the opportunity to work with you on this project!



4. Requirements

To enhance the accessibility of our proposal, we have extracted specific requirements and requests from your request and organized them in the table below. Our system currently powers more than 1600 websites, and we have active partnerships with over 50 municipalities. For a partial list of our clients, please refer to section 2.2, and you can find references in section 2.1. Additionally, we encourage you to explore our case studies in section 11 for a deeper understanding of our capabilities and success stories.

Requirement or Feature	Loop's Response
Hourly Contract rate	<p>Work done beyond the scope of this contract will be estimated on an as-needed basis. Our current hourly rate is \$140/hour. Retainers and bulk hours are available at discounted rates.</p> <p>Support is always available in the built-in Help section, along with a customized Loop Handbook for your site. You can also phone or email us, and we actually respond!</p> <p>There is no extra cost for support.</p>
Website Redesign	<p>Our design team excels at working with clients and understanding their needs. Our design and development teams have received over 30 international awards recognizing their work, and are consistently proving their ability to innovate and find new creative solutions for our clients.</p> <p>We offer both pre-designed themes and Custom websites. See Section 10.</p>
Mobile, Multi-browser and Display Compatibility	<p>Always. Our team has been building responsive websites for years. Give some of our example websites a try on your favourite device! See Section 5.3</p>
Cost for Updates & Security	<p>Everything is included in our annual rates! Loop CMS is a fully managed CMS. The big difference with going with our system is that you will be using a CMS that is built <i>specifically for municipalities</i> (no plugins required!), and you will receive updates automatically as they are released. You will also have just one point of contact - your web designer, developer and CMS are all in one place which means less management, less contracts, and easier overall website management. Learn more about the advantages of Loop in Appendix B.</p>
Data Migration	<p>We can certainly help with migrating content from your current website.</p>



Training	Though Loop is super easy to use, we provide complimentary online training to your team. It can be completed in less than a half day, sometimes as fast as an hour or two. We also provide a Loop handbook and Help articles through our Help section of Loop CMS. Plus we are always here to help if you need assistance in the future! For information about in person training please see Section 12.
Social Media Integration	Loop CMS includes our Social Networking Module, allowing you to connect to social media accounts to easily and publish content (including date scheduling). Several of our modules integrate seamlessly with this module to allow you to enter content once and have it appear on your website and social channels! Or, using Ringside Digital you will get a customized Digital Strategy plan. See Section 13.
Timeline on Posting to Social Media/Website & Social Media Management	Ringside Digital will draft a social strategy that gets your audience engaged, sharing, and sticking around for the long haul. Plus, SMO – Social Media Optimization that ensures your brand isn't just seen, but heard, loud and clear.
User Access	Unlimited users can be added to Loop CMS.
Billing Method	Billing is done via emailed invoices. The initial invoice is sent upon contract signing for the first year of the contact. Subsequent years are invoiced 30 days before each anniversary date.
Additional requirements	Our system offers several features that would be of benefit to you and your residents including Interactive mapping, Emergency Banners, Mobile app, Fillable forms, Report a Problem System, Tenders Module, and more! See section 5 for more details.



5. Website Details

At Loop, we pride ourselves on producing websites that look great and are easy to use. We strongly believe in clean and efficient website design with a clear focus on user centred design. This means that visitors to our websites never need to be taught how to use the site because information is laid out intuitively.

Our team is constantly discovering new ways of doing things and opportunities for our clients. We take what we learn and make recommendations on how to best harness new technology and new ideas, to keep websites relevant, effective and useful. In business for over 15 years, we have extensive experience working with municipalities. We believe our website design process and the features outlined in this proposal will provide everything you need to distribute information effectively to your website visitors.

5.1. CONSISTENCY

Loop CMS's templating features will allow us to design a highly interactive, clean and easy to navigate website for Clear Hills County. For your staff this means that each new page added to the website will automatically inherit the page styles. This includes font choices, colours, page layouts, and features. No effort will be required by your team to keep a consistent look and feel throughout the website.

5.2. PROGRESSIVE ENHANCEMENTS

We use advanced features such as CSS3 that are supported in more advanced browsers such as Safari, Chrome and Firefox. We provide fallback styles for older or less advanced browsers so the same information is presented to all browsers but the presentation can be enhanced for better browsers.

This allows for more modern designs with faster page loads, and also furthers future-proofing of the website. Progressive enhancements are included in this project.

5.3. COMPATIBILITY

Loop is experienced in ensuring that our websites work on all current and widely used browsers, devices and platform combinations. As computer technology is constantly changing, Loop is always watching current trends in order to anticipate and prepare for the newest technology. We are always looking to see how we can best harness these new technologies to benefit our clients and their sites.

Every one of our websites is built to be responsive – meaning it performs beautifully on screens of all sizes: desktop screens, tablets, smartphones, and more.

We currently support the latest versions of Firefox, Chrome, Safari and Microsoft Edge. Latest versions are determined at the time of contract signing.



6. Loop CMS

6.1. CONTENT MANAGEMENT SYSTEM

Loop is a Content Management System custom-built for municipalities. Loop CMS was specifically built to be **easy** and **straightforward** to allow one or more users to access and edit the website's content. Many clients currently using Loop have had no training on the system, though we do provide complimentary training.

Loop's core features will provide Clear Hills County's team with the tools necessary to keep their website up-to-date. Our system currently powers over 1,600 client websites and is a multi-site CMS, meaning that all of our clients are always on the most recent version and *receive updates automatically* as they are developed.

Loop CMS was built from scratch so we are able to make custom changes for our clients with no risk of losing upgradability or causing conflicts between modules.

6.2. BASIC FEATURES

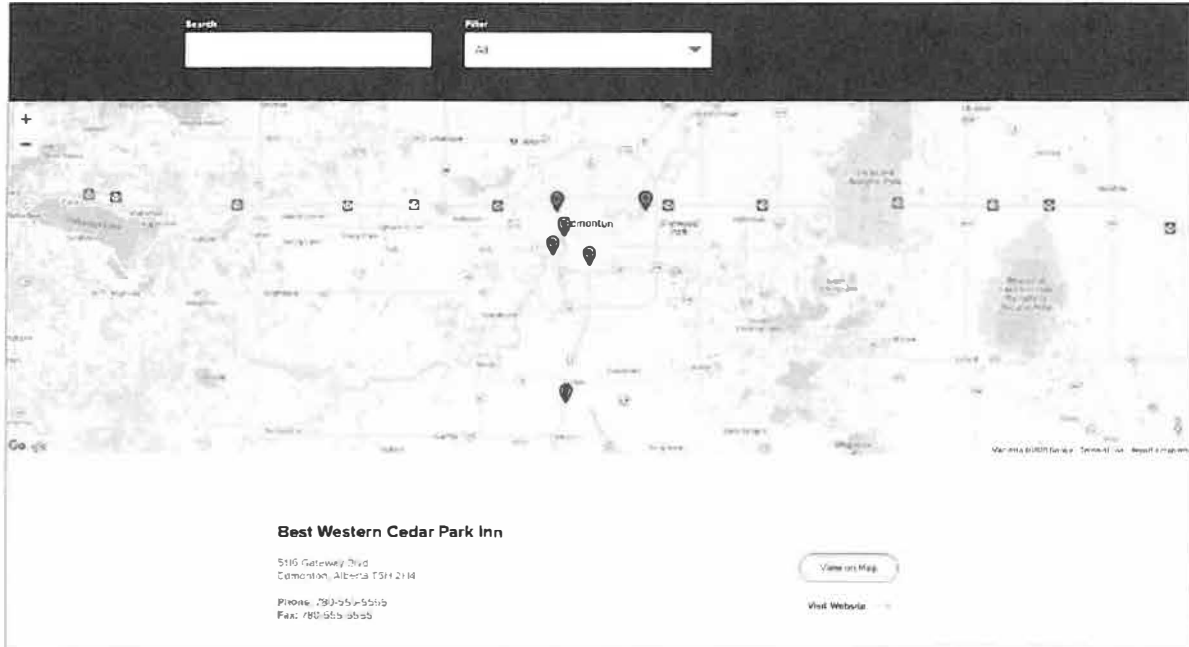
- Simple interface
- Automatic Image Resizing
- Copy/Paste from Microsoft Word
- Friendly URLs
- Social Media Integration
- Calendars
- Blog & News
- Document Management
- Easy Photo Galleries
- User Management
- Password Recovery Tool
- Password Protected Pages
- Activity Logging
- Version Control
- Date Scheduling



6.3. ADVANCED FEATURES

6.3.1. Business Directory Module

List and highlight every business in Clear Hills County! Categories (restaurants, hotels, etc.) can easily be added, edited or deleted, and all of the listings are searchable and filterable by website visitors. Listings directly link to an interactive map, which is populated by simply uploading a spreadsheet into Loop CMS. Locations are automatically plotted and categories are automatically assigned based on information included in the spreadsheet.



6.3.2. Polls Module

Conduct simple multiple-choice surveys and keep your audience involved by allowing them to vote for their preferred option. When a vote is cast, participants automatically see the vote results animated onto the page!

6.3.3. Public Event Submissions

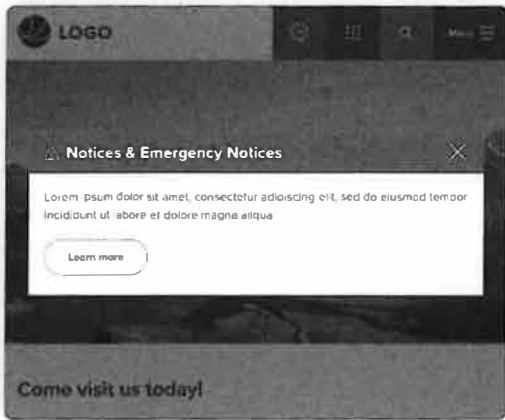
This feature allows the public to submit events through a web form. Events are reviewed by your staff and can be either approved or deleted. Approved events will be automatically added to your website's calendar.



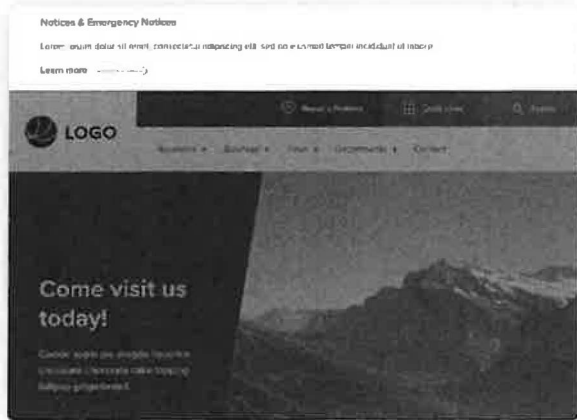
6.3.4. Notices & Emergency Notices

Quickly publish banner and emergency pop-up notices to communicate critical information to website visitors and mobile app users. These notifications can show up on the Home Page and on all internal pages of the site, as well.

Pop-up Notice



Banner Notice



6.3.5. Tax Calculator

Display tax rate information for prospective businesses and residents so they can see how their taxes are broken down and what they are contributing to.

To try out a tax calculator, visit: sicamous.ca/live-here/property-owners/tax-calculator.

Item	Percentage	Annual Value
Annual 1.00%		
City Rate 2.00%	0.75%	\$3,074.08
Water Services	0.10%	\$417.75
Education Expenses	0.37%	\$1,507.01
Total	1.22%	\$4,998.84

6.3.6. Form Builder Module

The Form Builder Module adds the ability to create fillable forms and assign them to pages on Clear Hills County website. Forms can have unlimited fields. Forms have the ability to add: single line text, paragraph text, multiple choice, checkboxes, drop downs, phone numbers, email addresses, postal codes, and accept files.



Forms can also include online payments. Payment forms can be built quickly and filled out by website visitors easily on both desktop and mobile. *Online payment fees are 4.5% + 35 cents per transaction.*

All form results are stored in Loop CMS and can be set to automatically email to staff members. Results can also be exported into a spreadsheet.

6.3.7. Meetings Module

The Meetings module simplifies the management of council meeting agendas, minutes, attachments, and even video recordings! Improve organization and workflow while making

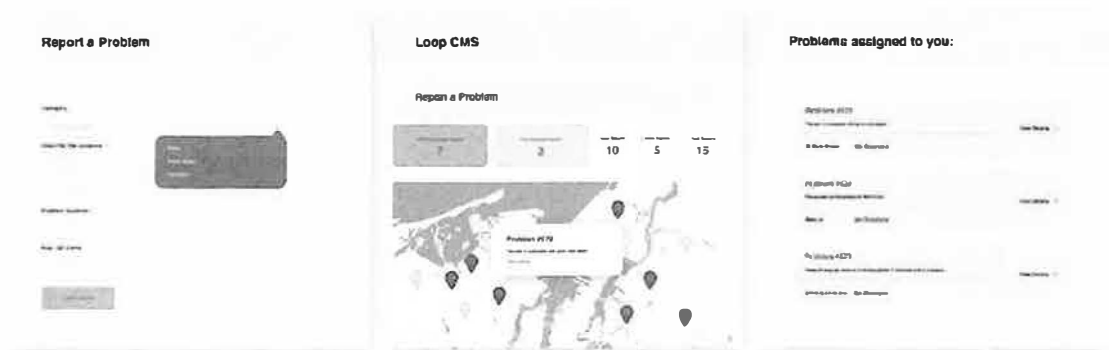


documents accessible and transparent on a public-facing page of your website. With this module, you can seamlessly integrate links to recorded meetings, providing citizens and stakeholders with easy access to valuable historical and current meeting content. This feature enhances transparency and ensures that important discussions and decisions are readily available.

6.3.8. Report a Problem System

The Report a Problem system is a tool for both municipalities and the public they serve. This module will give residents an avenue to inform municipalities of issues in their community.

Municipalities using this tool will be able to receive, assign, and monitor issues with ease. The system tracks an issue's progress, notifies relevant staff when an issue requires their attention, and has reporting capabilities that will allow municipalities to review issues based on date, department and status.



An example can be found on Town of Edson's website: edson.ca/residents/report-a-problem. Or download the Town of Edson app on the Apple or Google Play app stores!

6.3.9. Integrated Staff Directory and Department Directory

An easily searchable, easily updatable staff directory can be implemented to provide staff and visitors with an easy to access directory. Municipality staff can also be tied to departments or other internal divisions. Staff could be assigned to more than one department and automatically be displayed on each department's page.

Town of Drumheller: drumheller.ca/your-municipality/staff-directory

6.3.10. HR - Job Postings Module



The HR-Job Postings Module would enable Clear Hills County to publish job postings to the website in an easy to update, standardized format. Each posting can have a unique hiring manager who would receive applications for that posting, and postings can also be scheduled to be posted and removed on specific days. Job listings would feature instant search capability and categorization.

An example can be found on Town of Whitecourt's website: whitecourt.ca/your-municipality/employment

6.3.11. HR - Applicant Tracking Module

To enhance the Job Postings Module the Applicant Tracking Module will track all applicants in Loop CMS. Applicants can be filtered and sorted according to different fields and can be useful for future job posting.

6.3.12. Waste Collection Schedule

Residents can select their zone on a map or search their address to get more information about their waste collection schedule. Combined with the Loop mobile app, residents can also receive automated reminders of their collection day!

6.3.13. Snow Removal Priority

Upload a CSV with street addresses throughout the municipality and their snow removal priority levels. This will populate search results on a public form. Residents can search their address to discover their priority level and what that level means.

6.3.14. Trail Maps

This interactive trail map module allows visitors to view a map and list of trails throughout the municipality, as well as trail heads and points of interest. Details such as trail difficulty, length, and duration can also be added.

An example can be found on Town of Whitecourt's website: <https://www.whitecourt.ca/play/trails>

6.3.15. Tenders

The Tenders Module makes posting open and closed bid opportunities easy. Add tender dates, details, and attach links and documents to make all the information accessible. Once a tender is closed, update with details such as the awarded proponent and cost to keep residents and contractors in the loop.

An example can be found on Town of Drumheller's website: <https://www.drumheller.ca/do-business/tenders>

6.3.16. Lot Maps Module

In order to manage the many different lots, their statuses and individual information, and the progressive stages of development for Clear Hills County, the Interactive Lot Maps module easily populates and control the information. Data already collected by survey teams (uploaded as a .csv file) integrated with Google Maps will display actual lot sizes and locations, providing prospective clients and visitors with the specifics for each lot they are interested in. The Lot Maps module also provides control of each stage individually, with unlimited lots per stage, and can populate a separate map for each.



Each lot can be listed with:

- Lot: block, plan, and municipal address
- Sales status: available, on hold, sold, show home, spec. home
- Pocket size: width, length
- Downloadable plot plan and other photos and documents

An example of the Lot Maps module in use by a land developer for various stages and builders: edson.ca/town/land-sales

6.3.17. Vaults

A password protected area that provides a simple way to get secure documents and information to potential businesses, council, staff, committees, or boards that should not be viewed by the general public. Easily manage and add users when necessary within this module.

6.3.18. Video Library

This module automatically puts your videos into a web friendly format and reduces the video file size to ensure they are not slowing down your website with large files.

6.4. LOOP MOBILE APP

Loop has experience building apps for clients that allow them to easily organize and manage information. Features of our Mobile app include:

- Push Emergency Notifications
- Business Directory
- News
- Events
- Waste Collection Schedule
- Trail Maps

This app would be a valuable addition to the communication tools of Clear Hills County, bringing up-to-date information right to the mobile devices of your tourists & residents. Once Trail Maps is implemented onto the App, this would be great for self-guided tours. The app is managed and accessed through Loop, which means your administrators will already know how to use the system and will be able to update your news, events and notifications with ease. Information entered into the related Loop modules will show up automatically in the app!



Our Mobile app comes in two formats: Unified and Standalone.

The *Unified app* is at a lower price point and is a singular app shared amongst multiple municipalities. Users will select their municipality from a list on the main screen the first time they



download and open the app. The *Standalone app* would allow Clear Hills County to have its very own branded app within the app stores.

If there are base features in our app that are not required we can disable them for you. Conversely, if there is a feature not included in our base system that you would love to have, please let us know and we would be happy to provide a consultation. Other optional features, such as our Report a Problem tool where citizens are able to quickly and easily report issues within their community, would also appear in the app!

Once completed the Mobile app is available for download for both iOS and Android devices. Analytics are integrated within the app and reports can be generated to show app usage - including total downloads and most visited features.

6.5. AND MORE!

We are always improving our current features and adding new municipal-focused features, giving Clear Hills County a growing advantage with each year! No longer will your website stagnate year over year, keep it fresh and modern for years to come.



7. Optional Enhancements

Loop is backed by a team of digital specialists who can provide you with services beyond website design and development. Pricing may be included in the pricing section of this proposal or can be provided upon request.

These can be incorporated into the current project, or can be explored in the future!

7.1. MAILGUIDE EMAIL NEWSLETTER SYSTEM

MailGuide sends out HTML emails that are trackable and can tie in with Google Analytics. Email templates can be designed to match the look of the new website. Specific mailing lists and templates can be set up for different audiences: residents, businesses, etc. As part of our comprehensive solution, we also provide double confirmation upon registration to enhance subscriber security and data accuracy. Municipality staff will be able to see how effective the newsletters are in engaging subscribers by tracking open rates, click rates, and even seeing which geographic area readers are in.

7.2. CONTENT MIGRATION, EDITING AND WRITING

Assessing, organizing, and refining website content is an essential component in building the new website. Our Content Strategist can provide you with content services which will include:

- Consultation with Clear Hills County Team
- Content Analysis and Site Mapping
- Keyword and Analytics Review
- Migration of Existing Standard Page Content
- Web-Friendly Refinements

With this work, prospective clients will be able to find you, easily browse through the website to the information they need, and make the conversion you are looking for. Additionally, Clear Hills County team will have full CMS access moving forward to make modifications when needed.

7.3. INTEGRATIONS (DISCOVERY PROJECT)

Loop is experienced in integrating with third party systems on our client websites and has successfully integrated with systems such as payment gateways and service APIs from leading services and companies such as Microsoft Active Directory, RetailOne, Agresso, Tessitura, Moneris, Gallup and PayPal.

For projects with significant unknown elements, like integrating with various sites, Loop conducts a Discovery Project at the beginning to give our team the opportunity to scope and plan the work required to meet project requirements.

The Discovery Project gives us the opportunity to sit down with the Clear Hills County staff to learn about how you are using these systems, what information you would like to pull to the new website, and each system's capabilities. From there we advise on which systems can or should be integrated



with, which systems can be embedded, and which should simply be linked to, and our team will put together a final estimate for any additional work required.

Pricing details would be provided upon consultation with Clear Hills County if third party systems need to be integrated into the website. *Most often*, no integrations are required and this phase is not required since the majority of sites can be linked to easily without integrations.

An example of a basic integration/embed in use with Localintel can be found here: <https://www.whitecourt.ca/business/invest-in-whitecourt>.

7.4. ADDITIONAL CONTENT: PHOTOS AND VIDEOS

Using your own quality photography and videos on your website can help attract more visitors to your website, drive business to your municipality and promote social media sharing. Annual pricing is available!



8. Process & Team

8.1. OVERVIEW

Loop splits custom web projects into 5 phases: Planning, Build, Test, Launch, and Post-Launch. During each phase we will tackle various deliverables and requirements all while checking decisions back against your goals to ensure a successful project. Our project plan has been honed by years of experience with complex web builds and will support the Town in achieving its goals online.

Planning

During the planning phase we will work with the Clear Hills County to set and review the project plan, confirm expectations and responsibilities, and finalize timelines.

Our design process for custom websites also starts here. With custom-design projects we kick off the project collaboratively, our designer will sit down with you to learn what you like and go through examples and suggestions to nail down your aesthetic and vision.

Build

The build phase is the busiest part of web projects. Here we'll put together the site architecture in wireframes, add personality and plan interactions in design, and then finally build the site to those specifications.

During this time we will also migrate your site content (if selected).

Testing

During the testing phase our team thoroughly reviews the site in various browsers and on multiple devices to ensure it is seamless from phone to tablet to desktop.

Training also often happens during the Testing phase.

Launch

We're ready to go! By this point both the municipality and Loop have had a chance to review the site and have deemed it ready to launch.

Post Launch

Once launched, we're still here to answer questions and support you in the management of your site. Our dedication to your success doesn't end with the launch. We understand that your needs may evolve over time, and we're committed to being your trusted partner. Our team is always available to assist with any inquiries, updates, or changes you might need. What's more, our commitment to excellence extends to ensuring that any unexpected bugs or issues that may arise are promptly addressed and resolved at no additional cost to you. Your satisfaction and the smooth operation of your website remain our top priorities.



8.2. PROJECT SCHEDULE

Custom websites typically take 3-4 months to complete, ensuring meticulous attention to detail and tailored solutions that meet Clear Hills County's specific requirements. However, if the County prefers a quicker turnaround time, pre-designed websites can be launched within 3 weeks, providing a faster solution while still maintaining quality and functionality.

Our team understands the importance of flexibility in project timelines. Whether the process is delayed or additional time is needed for decision-making or approvals, we can easily adjust our schedule to accommodate Clear Hills County's needs and preferences.

8.3. PROJECT MANAGEMENT

All tasks, timelines, and communication are managed through ProjectGuide, our digital Project Management tool. This provides full transparency throughout your project. You will receive weekly updates so you are always in the loop! Presentations are marked on the project schedule above, but we will also plan additional calls or videos chats as they are needed throughout the project.



9. Your Project Team

Your project will be led by Heather Cook, Loop's Account Manager. She will be your main point of contact, managing your project and coordinating design and development, meetings, and scheduling.

Our project team is listed below! A collection of experienced and talented web professionals, eager to get to work on your new website. This team will be confirmed once a contract is awarded, options selected, and the project is set to begin. The team assigned ahead of project kickoff will be available to work on your project from beginning to end!

All work will be performed by our in-house team, no work will be sub-contracted.

9.1. ACCOUNT MANAGEMENT AND STRATEGY

Steve Mebs, CGD, Principal Partner

Steve started our company in 2005, is a Certified Graphic Designer, and has led countless website projects. He leads our Accounts team and our municipal products. Steve's passion is ensuring our website projects look as great as they function.

Heather Cook, Account Manager

Heather has been working in technical business systems for more than 15 years, with the last 5 focused on working with municipalities, project management and business development. Her focus is on ensuring our clients' needs are met every step of the way!

9.2. DESIGN AND DEVELOPMENT TEAMS

Our design and development teams have received over 30 international awards recognizing their work, and are consistently proving their ability to innovate and find new creative solutions for our clients.

UX Team: Todd, Tyler, Graham, Kaitlin, Matthew & Sejal

All of our UX team members are proficient in the latest web design techniques and strategies. In addition to their extensive knowledge of web design, front-end development and UX, they have also worked on a variety of branding and design initiatives for logos, stationery, and other materials. All of our UX Team have received a post-secondary education.

Our UX developers use the latest coding techniques and frameworks to build the designer's vision into a beautiful, functional website. Their experience in building websites to current AODA, WCAG accessibility and HTML standards ensures that our websites are easy to use for site visitors while taking into account the necessary markup strategies for search engine optimization.

Back End Development Team: Chris, Ainsley, Liam, AJ, Aman, Broden and Meryll.

The back end development team has years of experience in CMS customization, web development, complex third-party integrations, and App development. Using the latest development techniques, they are experts in using PHP Frameworks for rapid application development powering the next



generation of web apps with exceptional performance. Our development team also creates beautiful, native apps on Apple's iOS and Google's Android OS.

Our full back end development team pitches in on our projects, each of them a master at various parts of our Loop CMS and app ecosystem. Our newest team members are in great hands, with our Senior and Lead developers having between eight and ten years just on our team!

Ringside Digital Team: Sarra

At Ringside Digital, we step into the digital bout with a full-fledged game plan, covering everything from the initial strategy to the final execution across a variety of digital platforms. Our specialty lies in devising digital marketing strategies that are in perfect sync with your business goals, ensuring your brand not only stays in the fight but emerges victorious in the digital realm.

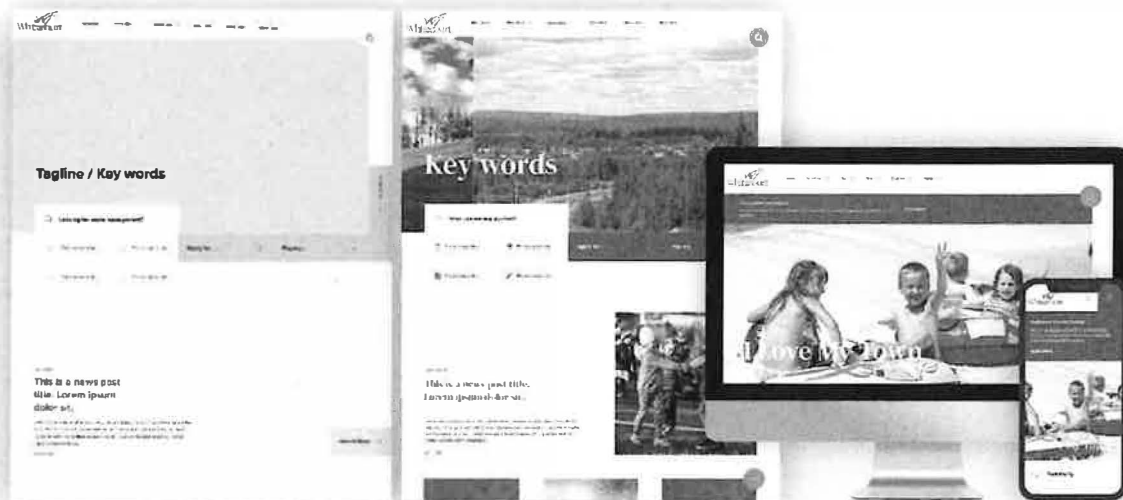


10. Website Design Options

The design for your new website can be either unique and custom-designed for the Clear Hills County, or your website can be based on one of our professionally designed municipal website themes. *If helpful:* most of our clients with populations above 5,000 opt for a custom design with an average annual website cost of just over \$2.20 per resident.

10.1. CUSTOM DESIGN WEBSITE

Based on your Proposal requirements, we would suggest going with a custom design website! Our design team excels at working with clients and understanding their needs. We have won numerous awards for our custom work on websites. Our creative process (outlined in section 8.1) involves discussing your needs and wants, discussing sample sites, and presentation of wireframes before starting on custom design work. The Clear Hills County would be involved in the kick-off meeting, design presentations, and approvals.



Please see Section 11 for more examples of our custom design work process with previous clients.

10.2. PRE-DESIGNED THEME

You also have the option of choosing a Pre-Designed Theme. Our pre-designed websites are designed to get our clients online, fast, with features that are typically reserved for large, custom websites. The design and features built right in also fit perfectly with the goals and subject matter that the Clear Hills County requires for its new website! These sites are designed with care to create a user-friendly website that allows site visitors to easily navigate to their desired content.



- Prominent Quick Links and Enticers on the homepage which can easily be used as shortcuts for popular content and to help guide your site's visitors to the most relevant content
- Calendar events and News highlights are pulled to the home page automatically
- Large header banner to showcase imagery
- Full control of your website's pages and menu, with flexible content options (ie. adding links as buttons and collapsible accordions)

We have four different pre-designed themes that the Clear Hills County can select from:

1. Yoho: <https://yoho.loopcms.ca/>
2. Grasslands: <https://grasslands.loopcms.ca/>
3. Moraine: <https://moraine.loopcms.ca/>
4. Tundra: <https://tundra.loopcms.ca/>



If you select a pre-designed theme, it would be customized to match your brands colours and logo. Additional customizations to our pre-designed themes are welcome! Our team can go through these requests and provide a quote for you.



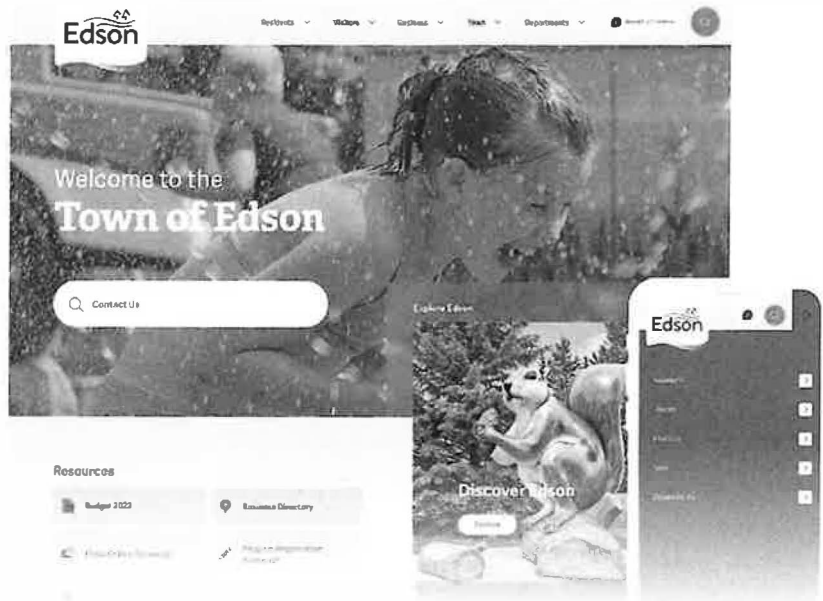
11. Our Experience

In business for 18 years, our team has the experience, tools, and processes to launch a successful website for Clear Hills County! Loop currently works on more than 50 municipal websites. Each of them have been worked on over the past five years. Here are a few case studies to showcase our talent:

TOWN OF EDSON

Loop has worked with Edson since 2011. Our first redesign for Edson won an award! We completed their branding project, launched a custom Edson app and their most recent website redesign was launched in 2022. We also designed and launched Edson's first fully digital Annual Report on their website in August, 2022.

The navigation of the Town of Edson website has been created specifically to organize a large amount of content by audience category. This has proven to be an effective way to funnel site visitors to the information they are looking for. As you can see there are only five top level navigation items! This helps to prevent the dreaded information overload.



One of the major goals for the design of the website was to keep the Home Page clean and purposeful, we identified a number of key/ popular pages within the site and created enticers linking to those pages right below the carousel banner on the Home Page. This has made information like Online Bylaws and tools like the Waste Collection Schedule highly accessible. Site visitors are effectively directed to content.

The homepage also has News and Events showcased in a very user-friendly format, allowing administrators to highlight the town's dynamic content on the site in a way that is easily digestible and easy for users to browse. Other dynamic content is highlighted in the Around Town section, an attractive grid layout to showcase the great photos from events and initiatives in Edson!



The website stays clean with streamlined content and an effective use of breadcrumbs, so users always know where they are on the website. Site-wide searching is also one of the great ways information is kept highly accessible on this mobile responsive website!

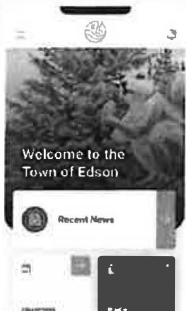


Stay Connected through our App

Download the Edson App

Stay in the loop with the news and happenings from around town, report on municipal problems, and set reminders all in our handy new town app!



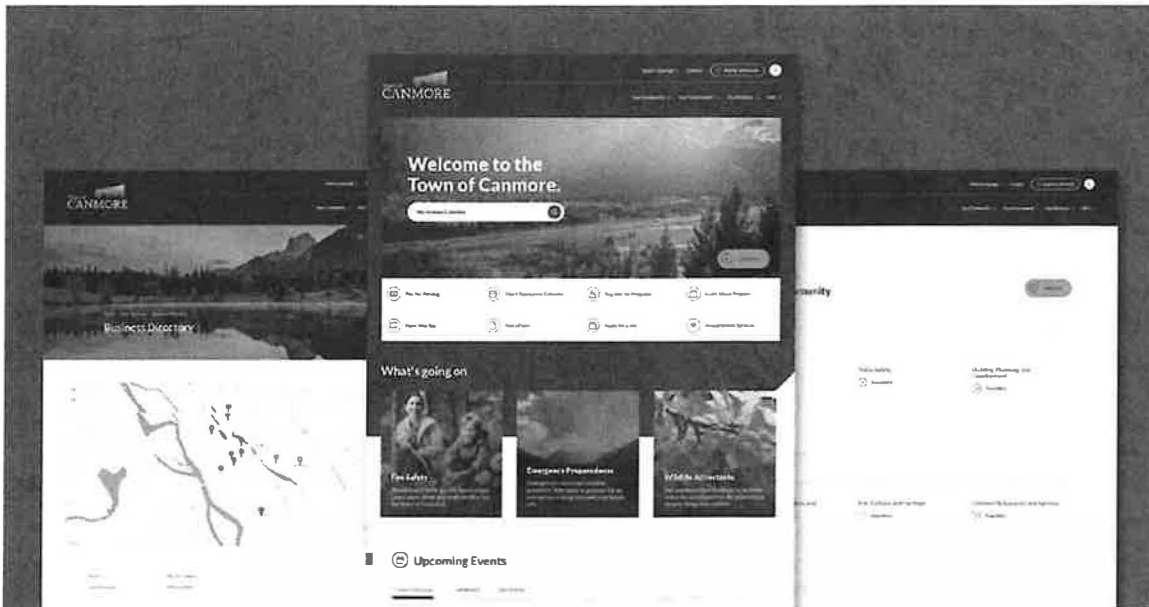
Edson is utilizing our app, as well! Residents are able to stay connected with all news and happenings in the town, receive emergency push notifications, report problems to specific town departments, and even set garbage pick-up reminders!

Client since 2011

URL: www.edson.ca

TOWN OF CANMORE

The Town of Canmore partnered with Loop to undergo a comprehensive website redesign project. The primary objectives were to create a user-friendly navigation system, enhance branding to evoke a sense of place, and prominently feature community events.



The previous website presented challenges with complex navigation, making it difficult for residents and visitors to find essential information easily. To address this, our team conducted a comprehensive information architecture review and implemented a streamlined navigation structure. This included intuitive menus, clear labels, and user-friendly pathways to essential services and information.

Canmore desired a website that reflected the unique character and branding of their town. Our design team worked closely with the Town staff to capture the essence of Canmore in the website's aesthetics. We incorporated stunning visuals of the town's landscapes, integrated local colour schemes, and utilized typography that complemented the town's identity.

Highlighting community and recreation centre events was a top priority to foster community engagement and tourism. To achieve this, we designed a dedicated events section of the homepage that prominently featured their multiple calendars. Users could easily browse calendars, event listings and view event details.

The project also involved implementing advanced features, including a 'Report a Concern' tool, a robust search function, plug-and-play templates for consistent branding, and Single Sign-On (SSO) integration. The 'Report a Concern' feature streamlined the reporting process for residents to submit issues effortlessly, from potholes to maintenance requests. Our powerful search functionality ensured that users could quickly find the information they needed, whether it was related to services, news, or events. Additionally, Canmore staff can effortlessly create new pages that adhere to the established branding guidelines, ensuring a consistent and visually appealing website.



The transformed website not only improved user experience but also enhanced Canmore's online presence, effectively reflecting the town's identity while providing a valuable resource for residents and visitors alike. Our commitment to delivering a user-centric and visually appealing website continues to support the Municipality's goals, and our ongoing support ensures that any issues or updates are addressed promptly and effectively, reinforcing our dedication to Canmore's success.

Client since 2023

URL: www.canmore.ca



TOWN OF DRUMHELLER

Launched in 2021, this website won an award! It was awarded GOLD by the AMCP in the dotCOMM awards in the Government category!

The Town of Drumheller completed a rebrand in 2020 and was looking for a fresh website as an extension of its rebranding efforts. The Town needed a new website presence that reflected the new branding, was easy for users to navigate, and simple for admin to manage its content.

For years, Drumheller's website was difficult to navigate and inconvenient to manage.

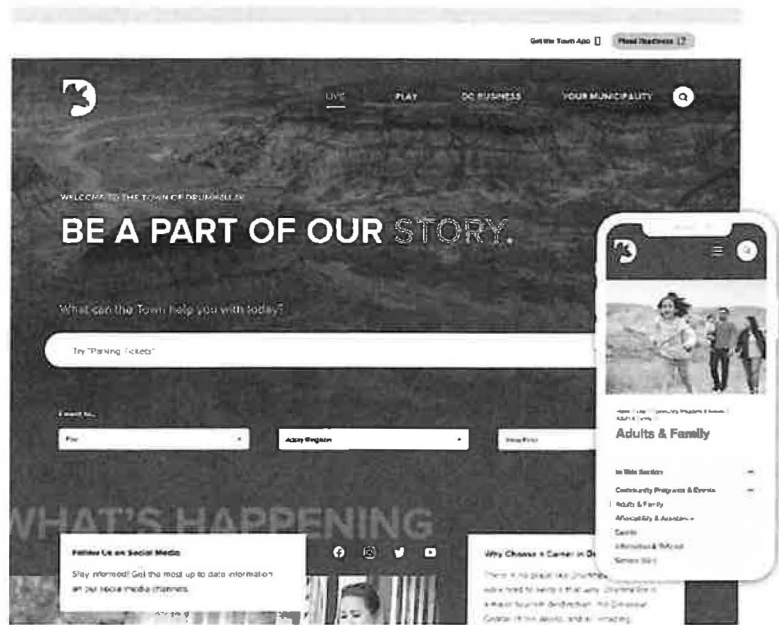
Drumheller recognized the website as a primary tool to interact with current and potential residents and that it should be supportive of their communication plans and needs. Ideally the website would present the Town of Drumheller as the exciting, unique place it is!

We believe that all of this was achieved through their high-functioning, custom website. The website reflects their new logo, branding, textures, and graphics. Important information such as popular links, news, and events can be found right on the homepage, a search bar is prominent to easily search the website's content, and the menu is easy to navigate. There are also animations found throughout the website to bring the Town's personality to life.

This website is equipped with fantastic municipal features such as Notices, Form Builder, Staff Directory, Business Directory, Job Postings, Polls, Tax Calculator, and Tenders. Additional features such as Waste Collection, Trail Maps and Snow Removal Routes are available, as well!

Client since 2020

URL: www.drumheller.ca



TOWN OF STETTLER

The Town of Stettler chose Loop to complete their project of a custom designed website and a mobile app. A primary goal for their project was to ensure that it was user-friendly with a modern design to highlight all the great things Stettler has to offer!

We designed the homepage to help guide specific audiences to the exact information they are looking for on the first try. Loop was also able to highlight the search menu within the homepage banner with suggested search terms that not only help with suggested searches but also inform their audience of what is available on the website.



Stettler had new unique feature requests and we were able to customize modules based on their feedback.

It was important for Stettler to go with one provider for both the website and mobile app to ensure the app would always be fully integrated with the content on the website. With Loop, updating content on their website automatically updates the same content in their mobile app without having to input the information more than once!

Based on the success of this project our team was also awarded the project to also build the Town's new Economic Development website which launched in 2022; www.stettlerboardoftrade.com

Client since 2020

URL: www.stettler.net



TOWN OF WHITECOURT

The Town of Whitecourt launched their custom website and app with us in September 2021. One of their primary goals was to create a website that was welcoming, displayed large featured imagery and increased ease of use for residents and staff. We were able to create a large prominence for the search feature and quick links for residents to quickly access what they are looking for. Whitecourt has access to



a lot of quality photography and we were able to develop a homepage that would display these prominently to help promote a sense of pride and engagement for residents.

When we discussed their sitemap, content strategy and reviewed their site analytics, we discovered that their Careers page was one of their popular pages. Our Jobs module ensures they can clearly communicate what is available and fully optimize the user experience when landing on that page. They can now feature employment and volunteer opportunities with ease.

Highlighting the town's attractions with customizable enticers on the homepage, trail maps, events, notifications and business directory was a priority that we were able to help Whitecourt achieve. Since the Loop app is fully integrated with the website they are now able to make the update once and communicate the information to all users on the app and website at the same time.

We place a huge importance on understanding our clients needs and build long lasting relationships with them. We look forward to continuing to support and work with Whitecourt on their website into the future.

Client since 2021

URL: www.whitecourt.ca

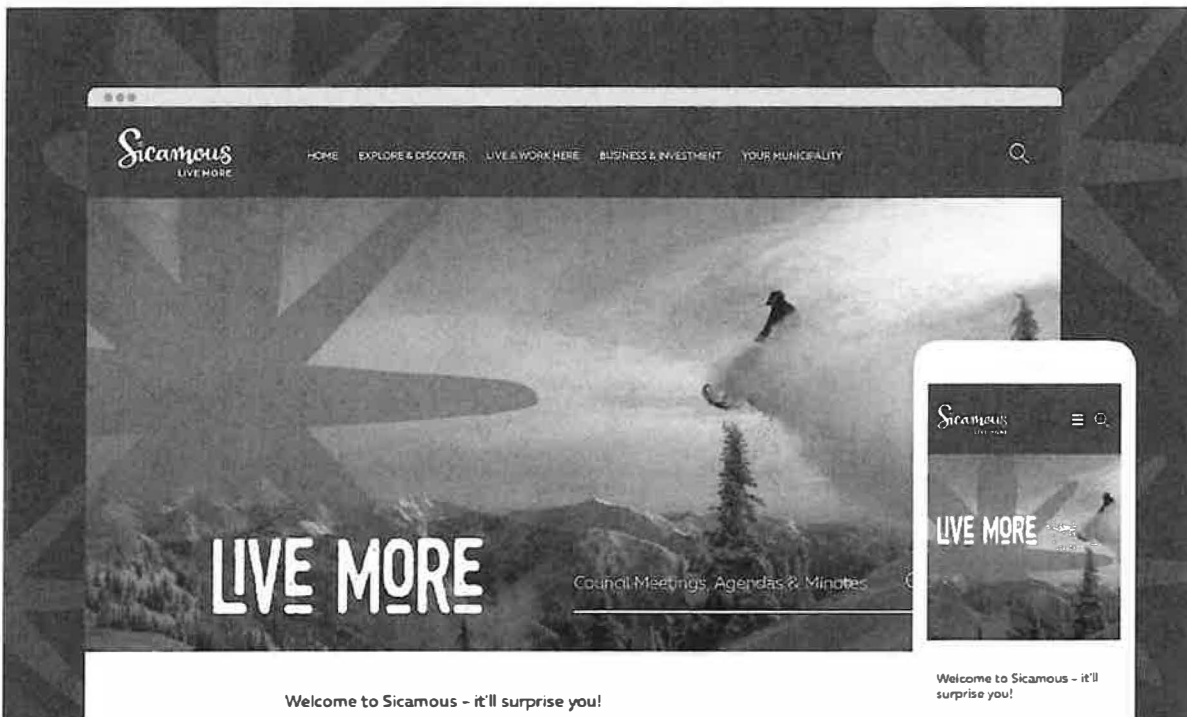


DISTRICT OF SICAMOUS

The District of Sicamous website won the 2017 Marcom Gold award (website - municipality category) and the 2017 Davey Silver award (website - tourism category)! The Marcom awards are an international competition for marketing and communication professionals and are administered by the Association of Marketing and Communication Professionals (AMCP). The Davey awards honour the best in web, design, video, advertising, mobile & social from smaller agencies worldwide and are awarded by the Academy of Interactive and Visual Arts.



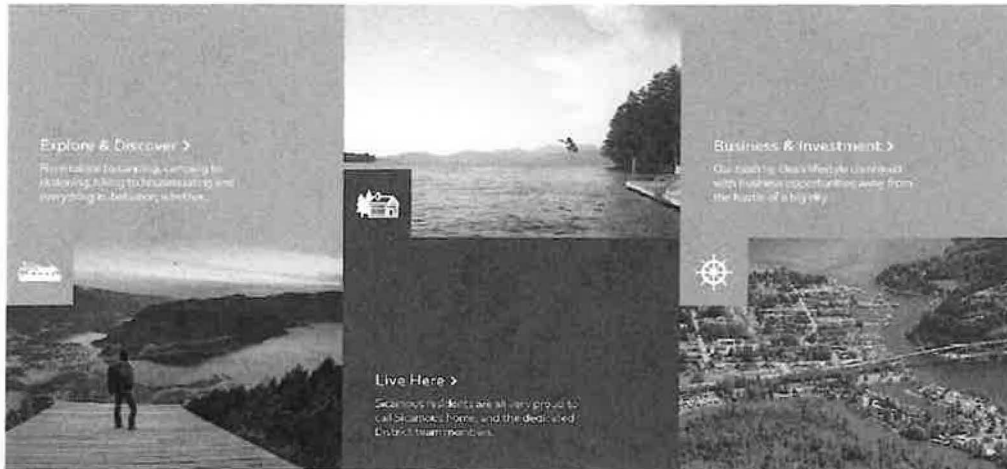
The District of Sicamous is located on British Columbia's scenic Shuswap Lake and is home to approximately 2,500 residents. Don't let their small population fool you, Sicamous is the House-boating Capital of Canada and transforms into a bustling vacation hotspot throughout the summer season!



Sicamous made the move to totally overhaul their outdated branding with a new logo, look, and feel that would resonate with their residents and tourists alike. The cornerstone of this new brand was of course, their website. We were contacted by the district to breathe life into their new, exciting brand and translate it into a high-functioning, beautiful website.



For many years, Sicamous had a very outdated looking website that was difficult to navigate and inconvenient to manage. With minimal functionality, the website didn't allow for the transparency and openness the district needed to offer their residents and businesses.



We envisioned a new website that truly showcased their personality, and youthful exuberance. Our planning and design process with the District was exciting to say the least; with a bold new colour palette, fun supporting graphics, photography, animations and an intuitive layout, their visual identity started to take form.

A site map was provided to the district that outlined our recommended structure for information – all pages accessible with two clicks or less. Site content was migrated into our Loop's CMS allowing administrators to audit and adjust their content with ease.

Loop's optional Municipal tools and modules are excellent additions to increase engagement and functionality on websites; Sicamous jumped at the opportunity to enhance their communication with added features such as a tax calculator, business directory, staff directory and polls.

We have also been hired recently by District of Sicamous Development Corporation to develop the new website for their Explore Sicamous initiative, which will be launching in 2021.

Client since 2017

URL: www.sicamous.ca



12. Training & Support

Training will be provided for staff responsible for website management.

- training can be completed in one to three hours
- additional sessions can be provided, if required
- up to 5 staff can attend each training session

Training can be completed online at no charge (we've gotten lots of practice this past year!), or at your office with the associated travel costs. Travel costs are calculated at the rates below.

- \$65.00/hour for time incurred for travel associated with the provision of services;
- \$0.60/km for vehicle mileage or the actual cost of car rental
- Actual cost of accommodations and meals

You will also receive a "Loop Handbook" training manual. This document illustrates what is editable on your website and where to edit it within Loop CMS. Copies will be provided during training and a PDF will always be available to download through Loop.

Loop also has a Help Section, full of step by step instructions. You can also contact us directly through Loop CMS if you can't find the information you need.

You can also call us at any time after your site launches. Our office hours are 8:30 - 5:00 Monday to Friday. When our phone rings, we answer, and when emails are received, we reply!

12.1. WEBSITE CHANGES AFTER SITE LAUNCH

We're proud of the relationships we've built with our clients over time, and with more than 90% client retention from our first year in business, it's clear that the feeling is mutual. We stay involved with our clients long after launch, helping them to develop annual and long term plans to keep their website fresh and up to date. We work diligently with each client to prepare their website for the latest browsers and mobile devices.

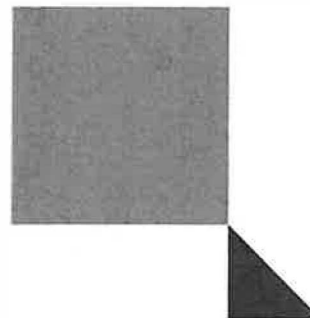
General maintenance and updates are included. Although, most municipalities do not require additional maintenance to be done, we do offer Bulk hours to help with ongoing design and development changes that you may request.

If you ever need a change to your website or would like to discuss options, we would be more than happy to help!



13. Ringside Digital

Ringside Digital, a specialized division within Box Clever, offers Clear Hills County a dedicated partnership aimed at achieving digital excellence and meaningful community engagement. Our focus is on providing a comprehensive and dynamic social media strategy tailored to Clear Hills County's unique needs. With expertise in digital marketing and social media management, our team is committed to elevating Clear Hills County's online presence and fostering deeper connections with the community. Through strategic planning and creative content, Ringside Digital aims to help Clear Hills County achieve lasting impact and success in the digital space.



For Clear Hills County's social media strategy, priced at \$700 per month, Ringside Digital offers a comprehensive and tailored approach to social media optimization (SMO) that ensures your brand is not just seen but actively engaged and heard across social platforms. Our strategy encompasses the following key elements:

ONBOARDING AND INITIAL STRATEGY DEVELOPMENT:

- **Business Strategy Planning:** At the onset, we delve into understanding your objectives and audience, laying down a game plan tailored to meet Clear Hills County's unique needs in the digital arena .
- **Market Intelligence and Competitive Edge Analysis:** By analyzing the market, we craft a strategy that highlights your strengths and positions Clear Hills County advantageously .

SOCIAL MEDIA OPTIMIZATION (SMO) AND CONTENT CREATION:

- **Drafting Your Online Presence:** We develop a coherent and targeted social media strategy, ensuring adaptability across different platforms to align with both the brand's objectives and the dynamics of each social platform .
- **Engaging Content Creation:** Content is king, and our focus is on creating engaging, narrative-driven posts that resonate with your audience, fostering connection and loyalty .
- **Strategic Engagement:** Our strategies are designed to transform your social platforms into active communities where your audience feels valued and engaged .

ANALYTICS AND ADAPTATION:

Insights and Performance Analysis: Utilizing advanced analytics, we continuously monitor and adapt our strategies based on performance data to ensure the effectiveness of the social media campaigns .



ADDITIONAL SUPPORT:

Design and Visual Strategy: Ensuring that the visual aspects of your social media channels reflect Clear Hills County's identity and values, we focus on creating a cohesive and appealing aesthetic .

PRICING AND DELIVERABLES:

For a monthly investment of \$700, Clear Hills County will receive:

- A fully customized social media strategy, including content creation and management across key platforms.
- Regular analytics reports and strategy adjustment meetings to ensure the campaigns are on track to meet the defined objectives.
- Access to Ringside Digital's expert team for ongoing support and consultation.

By partnering with Ringside Digital, Clear Hills County can expect not just a service, but a dedicated partnership aimed at achieving digital excellence and meaningful engagement with the community. Our commitment is to provide a comprehensive and dynamic social media strategy that captures the essence of Clear Hills County and connects it effectively with its audience.



14. Cost Proposal

All pricing is an annual cost with a 3-year commitment. There are no additional up-front or startup costs. *Plus*, a website redesign is included with each contract renewal, so your website will always be fresh!

14.1. SELECT YOUR WEBSITE PLAN (ANNUAL COSTS)

Basic	\$1,500	Essentials	\$2,500	Plus	\$3,750
<input type="checkbox"/>	Loop CMS & Training	<input type="checkbox"/>	Loop CMS & Training	<input type="checkbox"/>	Loop CMS & Training
<input type="checkbox"/>	News	<input type="checkbox"/>	News	<input type="checkbox"/>	News
<input type="checkbox"/>	Events Calendar	<input type="checkbox"/>	Events Calendar	<input type="checkbox"/>	Events Calendar
	Page Manager		Page Manager		Page Manager
	File Manager		File Manager		File Manager With click tracking
<input type="checkbox"/>	Emergency Notices \$500	<input type="checkbox"/>	Emergency Notices	<input type="checkbox"/>	Emergency Notices
	Polls \$375		Polls		Polls
	Business Directory \$500		Business Directory		Business Directory
	Quick Links \$375		Quick Links		Quick Links
	Form Builder* With online payments \$750		Form Builder* With online payments \$750		Form Builder* With online payments
	Public event submissions \$375		Public event submissions \$375		Public event submissions
	Meetings Module \$500		Meetings Module \$500		Meetings Module
	Tax Calculator \$500		Tax Calculator \$500		Tax Calculator
	Vaults \$500		Vaults \$500		Vaults
Select Plan	<input type="checkbox"/>	Select Plan	<input type="checkbox"/>	Select Plan	<input type="checkbox"/>



14.2. ADDITIONAL ANNUAL FEATURES

Our extensive menu of features gives you the flexibility to build the site most helpful to your target audiences. These features can be added now or in the future to enhance your digital presence and communication with residents.

<input type="checkbox"/> Report a Problem	\$4,750	<input type="checkbox"/>	<input type="checkbox"/> Trail Maps	\$1,500	<input type="checkbox"/>
Integrated Staff & Department Directory	\$500	<input type="checkbox"/>	Lot Maps	\$1,000	<input type="checkbox"/>
HR - Job Postings	\$500	<input type="checkbox"/>	Site Search Engine	\$575	<input type="checkbox"/>
HR - Applicant Tracking	\$2,000	<input type="checkbox"/>	Videos	\$375	<input type="checkbox"/>
Tenders	\$500	<input type="checkbox"/>	Redirects	\$375	<input type="checkbox"/>
<input type="checkbox"/> Waste Collection	\$500	<input type="checkbox"/>	<input type="checkbox"/> Municipal App		
Snow Removal	\$500	<input type="checkbox"/>	Unified App	\$1,250	<input type="checkbox"/>
Active Directory Integration for User Management	\$500	<input type="checkbox"/>	Stand Alone App	\$4,750	<input type="checkbox"/>

14.3. WEBSITE DESIGN SELECTION

<u>Yoho</u>	\$0	<input type="checkbox"/>
<u>Grasslands</u>	\$0	<input type="checkbox"/>
<u>Moraine</u>	\$0	<input type="checkbox"/>
<u>Tundra</u>	\$0	<input type="checkbox"/>
Custom Design Website	\$7,000	<input type="checkbox"/>

14.4. RINGSIDE DIGITAL

Social Media and Marketing Strategy		
<ul style="list-style-type: none"> As outlined in Section 13 Monthly Rate 	\$700	<input type="checkbox"/>

14.5. OPTIONAL ONE TIME COSTS

Each item can be added individually. The initial selections may impact the initial layout of the site. If added later, additional items may require additional design time to incorporate them into an existing website.

MailGuide		
<ul style="list-style-type: none"> • As outlined in Section 7.1 • Setup and branded header on template • <i>An additional \$15/month fee based on 0-500 subscribers, charged monthly to credit card</i> 	\$500	<input type="checkbox"/>
Content Strategy		
<ul style="list-style-type: none"> • Consultation • Analytics Review (if applicable) • Proposed Site Architecture (Site Mapping) 	\$500	<input type="checkbox"/>
Content Migration (As outlined in Option 8.1.3)		
<ul style="list-style-type: none"> • <i>Price is based on our estimate that the current website has approximately 300 pages and documents to migrate. Pricing can be finalized after new website site map is determined and final document and page count is determined.</i> • Excludes calendar content, photo galleries, forms, business directory, outdated documents, blog/news posts older than one year and password protected pages. 	\$2,000	<input type="checkbox"/>

14.6. EXTRA TO CONTRACT

Work done beyond the scope of this contract will be estimated on an as-needed basis. Our current hourly rate is \$140/hour. Retainers and bulk hours are available at discounted rates.

14.7. PAYMENT SCHEDULE

All annual and fixed costs will be due at project commencement. We keep our invoicing simple with annual fees instead of being based on hours of work provided.

Billing method: Billing is done via emailed invoices. The initial invoice is sent upon contract signing for the first year of the contact. Subsequent years are invoiced 30 days before each anniversary date.



15. Terms

The Customer shall permit only Loop's personnel or agents to perform the work included in the scope of this Agreement for the domain(s) specified. Should anyone other than Loop's team perform such work, Loop may, at its option, cancel this Agreement.

The Customer will promptly pay invoices within thirty (30) days from the date of the invoice. Should a payment become more than thirty (30) days overdue, Loop may stop all work under this Agreement without notice and/or cancel this Agreement.

Account outstanding in excess of 30 days after due will be assessed a 2% interest charge (compounded monthly).

Loop shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment, materials or labor, delay of carriers, strikes, lockouts, acts of war, action of the elements, forces of nature, fire, flooding, explosions, or by any cause beyond their control.

This Agreement shall commence on the date of signing by both parties. This Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew, thirty (30) days prior to any anniversary date. Annual fees are pre-paid annually. Multi-year contracts are binding. Early termination of contract will result in a cancellation fee of 70% of the remaining contract amount. Cancellation of optional modules will result in a cancellation fee of 70% of the remaining contract amount for the cancelled modules. Years are not pro-rated. Upon expiration of the initial term, this Agreement shall continue in effect year to year unless either party gives written notice to the other of intention not to renew, thirty (30) days prior to any anniversary date. The fees due for each renewal term are subject to review and/or adjustment on each anniversary date to reflect increases in labor, material, and other costs.

In the event Loop must commence legal action in order to recover any amount payable under this Agreement, the Customer shall pay all costs and attorney fees between the solicitor and client.

The annual Agreement price is subject to review and/or adjustment on each anniversary date to reflect increases in labor, material, and other costs.

All web pages, images, database content files, production files, and related code created for the purpose of the website(s) specified within this contract will remain the property of Loop.

All website content supplied by the customer will remain property of the customer. This includes written work, photos, logos, and video created for the website and supplied to Loop.

"Web Design by Loop" will be displayed in the footer of the website(s). If this cannot appear please ask for our most current branding removal pricing.

Any costs incurred for mapping features using Google's Maps API (including, but not limited to Business Directory, Report a Problem, Waste Collection) will be paid by the client directly to Google.

Projects will commence upon payment of the non-refundable deposit (first year's fees).

If a project should become stagnant and the Customer continues to remain unresponsive to Loop's attempts at communication for more than 90 days, the project will be considered abandoned and the customer will lose their deposit.



16. Agreement

SIGNED ON BEHALF OF THE CLIENT:

Name and Title

Signature

Date

SIGNED ON BEHALF OF LOOP:

Steve Mebs
Loop

Date



Appendix A: Our Company

Box Clever was founded in 2005 by Chris Mebs and Steve Mebs. Our multi-disciplinary team delivers high-quality websites, custom apps, and powerful digital marketing campaigns. Loop, a division of Box Clever Incorporated, showcases our continued commitment to making our municipal websites the best in the industry. This division proves a fresh resolve to keep excelling with new ideas, new features, and a refreshed energy for our municipal clients.

We are all full-time staff of 20+ working in our Sherwood Park office. For quality assurance, we do not sub-contract our design or development work.

Our commitment to long-term partnerships has enabled us to provide our clients with exceptional digital strategy and support as they grow and evolve.



We love what we do.

This shows in all our client interactions, our strategy sessions, our phone calls, emails, and more importantly in the work that we deliver. We have a knack for being easy to work with and our projects are on-time and always on budget.

Our team stays on top of industry trends and knowledge; we are proud Google Partners and Shopify Experts.



Award Winning Team.

In the past few years, our team has won over 30 website design awards. Like our clients, we are proud of our work and are always thrilled to receive recognition on the national and international stage!



Appendix B: Loop CMS vs. Open Source

We are sometimes asked why we chose to build our own Content Management System instead of using an open source or “free” CMS such as WordPress or Joomla. Building our own provides numerous benefits to our clients:

PURPOSE

Loop CMS was purpose-built for municipalities - our clients need to get their specific kinds of content onto the web where their stakeholders are. Open source systems, such as WordPress, are built to do one thing well (blogging) and are then twisted and hacked to work for other types of websites. It includes features that you don't need and is missing many features that you do need.

Open source systems are built to do everything, meaning that nothing is simple. Features are complicated and processes are convoluted, especially for those who are non-technical.

SECURITY

When a security exploit is discovered in an open source system (such as WordPress or Joomla, for example) that exploit spreads like wildfire across the internet. Hacks are prevalent. Loop CMS is extremely secure, and is also a smaller target.

CONTROL AND RESPONSIBILITY

Loop CMS was built by us from the ground up so we know exactly how it works. If our clients ask if something can be changed, we respond immediately. We never have to wait on others for security patches, system upgrades, new features, etc. because we control the features of the system. If part of the website is broken or buggy we are responsible for both the front-end and the CMS. This means we can immediately trouble-shoot the issue, and quickly provide a fix free of charge.

MODULES AND CONSISTENCY

Loop CMS comes with the base group of features listed in this proposal, along with additional modules that we have built for other clients, that now become included in Loop CMS. When a client requests a new feature/module for their website we don't need to scour the internet to see if one is built already, or try to install one that does 95% of the job and subsequently spend weeks trying to tweak it cover the other 5%. We build modules for our clients so they will perform exactly how they need them to perform. If a change is needed we don't have to say “Sorry, that's how the developer built it” - we can simply make the change. We have built several custom modules for our clients' websites. When change requests are made we can have the changes complete within a matter of days.

Your organization is unique! You have unique staff and unique needs. Loop CMS has the flexibility required to add features as they are required.

We pride ourselves on the fact that Loop CMS training is extremely fast and easy, with training typically lasting just an hour or two. The benefit of all the CMS features being developed by the



same team is that all the features work the same way, with the same look. When a new module is developed there is no learning curve.

When new features are installed on open source CMS, the website is at their mercy. If a new version of the CMS comes out to patch a security hole and the installed modules aren't updated, webmasters have to make the decision: do we run a website that isn't secure, or drop the module? With Loop CMS that doesn't happen.

ROBUST, SCALABLE AND HIGHLY CUSTOMIZABLE

Loop CMS is robust, completely scalable and highly customizable. Since we built the system we can change it to do whatever we want it to do! Open source systems are not completely customizable because they are slowly developed by multiple people spread across the world.

WHY DOES ANYONE USE OPEN SOURCE?

Open source CMSs are free, simple to setup, easy to install and in many circumstances provide all the features required. For web design studios that don't have their own true developers, they can be the ideal solution. At Loop we have talented designers and developers, so we don't need to be limited by a system that is being built by outside developers, has security holes and needs constant patching and fixing to fit separately developed modules into it.

Interested in experiencing the difference? We'd love to give you an online demo!



Appendix C: Hosting

Loop CMS uses private cloud hosting. Cloud-based hosting makes your website faster, more reliable and more secure versus hosting on a single server within your own environment or a co-located server. Our enterprise-grade hosting infrastructure has extensive redundancy, data protection, and security as a standard part of our service offering.

SECURITY

With our web hosting services, you can rest assured that your website will always be safe and secure. Our network-based, stateful cloud firewall service protects websites from external attacks. 24/7 monitoring and health checks along with extensive logging and performance metrics gives our team the tools to keep your website online and performing at an optimal level. Additionally, your website will have a SSL certificate and will be served over HTTPS so that:

- Your confidential data is protected
- Your website will have a higher search engine ranking
- PCI/ DSS requirements are satisfied
- Site visitors feel more secure about their browsing experience
- Your website is authenticated

PHYSICAL SECURITY

Our datacenters are co-located in some of the most respected datacenter facility providers in the world. We leverage all of the capabilities of these providers including physical security and environmental controls to secure our infrastructure from physical threat or impact. Each site is staffed 24/7/365 with on-site physical security to protect against unauthorized entry. Security controls provided by our datacenter facilities includes but is not limited to:

- 24/7 Physical security guard services
- Physical entry restrictions to the property and the facility
- Physical entry restrictions to our co-located datacenter within the facility
- Full CCTV coverage externally and internally for the facility
- Biometric readers with two-factor authentication
- Facilities are unmarked as to not draw attention from the outside
- Battery and generator backup
- Generator fuel carrier redundancy
- Secure loading zones for delivery of equipment



SECURITY CERTIFICATIONS

The data centre hosting Loop CMS is certified in the international standard ISO/IEC 27001:2013. By achieving compliance with this globally recognized information security controls framework, audited by a third-party, they have demonstrated a commitment to protecting sensitive customer and company information. That commitment doesn't end with a compliance framework, but is necessary baseline for security. In addition, the data centre holds both SOC 1 Type II and SOC 2 Type II certifications.

CANADIAN HOSTING

Loop CMS was built in Canada. There are a number of privacy concerns facing Canadian organizations that host in the USA or overseas. Knowing your data is located in Canada gives you peace of mind that all of your website data is subject to Canadian laws and that it won't be subject to the Patriot Act, PRISM, DMCA, or other laws and regulations that could give other governments or agencies access to your data.

BACKUP MANAGEMENT

Your data will remain recoverable in the unlikely event of an outage or data loss with our automated backup strategies. Not only do we backup your data, but we also backup configuration and system information. The multiple layers of backups give you the confidence that uptime is a priority for Box Clever.

TRANSPARENT SYSTEM STATUS

You will be provided with access to our System Status page. This page provides real-time incident communication and proactive updates on our system health. Team members within your organization can access this page at any time to review the current status of our system and subscribe themselves for updates.

SERVER MAINTENANCE

As with any computer system, servers require routine maintenance. Should scheduled maintenance occur, Clear Hills County staff will be notified of the scheduled maintenance. We typically schedule this kind of maintenance in off-peak hours to minimize disruption in services.

BUSINESS INSURANCE AND LICENSE

We have attached our Certificate of Insurance and our Business Incorporated Information. Our office is located in Strathcona County and does not require a business license.



**Thank you for your consideration.
We can't wait to get started on
your web project!**

Please don't hesitate to contact me if you have any questions:

HEATHER COOK
ACCOUNT MANAGER, LOOP
HEATHER@LOOPONLINE.CA
587-735-3560



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	Worsley Community Centre Repainting
File:	31-61-05

DESCRIPTION:

Council is presented with two quotes for the repainting of the Worsley Community Centre.

BACKGROUND:

The Worsley Community Centre has not been repainted since it was built in 2004.

BUDGET:

Currently there is \$200,245.00 in the Worsley Fire/Community Haul Building Reserve.

ATTACHMENT

Quote from Kurt Furstenwerth
Quote from Irvine's Painting

RECOMMENDED ACTION:

RESOLUTION by... to award Kurt Furstenwerth's quote of \$16,220.00 plus GST for the repainting of the Worsley Community Centre, funds to be allocated from the Worsley Fire/Community Haul Building Reserve.

Initials show support - Reviewed by:

Manager:

CAO:



Natasha Gillett

From: Greg Coon
Sent: May 16, 2024 10:58 AM
To: Natasha Gillett
Subject: FW: Amended Fire Hall Quote

Greg Coon
Agricultural fieldman
Clear Hills County

Phone: 780-685-3925 ext. 115
Cell: 780-772-1776

From: Kurt Furstenwerth <kurtfurst@gmail.com>
Sent: Friday, May 10, 2024 9:20 AM
To: Greg Coon <Greg@clearhillscounty.ab.ca>
Subject: Amended Fire Hall Quote

Hey Greg,

The following is an **amended** quote for the Fire Hall in Worsley, AB:

To prepare (sand and repair imperfections) and paint two coats of finish paint, sheen tbd, colour white, to the ceiling:

\$2000.00 plus GST

To prepare (sand and repair imperfections) and paint two coats of finish paint, sheen tbd, colour white, to all common areas walls, bathroom walls, janitor room walls:

\$6545.00 plus GST

To prepare and paint all doors and doorframes, with two coats of finish paint, sheen velvet, colour to be matched:

\$1275.00 plus GST

To prepare and paint the railing that goes up the stairs and around the gym equipment with two coats of finish paint, sheen velvet, colour to be matched:

\$550.00 plus GST

To clean and paint the ducting in the meeting area with two coats of finish paint, sheen velvet, colour to be matched:

\$275.00 plus GST

To paint small amount of wood trim, in the gym equipment area, with two coats of finish paint, sheen velvet, colour white

\$175.00 plus GST

ADDS:

To prepare and paint (sand and repair imperfections) the main floor office walls, as well as the walls room upstairs past the gym equipment area with two coats of finish paint, sheen tbd, colour white

AND

Prepare and paint (sand and repair imperfections) the ceiling in that same room upstairs

\$2750.00 plus GST

Travel costs: 2220 km, and travel time for 2 painters = \$2650.00 plus GST

For a grand total of \$16220.00 plus GST

The job would be done over 13 working days, so a two week shutdown would be necessary.

All quotes include paint and other supplies. In most cases two coats are sufficient for coverage, but in the rare case that the coverage is not sufficient, additional charges may apply.

Kurt Furstenwerth

We usually take a 25 % deposit for supplies and to hold dates. I understand if this isn't part of the policy for the MD and we could waive it.

Irvine's Painting

P.O. Box 2343

Fairview, AB T0H 1L0

Ph. 780-835-0077

Email: lorinpainter@gmail.com

April 26

'24.

Paint Estimate.

Re: Worsley Community Center.

C/O Mr. Greg Coon.

* Prep + Paint WALLS, CEILINGS, + TRIM. *
2 coats Latex.

APPROX. 13 days For 2 men.

LABOR \$ 14,040.00

Materials \$ 3,870.00

\$ 17,910.00
Gst 895.50

Total \$ 18,805.50 *

AS Per a Walk-thru on site (with Greg). Gym Equipment to Be Moved From One Side to the Other. Assistance provided by Community Centre.

* WCB Clearance Available upon Requests

thanks

* \$ 2 million Liability insurance Active policy.

Lorin Irvine.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance – Accounts Payable
File:	12-03-02

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of May 15, 2024 to May 28, 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 May 15, 2024 to May 28, 2024 for a total of \$446,726.00, with funds to be transferred from Long Term Investments.

Initials show support - Reviewed by:	Manager:		CAO:	
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Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	5/15/24	5/28/24		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
756446 ALBERTA LTD.	029174	5/28/24	\$1,997.95
Invoice Description Invoice Number Invoice Amount			

Gravel Haul	6458-050724		\$1,997.95
=====			
BELL CANADA	029175	5/28/24	\$737.52
Invoice Description Invoice Number Invoice Amount			

May Service Agreement #644	X0149829582405		\$737.52
=====			
BLUE JAY TRANSPORT	029176	5/28/24	\$3,455.67
Invoice Description Invoice Number Invoice Amount			

Gravel Haul	MAY7-8/24		\$3,455.67
=====			
BOSCHWICK CONTRACTING	029177	5/28/24	\$21,437.37
Invoice Description Invoice Number Invoice Amount			

Worsley GB01	671		\$9,705.18
Bear Canyon GB09	672		\$11,732.19
=====			
BOUNDARY LAKE SAND & GRAVEL LT	029178	5/28/24	\$3,644.24
Invoice Description Invoice Number Invoice Amount			

Rd Repair/Gravel/Trucking	2647		\$3,644.24
=====			
CHELICK, MICHAEL	029179	5/28/24	\$200.00
Invoice Description Invoice Number Invoice Amount			

Rental Deposit Refund	81883-051624		\$200.00
=====			
CLEAR HILLS WASTE MANAGEMENT	029180	5/28/24	\$10,340.62
Invoice Description Invoice Number Invoice Amount			

Transfer Stations Contract	208		\$10,340.62
=====			
CLEARDALE TRANSPORT 2021	029181	5/28/24	\$4,322.88
Invoice Description Invoice Number Invoice Amount			

Gravel Haul	MAY7-8/24		\$4,322.88
=====			
EUREKA RIVER CEMETERY	029182	5/28/24	\$500.00
Invoice Description Invoice Number Invoice Amount			

2024 Cemetery Grant	051024		\$500.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
FEHR TIRECRAFT LTD.	029183	5/28/24	\$9,609.93
Invoice Description	Invoice Number	Invoice Amount	
Batter/Lights for Unit 63-07	61353	\$383.25	
Tires Unit 63-26	61373	\$2,222.85	
Aspen Fuel WFD	61377	\$359.10	
Washer Fluid Unit 63-20	61521	\$5.78	
Trailer Rent for Trade Show	61548	\$1,575.00	
Hitch & Pin	61400	\$130.20	
Light Bar Unit 65-62	61382	\$1,354.50	
Tires Unit 65-59	61401	\$581.70	
Tires/R&M Unit 65-56	61526	\$1,539.30	
R&M/Tires/Etc.	61205	\$1,458.25	
GIESBRECHT VENTURES	029184	5/28/24	\$2,028.58
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	8326-050724	\$2,028.58	
GRIFFIN CONTRACTING LIMITED	029185	5/28/24	\$19,425.00
Invoice Description	Invoice Number	Invoice Amount	
BF77740 Railing & Post Repair	79043	\$19,425.00	
GRIMSHAW GRAVEL SALES	029186	5/28/24	\$22,390.36
Invoice Description	Invoice Number	Invoice Amount	
Gravel - App/Rd Repair/Gr Haul	24115	\$22,390.36	
H & G MASON HOLDINGS	029187	5/28/24	\$8,245.12
Invoice Description	Invoice Number	Invoice Amount	
Haul/Load Dirt for Approaches	6001	\$2,793.00	
App/Rd Repair Haul/Load Dirt	6002	\$2,336.25	
App/Rd Repair Haul/Load Dirt	6003	\$2,572.50	
Haul & Load Dirt for Approach	6004	\$543.37	
H.K.P. TRUCKING	029188	5/28/24	\$1,941.92
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	8345-050724	\$1,941.92	
HINES CREEK GENERAL STORE	029189	5/28/24	\$2,568.36
Invoice Description	Invoice Number	Invoice Amount	
Tradeshow Doughnuts	10110047464	\$1,097.25	
Tradeshow Breakfast Ham	10110047488	\$875.43	
TS Helping Hands Meal	10110047494	\$132.93	
HCFD Supplies	10110047433	\$106.00	
HCFD Supplies	10110046813	\$356.75	
JLD ENTERPRISE	029190	5/28/24	\$2,570.89
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Gravel Haul		7609-050724	\$2,570.89
KUNTZ, KIM	029191	5/28/24	\$300.00
Invoice Description		Invoice Number	Invoice Amount
Rental Deposit Refund		81824-050724	\$300.00
MIDNIGHT GLASS LTD.	029192	5/28/24	\$92.11
Invoice Description		Invoice Number	Invoice Amount
Building R&M Unit 61-06		709976	\$92.11
NORTH PEACE GAS COOP LTD.	029193	5/28/24	\$465.87
Invoice Description		Invoice Number	Invoice Amount
WWTP Heat		917897	\$329.18
BCWP Heat		918484	\$359.66
OPEN ROAD TRANSPORT	029194	5/28/24	\$3,912.58
Invoice Description		Invoice Number	Invoice Amount
Gravel Haul		MAY7-8/24	\$3,912.58
OUTBACK TRANSPORT	029195	5/28/24	\$3,621.88
Invoice Description		Invoice Number	Invoice Amount
Gravel Haul		MAY7-8/24	\$3,621.88
PARTLINE PLUS	029196	5/28/24	\$243.96
Invoice Description		Invoice Number	Invoice Amount
Gasket Maker - WFD		001-036157	\$14.67
Parts for Fire Hydrant Repair		001-036636	\$24.42
Fire Hall Air Compressor Parts		001-036210	\$2.58
Parts Unit 63-20		001-036243	\$43.89
Tools for WFD		001-036045	\$158.40
PEACE COUNTRY SUPPLY	029197	5/28/24	\$786.53
Invoice Description		Invoice Number	Invoice Amount
HCFD Safety Supplies		002-122350	\$41.54
HCFD Supplies/Unit 63-06 Parts		002-122509	\$501.26
HCFD Hair Pin Clips		002-122351	\$1.89
Parts Units 63-04, 93 & 96		002-122274	\$216.50
HCFD Supplies		002-122270	\$25.34
RELIANCE ASSESSMENT CONSULTANT	029198	5/28/24	\$6,835.50
Invoice Description		Invoice Number	Invoice Amount
May Assessment Services		114-050124	\$6,835.50
RMA INSURANCE LTD.	029199	5/28/24	\$93.73
Invoice Description		Invoice Number	Invoice Amount

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ANI Deductible Buydown	INS00072659		\$5.15
ANI Deductible Buydown	INS00072660		\$5.15
ANI Deductible Buydown	INS00072661		\$5.15
ANI Deductible Buydown	INS00072662		\$5.15
ANI Deductible Buydown	INS00072663		\$5.15
ANI Deductible Buydown	INS00072664		\$5.15
ANI Deductible Buydown	INS00072665		\$5.15
ANI Deductible Buydown	INS00072666		\$5.15
ANI Deductible Buydown	INS00072667		\$5.15
ANI Deductible Buydown	INS00072668		\$5.15
ANI Deductible Buydown	INS00072669		\$5.15
ANI Deductible Buydown	INS00072670		\$5.15
ANI Deductible Buydown	INS00072671		\$5.15
ANI Insurance Changes	INS00072943		\$26.78
ROAMING TRANSPORT	029200	5/28/24	\$11,890.02
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	7611-050724	\$2,235.79	
Clean Culvert Ends	0511	\$519.75	
Hines Creek GB14	0512	\$9,134.48	
ROCKY MOUNTAIN EQUIPMENT	029201	5/28/24	\$267,000.00
Invoice Description	Invoice Number	Invoice Amount	
New Tractor	S02490	\$267,000.00	
ROWE JILL	029202	5/28/24	\$250.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	81815-050724	\$250.00	
RUCO ENTERPRISES	029203	5/28/24	\$2,211.63
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	6461-050724	\$2,211.63	
SCANALTA POWER SALES LTD.	029204	5/28/24	\$1,486.36
Invoice Description	Invoice Number	Invoice Amount	
Parts Unit 63-96	027701	\$1,129.36	
Tires Unit 63-96	I0091200	\$357.00	
SHEWCHUK, GERALD	029205	5/28/24	\$3,352.62
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	MAY7-8/24	\$3,352.62	
SKYLITE FARMS	029206	5/28/24	\$3,542.10
Invoice Description	Invoice Number	Invoice Amount	
Gravel Haul	MAY7-8/24	\$3,542.10	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
TRINUS TECHNOLOGIES INC.	029207	5/28/24	\$5,766.32
Invoice Description	Invoice Number	Invoice Amount	
May Service Agreement #57	7086	\$5,766.32	
VILLAGE OF HINES CREEK	029208	5/28/24	\$4,600.00
Invoice Description	Invoice Number	Invoice Amount	
Trade Show Building Rent	20240074	\$4,600.00	
WINDING RIVER INDUSTRIES	029209	5/28/24	\$3,675.00
Invoice Description	Invoice Number	Invoice Amount	
Running/Stoney Lk Picnic Table	13	\$3,675.00	
WORSLEY CENTRAL SCHOOL	029210	5/28/24	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Seniors Tea	052124	\$300.00	
WORSLEY GATEWAY INN	029211	5/28/24	\$202.13
Invoice Description	Invoice Number	Invoice Amount	
Road Tour Breakfast	840	\$202.13	
WYCLIFFE ENTERPRISES LTD.	029212	5/28/24	\$10,631.25
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	856	\$10,631.25	
YOUNG COLIN	029213	5/28/24	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	81834-051624	\$50.00	
	Report Total		\$446,726.00

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	5/15/24
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
029174	756446	756446 ALBERTA LTD.	5/28/24	ATB	PMCHQ00001263	\$1,997.95
029175	BELL	BELL CANADA	5/28/24	ATB	PMCHQ00001263	\$737.52
029176	BLUEJAY	BLUE JAY TRANSPORT	5/28/24	ATB	PMCHQ00001263	\$3,455.67
029177	BOSCHWICK01	BOSCHWICK CONTRACTING	5/28/24	ATB	PMCHQ00001263	\$21,437.37
029178	BOUNDARY	BOUNDARY LAKE SAND & GRAVEL LT	5/28/24	ATB	PMCHQ00001263	\$3,644.24
029179	CHELICKM	MICHAEL CHELICK	5/28/24	ATB	PMCHQ00001263	\$200.00
029180	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	5/28/24	ATB	PMCHQ00001263	\$10,340.62
029181	CLEARDALETRANS	CLEARDALE TRANSPORT 2021	5/28/24	ATB	PMCHQ00001263	\$4,322.88
029182	EUREKA03	EUREKA RIVER CEMETERY	5/28/24	ATB	PMCHQ00001263	\$500.00
029183	FEHR14	FEHR TIRECRAFT LTD.	5/28/24	ATB	PMCHQ00001263	\$9,609.93
029184	GIESBRECHTV	GIESBRECHT VENTURES	5/28/24	ATB	PMCHQ00001263	\$2,028.58
029185	GRIFFIN02	GRIFFIN CONTRACTING LIMITED	5/28/24	ATB	PMCHQ00001263	\$19,425.00
029186	GRIMSHAW02	GRIMSHAW GRAVEL SALES	5/28/24	ATB	PMCHQ00001263	\$22,390.36
029187	H&GMASON01	H & G MASON HOLDINGS	5/28/24	ATB	PMCHQ00001263	\$8,245.12
029188	HKPTRUCK01	H.K.P. TRUCKING	5/28/24	ATB	PMCHQ00001263	\$1,941.92
029189	HCGENERAL01	HINES CREEK GENERAL STORE	5/28/24	ATB	PMCHQ00001263	\$2,568.36
029190	JLD	JLD ENTERPRISE	5/28/24	ATB	PMCHQ00001263	\$2,570.89
029191	KUNTZK	KIM KUNTZ	5/28/24	ATB	PMCHQ00001263	\$300.00
029192	MIDNIGHT	MIDNIGHT GLASS LTD.	5/28/24	ATB	PMCHQ00001263	\$92.11
029193	NPAS01	NORTH PEACE GAS CO-OP LTD.	5/28/24	ATB	PMCHQ00001263	\$465.87
029194	OPENROAD	OPEN ROAD TRANSPORT	5/28/24	ATB	PMCHQ00001263	\$3,912.58
029195	OUTBACK	OUTBACK TRANSPORT	5/28/24	ATB	PMCHQ00001263	\$3,621.88
029196	PARTLINE	PARTLINE PLUS	5/28/24	ATB	PMCHQ00001263	\$243.96
029197	PEACECOUNTRYSUP	PEACE COUNTRY SUPPLY	5/28/24	ATB	PMCHQ00001263	\$786.53
029198	RELIANCE	RELIANCE ASSESSMENT	5/28/24	ATB	PMCHQ00001263	\$6,835.50
029199	RMANS	RMA INSURANCE LTD.	5/28/24	ATB	PMCHQ00001263	\$93.73
029200	ROAMING	ROAMING TRANSPORT	5/28/24	ATB	PMCHQ00001263	\$11,890.02
029201	RME01	ROCKY MOUNTAIN EQUIPMENT	5/28/24	ATB	PMCHQ00001263	\$267,000.00
029202	ROWEJ	JILL ROWE	5/28/24	ATB	PMCHQ00001263	\$250.00
029203	RUCO01	RUCO ENTERPRISES LTD.	5/28/24	ATB	PMCHQ00001263	\$2,211.63
029204	SCANALTA01	SCANALTA POWER SALES LTD.	5/28/24	ATB	PMCHQ00001263	\$1,486.36
029205	SHEWCHUK01	SHEWCHUK, GERALD	5/28/24	ATB	PMCHQ00001263	\$3,352.62
029206	SKYLITE	SKYLITE FARMS	5/28/24	ATB	PMCHQ00001263	\$3,542.10
029207	TRINUS01	TRINUS TECHNOLOGIES INC.	5/28/24	ATB	PMCHQ00001263	\$5,766.32
029208	VILLAGE01	VILLAGE OF HINES CREEK	5/28/24	ATB	PMCHQ00001263	\$4,600.00
029209	WINDING	WINDING RIVER INDUSTRIES	5/28/24	ATB	PMCHQ00001263	\$3,675.00
029210	WOSCH01	WORSLEY CENTRAL SCHOOL	5/28/24	ATB	PMCHQ00001263	\$300.00
029211	WGATEWAY	WORSLEY GATEWAY INN	5/28/24	ATB	PMCHQ00001263	\$202.13
029212	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	5/28/24	ATB	PMCHQ00001263	\$10,631.25
029213	YOUNG04	COLIN YOUNG	5/28/24	ATB	PMCHQ00001263	\$50.00

Total Cheques: 40

Total Amount of Cheques: \$446,726.00

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	May 28, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1126 – Per Diem Payments to Council & Board /Committee Members
File:	11-02-02

DESCRIPTION:

Policy 1126 – Per Diem Payments to Council and Board/Committee Members establishes a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

BACKGROUND / PROPOSAL:

At the May 14, 2024 Regular Council Meeting, Council made the following motion:

C269-24(5-14-24) RESOLUTION by Reeve Bean to bring back Policy 1126 Per Diem Payments to a future meeting amending it to include that Councillors may claim for 2 per diems' payment amounts if attending 2 in person or online meetings in one day as long as they are at different locations, excluding conference days. CARRIED.

ATTACHMENTS

- Policy 1126 – Per Diem Payments to Council and Board/Committee Members showing changes.
- Policy 1126 – Per Diem Payments to Council and Board/Committee Members final.
- 2024 Councillor Expense Claim amended.

RECOMMENDED ACTION:

RESOLUTION by ... that Council adopt Policy 1126 – Per Diem Payments to Council and Board/Committee Members as presented.

Initials show support - Reviewed by:	Manager:		CAO:	
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Clear Hills County

Effective Date: ~~March 14, 2023~~ **May 28, 2024**

Policy Number: 1126

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1 Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid to Councillors for:

- Conducting annual evaluations of the Chief Administrative Officer at a pre- approved meeting outside of a Regular or Special Council Meeting;
- Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;
- County organized and authorized road tours or project inspections within Clear Hills County boundaries.
- Attendance at Conferences and Zone Meetings authorized by Council. Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- Meetings and events where Members of Council are attending a County hosted function such as but not limited to County Bar-B-Q and Tradeshow.

3.2 Per diems shall be paid for items listed in Section 3.1 when ~~travel of 50 kilometers one way is required~~ attending in person or online meetings that are in different locations, up to a maximum of two meetings per day excluding conferences.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors that are paid per diems by a Board/Committee listed in Section 3.6a shall be reimbursed the difference between the Board/Committee per diem and the per diem rate listed in Schedule A.

3.6a Board/Committee per diems that are eligible for payment referenced in Section 3.6 are as follows:

- North Peace Housing Foundation

3.6b Councillors will be required to provide proof of the Board/Committees per diem rate annually prior to being reimbursed for the payment referenced in Section 3.6.

3.7 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions

3.8 All other Board and Committee Members shall receive a per diem at the rates listed in Schedule A of this policy.

3.9 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

- | | | |
|----|---------------------------------------|-------------|
| a) | RMA Spring Conference | All Council |
| b) | RMA Fall Conference | All Council |
| c) | Spring & Fall RMA Zone Meetings | All Council |
| f) | Federation of Canadian Municipalities | All Council |
| g) | Growing the North | All Council |

3.9a Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.10 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee or with prior approval of Council.

3.11 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.12 Council will not authorize any per diem payments after attendance when not in accordance with 3.11.

3.13 Any per diems that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. A meeting attended on June 9th would need to be submitted no later than August 31st.

3.14 Councillors will be paid the chairing of meetings rate listed in Schedule A when chairing a meeting on behalf of Council or a Board/Committee.

3.14a Councillors that are not appointed members, including alternates, will be required to provide proof of chairing a meeting prior to being paid a chairing of meetings rate.

4. Per Diem Claims

4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.

4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

ADOPTED: Resolution C061(01/26/10) Jan 26/10

AMENDED: Resolution C566(07/27/10) Jul 27/10

AMENDED: Resolution C144(02/22/11) Feb 22/11

AMENDED: Resolution C010-13(01/08/13) Jan 08/13

AMENDED: Resolution C010-14(01/14/14) Jan 14/14

AMENDED: Resolution C240-17(05/09/17) May 09/17

AMENDED: Resolution C192-18(04/10/18) April 10/18

AMENDED: Resolution C568-18(11/13/18) Nov 13/18

AMENDED: Resolution C495-19(10/08/19) Oct 8/19

AMENDED: Resolution C465-20(10/13/20) Oct 13/20

AMENDED: Resolution C602-22(11-22-22) Nov 22/22

AMENDED: Resolution C118-23(02-28-23) Feb 28/23

AMENDED: Resolution C140-23(03-14-23) Mar 14/23

AMENDED: Resolution C###-24(05-28-24) May 28/24

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019	2020	2021	2022	2023	2024
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	<i>1.3% Cola</i>	No change	<i>4.7% Cola</i>	<i>6% Cola</i>	<i>4.3% Cola</i>
Agricultural Service Board	\$185.00	\$187.04	\$192.84	\$195.35	\$195.35	\$204.53	\$216.81	\$226.14
Subdivision and Development Appeal Board	\$185.00	\$187.04	\$192.84	\$195.35	\$195.35	\$204.53	\$216.81	\$226.81
Council Appointed Representatives on Committees/Boards	\$185.00	\$187.04	\$215.28 *	\$218.08	\$218.08	\$228.33	\$242.03	\$252.44
Chairing of Meetings	\$225.00	\$227.48	\$261.83 *	\$265.23	\$265.23	\$277.70	\$294.37	\$307.03

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.



Clear Hills County

Effective Date: **May 28, 2024**

Policy Number: **1126**

Title: **PER DIEM PAYMENT TO COUNCIL AND BOARD/COMMITTEE MEMBERS**

1. Policy Statement

1.1 Clear Hills County will establish a per diem rate to reimburse Council Members and Members at Large for attending board and committee meetings.

2. Definitions

2.1 Per Diem is the daily amount paid to a Councillor or Board Member for attending meetings of committees to which they are appointed, attending various other meetings that are specified in this policy's procedures, and attending special meetings that are duly authorized by Council.

3. Per Diems:

3.1 Per Diem will be paid to Councillors for:

- Conducting annual evaluations of the Chief Administrative Officer at a pre- approved meeting outside of a Regular or Special Council Meeting;
 - Board/Committee workshops and conferences for appointed Board Members only when attendance is authorized/approved by the Board/Committee and approved by Council;
 - County organized and authorized road tours or project inspections within Clear Hills County boundaries.
 - Attendance at Conferences and Zone Meetings authorized by Council.
- Meetings with/or on behalf of residents and community groups to which attendance is authorized by Council resolution (this would include open houses and public meetings).
- Meetings and events where Members of Council are attending a County hosted function such as but not limited to County Bar-B-Q and Tradeshow.

3.2 Per diems shall be paid for items listed in Section 3.1 when attending in person or online meetings that are in different locations, up to a maximum of two meetings per day excluding conferences.

3.3 Per diems may be changed by review of Council and supported by 2/3 majority vote.

3.4 Annual cost of living adjustments will be applied to the per diem rates.

3.5 Meeting Rates (per diems) shall be paid after the submission of a valid claim form and verified and authorized by the Chief Administrative Officer.

3.6 Councillors that are paid per diems by a Board/Committee listed in Section 3.6a shall be reimbursed the difference between the Board/Committee per diem and the per diem rate listed in Schedule A.

3.6a Board/Committee per diems that are eligible for payment referenced in Section 3.6 are as follows:

- North Peace Housing Foundation

3.6b Councillors will be required to provide proof of the Board/Committees per diem rate annually prior to being reimbursed for the payment referenced in Section 3.6.

3.7 Councillors will not be paid a per diem for attendance at:

- political party and constituency functions

3.8 All other Board and Committee Members shall receive a per diem at the rates listed in Schedule A of this policy.

3.9 Council recognizes that as part of carrying out Council business it is essential to participate in activities such as conferences. The following conferences are considered pre-approved for Council attendance and will be paid at the rate per 3.1:

a)	RMA Spring Conference	All Council
b)	RMA Fall Conference	All Council
c)	Spring & Fall RMA Zone Meetings	All Council
f)	Federation of Canadian Municipalities	All Council
g)	Growing the North	All Council

3.9a Administration will advise Councillors of the above conferences and upon receiving the completed registration form and instruction from Councillors, Administration will submit the registration form and make other travel and accommodation arrangements as deemed necessary.

3.10 When a representative from Council is sent by a Board or Committee to a conference or convention on behalf of that Board or Committee, the representative is then reimbursed by that Board or Committee or with prior approval of Council.

3.11 Councillors and Board Members shall obtain approval from their respective Board and Council prior to attending seminars, workshops, conferences and all other functions if Council is being requested to fund attendance. The Councillor or Board Member must submit a written request on the benefit that would accrue to the County.

3.12 Council will not authorize any per diem payments after attendance when not in accordance with 3.11.

3.13 Any per diems that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. A meeting attended on June 9th would need to be submitted no later than August 31st.

3.14 Councillors will be paid the chairing of meetings rate listed in Schedule A when chairing a meeting on behalf of Council or a Board/Committee.

3.14a Councillors that are not appointed members, including alternates, will be required to provide proof of chairing a meeting prior to being paid a chairing of meetings rate.

4. Per Diem Claims

- 4.1 All Council and Board/Committee per diem claims must be reviewed by Administration to ensure compliance with policy and shall indicate approval with the Chief Administrative Officer or designate signature. The Reeve will sign the per diem claim to indicate that they have been received.
- 4.2 The Deputy Reeve shall sign per diem claims submitted by the Reeve, to indicate it has been received, and may in the absence of the Reeve sign all other per diem claims.

5. End of Policy

<u>ADOPTED: Resolution C061(01/26/10)</u>	<u>Jan 26/10</u>
<u>AMENDED: Resolution C566(07/27/10)</u>	<u>Jul 27/10</u>
<u>AMENDED: Resolution C144(02/22/11)</u>	<u>Feb 22/11</u>
<u>AMENDED: Resolution C010-13(01/08/13)</u>	<u>Jan 08/13</u>
<u>AMENDED: Resolution C010-14(01/14/14)</u>	<u>Jan 14/14</u>
<u>AMENDED: Resolution C240-17(05/09/17)</u>	<u>May 09/17</u>
<u>AMENDED: Resolution C192-18(04/10/18)</u>	<u>April 10/18</u>
<u>AMENDED: Resolution C568-18(11/13/18)</u>	<u>Nov 13/18</u>
<u>AMENDED: Resolution C495-19(10/08/19)</u>	<u>Oct 8/19</u>
<u>AMENDED: Resolution C465-20(10/13/20)</u>	<u>Oct 13/20</u>
<u>AMENDED: Resolution C602-22(11-22-22)</u>	<u>Nov 22/22</u>
<u>AMENDED: Resolution C118-23(02-28-23)</u>	<u>Feb 28/23</u>
<u>AMENDED: Resolution C140-23(03-14-23)</u>	<u>Mar 14/23</u>
<u>AMENDED: Resolution C###-24(05-28-24)</u>	<u>May 28/24</u>

Schedule A To Policy 1126 – Per Diem Payment To Council and Committee Members

Member	2017	2018	2019	2020	2021	2022	2023	2024
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	1.3% Cola	No change	4.7% Cola	6% Cola	4.3% Cola
Agricultural Service Board	\$185.00	\$187.04	\$192.84	\$195.35	\$195.35	\$204.53	\$216.81	\$226.14
Subdivision and Development Appeal Board	\$185.00	\$187.04	\$192.84	\$195.35	\$195.35	\$204.53	\$216.81	\$226.81
Council Appointed Representatives on Committees/Boards	\$185.00	\$187.04	\$215.28 *	\$218.08	\$218.08	\$228.33	\$242.03	\$252.44
Chairing of Meetings	\$225.00	\$227.48	\$261.83 *	\$265.23	\$265.23	\$277.70	\$294.37	\$307.03

*12% increase per Council motion C568-18(11-13-18) RESOLUTION by Councillor Bean that Council increase the per diem payment to Council by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. 2/3 majority vote required. CARRIED.

Clear Hills County 2024 Councillor Expense Claim			Name:				Month:				
DATE	MEETINGS, CONFERENCE, OTHER	LOCATION	PER DIEM (CHECK APPROPRIATE BOX)	PERSONAL ALLOWANCE (CHECK BOX IF PAYABLE)	TRANSPORTATION EXPENSES Taxi & Parking (no receipt) (CHECK BOX IF PAYABLE)	MILEAGE (ENTER NUMBER OF KILOMETERS)	MEALS B 25.00 L 30.00 D 40.00			PERSONAL (PRIVATE ACCOMMODATIONS, MEALS, TAXI, HOTEL, ETC.) (With receipt except private acc)	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
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			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
			<input type="checkbox"/> \$252.44 <input type="checkbox"/> \$307.03	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$30.00	km	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	
Monthly Internet Fee →										\$75.00	
<input type="checkbox"/> Monthly Information Service Equipment Per Diem (1 – 5 meetings: \$60.00, 6 meetings & up: \$85.00)											
Will Be filled out by Payroll Clerk			Totals:	\$	\$		Km	\$	\$	\$	
Monthly Honorarium	<input type="checkbox"/> Reeve - \$2,824.51	*All expense claims must have all 3 signatures or will result in a delay in pay, once signed it will be paid in the next Council pay run* *Any expenses that have not been submitted within 60 days of the month of the invoice or receipt will become invalid and will not be reimbursed* *Any per diems that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed*	Total Honorarium			Total Mileage (Flat Rate)		Expense Claim Total			
	<input type="checkbox"/> Deputy Reeve - \$2,542.07		\$				X0.70/km		\$		
	<input type="checkbox"/> Councillor - \$2,118.40		\$				\$				
I declare the expenses claimed by me are valid and according to County Policy, and that I have not been reimbursed by any other organization for any portion of the amount claimed:											
*A Per Diem Rate of \$307.03 is paid for chairing Regular Council Meetings, Special Council Meetings, P&P Meetings and Board/Committee meetings. * Meals with original receipts will be reimbursed in full, upon approval of expense claim. For meals without receipts check appropriate box for reimbursement at the standard rate. * PRIVATE ACCOMMODATION reimbursement is \$90.00/Night; RECEIPTS MUST BE ATTACHED, along with proof of payment, for all expenses (with exception of private accommodations) *This form is for claiming expenses incurred after December 31, 2023.				Signature of: _____ Claimant: _____ Date: _____ Received by Reeve/Deputy Reeve: _____ Date: _____ Approved By CAO: _____ Date: _____							

NOTES:

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	May 28, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 1107 – Honorarium Payment to Council Members
File:	11-02-02

DESCRIPTION:

Policy 1107 - Honorarium Payment to Council Members provides guidelines for the payment of a monthly honorarium to Council Members for the performance of their duties as elected officials.

BACKGROUND / PROPOSAL:

Per the expense claims discussion at the May 14, 2024 Regular Council Meeting, Administration is providing Council with a copy of draft Policy 1107 - Honorarium Payment to Council Members with the following clause added:

3.4 Any honorariums that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. the May honorarium would need to be submitted no later than June 30th.

ATTACHMENTS

- Policy 1107 - Honorarium Payment to Council Members showing changes.
- Policy 1107 - Honorarium Payment to Council Members final.

RECOMMENDED ACTION:

RESOLUTION by ... that Council adopt Policy 1107 - Honorarium Payment to Council Members as presented.

Initials show support - Reviewed by:	Manager: 	CAO: 
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Clear Hills County

Effective Date: ~~March 14, 2023~~ **May 28, 2024**

Policy Number: **1107**

Title: **HONORARIUM PAYMENT TO COUNCIL MEMBERS**

1. Policy Statement

- 1.1 Clear Hills County will provide a monthly honorarium to Council Members for performance of their duties as elected officials.

2. Definitions

- 2.1 Basic Honorarium is the monthly amount paid to a Councillor for meeting preparation, expense and time required to travel and attend to meetings listed in Section 3.1 of this policy.

3. Honorariums

Basic Honorariums are paid to Members of Council as their remuneration for the performance of their duties as elected officials. Changes to the rates for honorarium shall be approved by a 2/3 majority vote of Council.

- 3.1 Basic Monthly Honorariums will be paid monthly upon approval by the Chief Administrative Officer or designate.

3.1.1 Basic monthly honorariums include the following:

3.1.1.1 Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business.

3.1.1.2 Liaison work within the Councillor's division or another division in the County, with residents and businesses.

3.1.1.3 Preparation for Regular Council meetings and Policy and Priorities committee meetings.

3.1.1.4 Road tours taken by an individual Councillor.

- 3.2 Basic Monthly Honorariums are paid to Councillors at the rates set out in Schedule A, of this policy

- 3.3 Annual cost of living adjustments will be applied to the Basic Monthly Honorarium rates.

3.4 Any honorariums that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. the May honorarium would need to be submitted no later than June 30th.

4. End of Policy

ADOPTED: Resolution C186-03

Mar 25/03

<u>AMENDED: Resolution C376-03</u>	<u>May 27/03</u>
<u>AMENDED: Resolution C876-03</u>	<u>Nov 25/03</u>
<u>AMENDED: Resolution C074-05</u>	<u>Jan 25/05</u>
<u>AMENDED: Resolution C137-05</u>	<u>Feb 8/05</u>
<u>AMENDED: Resolution C634-05</u>	<u>Jul 26/05</u>
<u>AMENDED: Resolutions C566-05 & 579-05</u>	<u>Oct 25/05</u>
<u>AMENDED: Resolution C036-08</u>	<u>Jan 22/08</u>
<u>AMENDED: Resolution C085-08</u>	<u>Feb.12/08</u>
<u>AMENDED: Resolution C477(08/12/08)</u>	<u>Aug 12/08</u>
<u>AMENDED: Resolution C729(11/04/08)</u>	<u>Nov 4/08</u>
<u>AMENDED: Resolution C419(05/26/09)</u>	<u>May 26/09</u>
<u>AMENDED: Resolution C060(01/26/10)</u>	<u>Jan 26/10</u>
<u>AMENDED: Resolution C565(07/27/10)</u>	<u>Jul 27/10</u>
<u>AMENDED: Resolution C011-14(01/14/14)</u>	<u>Jan 14/14</u>
<u>AMENDED: Resolution C212-17(04/25/17)</u>	<u>April 25/17</u>
<u>AMENDED: Resolution C567-18(11/13/18)</u>	<u>Nov 13/18</u>
<u>AMENDED: Resolution C117-23(02/28/23)</u>	<u>Feb 28/23</u>
<u>AMENDED: Resolution C139-23(03/14/23)</u>	<u>Mar 14/23</u>
<u>AMENDED: Resolution C###-24(05/28/24)</u>	<u>May 28/24</u>

Schedule A to Policy 1107 – Honorarium Payment to Council Members

	2009-2017	2018	2019	2020	2021	2022	2023	2024
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	1.3% Cola	No change	4.7% Cola	6% Cola	4.3% Cloa
Reeve	\$2,070.00	\$2,092.77	\$2,408.78*	\$2,440.09	\$2,440.09	\$2,554.77	\$2,708.06	\$2,824.51
Deputy Reeve	\$1,863.00	\$1,883.49	\$2,167.90*	\$2,196.08	\$2,196.08	\$2,299.30	\$2,437.26	\$2,542.07
Councilor	\$1552.50	\$1,569.58	\$1,806.59*	\$1,830.08	\$1,830.08	\$1,916.09	\$2,031.06	\$2,118.40

*12% increase per Council motion C567-18(11-13-18) RESOLUTION by Reeve Croy that Council increase the honorarium payment to Council Members by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. CARRIED.



Clear Hills County

Effective Date: May 28, 2024	Policy Number: 1107
Title: HONORARIUM PAYMENT TO COUNCIL MEMBERS	

1. Policy Statement

- 1.1 Clear Hills County will provide a monthly honorarium to Council Members for performance of their duties as elected officials.

2. Definitions

- 2.1 Basic Honorarium is the monthly amount paid to a Councillor for meeting preparation, expense and time required to travel and attend to meetings listed in Section 3.1 of this policy.

3. Honorariums

Basic Honorariums are paid to Members of Council as their remuneration for the performance of their duties as elected officials. Changes to the rates for honorarium shall be approved by a 2/3 majority vote of Council.

- 3.1 Basic Monthly Honorariums will be paid monthly upon approval by the Chief Administrative Officer or designate.
 - 3.1.1 Basic monthly honorariums include the following:
 - 3.1.1.1 Informal meetings with the Chief Administrative Officer (CAO) and staff to discuss County business.
 - 3.1.1.2 Liaison work within the Councilor's division or another division in the County, with residents and businesses.
 - 3.1.1.3 Preparation for Regular Council meetings and Policy and Priorities committee meetings.
 - 3.1.1.4 Road tours taken by an individual Councilor.
 - 3.2 Basic Monthly Honorariums are paid to Councilors at the rates set out in Schedule A, of this policy
 - 3.3 Annual cost of living adjustments will be applied to the Basic Monthly Honorarium rates.
 - 3.4 Any honorariums that have not been claimed within 60 days of the month they were earned will become invalid and will not be reimbursed. i.e. the May honorarium would need to be submitted no later than June 30th.

4. End of Policy

ADOPTED: Resolution C186-03

Mar 25/03

<u>AMENDED: Resolution C376-03</u>	<u>May 27/03</u>
<u>AMENDED: Resolution C876-03</u>	<u>Nov 25/03</u>
<u>AMENDED: Resolution C074-05</u>	<u>Jan 25/05</u>
<u>AMENDED: Resolution C137-05</u>	<u>Feb 8/05</u>
<u>AMENDED: Resolution C634-05</u>	<u>Jul 26/05</u>
<u>AMENDED: Resolutions C566-05 & 579-05</u>	<u>Oct 25/05</u>
<u>AMENDED: Resolution C036-08</u>	<u>Jan 22/08</u>
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<u>AMENDED: Resolution C117-23(02/28/23)</u>	<u>Feb 28/23</u>
<u>AMENDED: Resolution C139-23(03/14/23)</u>	<u>Mar 14/23</u>
<u>AMENDED: Resolution C###-24(05/28/24)</u>	<u>May 28/24</u>

Schedule A to Policy 1107 – Honorarium Payment to Council Members

	2009-2017	2018	2019	2020	2021	2022	2023	2024
		<i>1.1% Cola</i>	<i>3.1% Cola</i>	1.3% Cola	No change	4.7% Cola	6% Cola	4.3% Cloa
Reeve	\$2,070.00	\$2,092.77	\$2,408.78*	\$2,440.09	\$2,440.09	\$2,554.77	\$2,708.06	\$2,824.51
Deputy Reeve	\$1,863.00	\$1,883.49	\$2,167.90*	\$2,196.08	\$2,196.08	\$2,299.30	\$2,437.26	\$2,542.07
Councilor	\$1552.50	\$1,569.58	\$1,806.59*	\$1,830.08	\$1,830.08	\$1,916.09	\$2,031.06	\$2,118.40

*12% increase per Council motion C567-18(11-13-18) RESOLUTION by Reeve Croy that Council increase the honorarium payment to Council Members by 12% effective January 1, 2019 to alleviate the loss incurred by Council Members from the changes to the income tax treatment of Council remuneration. CARRIED.

Clear Hills County Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Funding Request – Whitelaw Agricultural Society
File:	62-02-02

DESCRIPTION:

The Whitelaw Agricultural Society is requesting funding to sponsor the pouring of a 55' x 14' concrete pad under the covered roof at the Whitelaw Agricultural Society Community Hall.

BACKGROUND:

The Whitelaw Agricultural Society Community Hall has a covered roof with a wheelchair ramp. It was built so that vehicles with seniors and persons with disabilities could drive their vehicles under the roof and unload their wheelchairs to access the ramp and the hall. Since the area under the covered roof is gravel, these individuals have a hard time maneuvering their wheelchairs through the gravel. The group is raising funds to pour a concrete pad under the covered roof to assist these individuals in gaining access to the hall.

ATTACHMENTS:

- Sponsorship Request Letter
- Pictures of the Whitelaw Agricultural Society Community Hall
- Grants History (2004 – May 22, 2024)

RECOMMENDATION:

1. **RESOLUTION** by... to sponsor the pouring of a 55' x 14' concrete pad at the Whitelaw Agricultural Society Community Hall in the amount of _____ with funds to be allocated from the Rate Stabilization Reserve.

OR

2. **RESOLUTION** by... to deny the Whitelaw Agricultural Society's funding request.

Initials show support - Reviewed by:	Manager:		CAO:	
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~ Timeless Tradition's~

A few members of the Whitelaw Agricultural Society were sitting around the kitchen table discussing life... Imagine that! Discussion was heavy in reference to the younger generation will never know what it was like when we were growing up. How to enjoy good clean fun without palm held games, cell phones or the television on all day! To know it is okay to get dirty; have a scrape and know everything will be okay; It is not about winning but about participating. Meeting with both old and new friends of all ages, learning and respecting one another. So, we brought this to our next board meeting and was approved!

Suggestions began flowing in thus now we will be hosting an annual event from here on in. This year the hall was not available for July 1, 2024; hence it is June 22, 2024. After this year will be hosted yearly being held July 1 of each year also in Celebration with Canada Day. Many members of the Community fondly remember "The July 1 Picnic" at Whitelaw.

As members of the Whitelaw Agricultural Society, we work towards improving our Facilities at Both the Community Hall and the Whitelaw Curling Rink (all volunteers). We feel keeping our communities alive big or small is vital for all age groups and locations.

This year our Goal is to raise funds to pour a concrete pad 55' x 14' under our covered roof (with wheelchair ramp). We noticed with the many functions held at our Community Hall, the elderly and the handicap have difficulty accessing with this area being gravel.

Please help us with your Sponsorship or Donations and
Bring back to "Old Days" for a Day with a Twist!
Thanks you in advance for your consideration.

Sponsorship

Platinum	Gold	Bronze	Silver	Notable
\$1000 plus	\$1000	\$750.00	\$250- 500.00	

Please contact:

Maryanne Halwa

780-876-2353

Petra Cowell

780-618-9505

Whitelaw Agricultural Society PO Box 175 Whitelaw, AB T0H 3T0
E-Transfers/ Donations / Sponsors: whitelawag@gmail.com (E-Transfer Message - timelesstraditions)









**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 22, 2024**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
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	
					\$ 22,000.00
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	
					\$ 11,200.00
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	
					\$ 31,800.00
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	
					\$ 104,690.00
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	
Cherry Canyon Agricultural Society	fire trailer tire replacement	General	2024	\$ 16,170.00	
					\$ 185,014.50

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 22, 2024**

<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	
					\$ 15,000.00
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	
					\$ 65,500.00
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	
					\$ 303,580.00
Cleardale Community Enhancement Society	Paving parking lot at Seniors Housing	General	2017	\$ 150,000.00	
					\$ 150,000.00
Cleardale Preschool	Start up funds	General	2023	\$ 3,000.00	
Cleardale Preschool	2024 Operating Grant	CSSG	2024	\$ 20,000.00	
					\$ 23,000.00
David Thompson Bible Camp	Bathroom Building Improvements	Capital	2008	\$ 21,000.00	
					\$ 21,000.00
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	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 22, 2024**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
David Thompson Hall Society	Furnace replacements	Capital	2017	\$ 17,000.00	
David Thompson Hall Society	Geotechnical services	General	2023	\$ 3,500.00	
					\$ 46,500.00
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	
					\$ 305,038.58
Eureka River Agricultural Society	Playground	General	2023	\$ 60,000.00	
					\$ 60,000.00
Fairview Aquatic Centre	phase 2 basin resurfacing	Beyond Borders	2017	\$ 7,500.00	
					\$ 7,500.00
Fairview Curling Club	curling stones replacement	Beyond Borders	2017	\$ 2,500.00	
					\$ 2,500.00
Fairview Day Care & Playschool Society	Construction of Day Care Facility	Beyond Borders	2016	\$ 150,000.00	
					\$ 150,000.00
Fairview Lions Club	Cummings Lake Music Fest	Beyond Borders	2019	\$ 2,500.00	
					\$ 2,500.00
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	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 22, 2024**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
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	
					\$ 130,272.00
Hines Creek & District Figure Skating Club	Jumping Harness	Capital	2008	\$ 2,750.00	
					\$ 2,750.00
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	
Hines Creek Composite School Parent Assoc.	Hines Creek Composite Nutrition Program	CSSG	2024	\$ 4,000.00	
					\$ 45,558.72
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
Hines Creek Municipal Library	Seniors, Parents & Tots Craft Supplies	CSSG	2024	\$ 6,000.00	
					\$ 6,000.00
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	

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

2004 to May 22, 2024

<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	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	
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
Municipal District of Fairview No. 136	System (AWOS) at the Fairview Airport.	BBG	2023	\$ 16,641.89	
					\$ 16,641.89
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	
Senior Check-In Line	2023 Operating Grant	General	2023	\$ 1,000.00	
Senior Check-In Line	2024 Operating Grant	General	2024	\$ 7,000.00	
Senior Check-In Line	Seniors Social Connection Events	CSSG	2024	\$ 6,000.00	
					\$ 58,000.00
SHARE Radio Broadcasting Association	Additional transmitter and receiver site in Cleardale	Capital	2010	\$ 5,000.00	

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 22, 2024**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
					\$ 5,000.00
Svittanok Ukrainian Dance Company	Ukrainian 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	
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	
					\$ 260,000.00
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	
					\$ 18,500.00
Worsley Central School Parent Society	Coaching for Life	CSSG	2024	\$ 6,000.00	
					\$ 6,000.00
Worsley Chamber of Commerce	Town Center Beautification	Capital	2004	\$ 10,000.00	
					\$ 10,000.00
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	
					\$ 300,000.00
Worsley Early Childhood Education Foundation	Preschool Playground	Capital	2016	\$ 10,000.00	
Worsley Early Childhood Education Foundation	storage shed	Capital	2017	\$ 3,517.50	
Worsley Early Childhood Education Foundation	2024 Operating Funds	CSSG	2024	\$ 28,300.00	
					\$ 41,817.50

**Capital Grants, General Grants (non-cost share) & Beyond Border Grants
2004 to May 22, 2024**

<u>Organization</u>	<u>Project</u>	<u>Type of Grant</u>	<u>Approved</u>	<u>Amount</u>	<u>Total by Organization</u>
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	
					\$ 100,000.00
Worsley Pioneer Club	Handibus Purchase	General	2019	\$ 94,975.00	
					\$ 94,975.00
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	
					\$ 38,650.00
Youth Enhancement Society of Hines Creek	2024 Operating Funds	CSSG	2024	\$ 39,500.00	
					\$ 39,500.00
	Total:			\$ 3,320,426.08	\$ 3,320,426.08

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Bylaw No. 285-24 Fire Ban
File:	24-02-02

DESCRIPTION:

Council is presented with Bylaw No. 285-24 Fire Ban for review.

ATTACHMENTS:

- Bylaw No. 285-24 Fire Ban

OPTIONS:

1. Continue with Clear Hills County's Fire Ban with the allowance of Safe Wood Campfires.
2. Remove Clear Hills County's Fire Ban.

RECOMMENDED ACTION:

RESOLUTION by....

Initials show support - Reviewed by:

Manager:

CAO:



BYLAW NO. 285-24

A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PREVENTION OF FIRES AND THE PRESERVATION OF LIFE AND PROPERTY FROM INJURY OR DESTRUCTION BY FIRE.

WHEREAS Sections 7 and 8 of the *Municipal Government Act of Alberta, 2000 being Chapter M-26.1* authorizes the County to pass bylaws that regulate or prohibit the burning of fires for the safety, health and welfare of people and protection of people and property; and

WHEREAS, the *Forest and Prairie Protection Act, R.S.A. 2000 Chapter F-19* grants certain additional powers and responsibilities to Clear Hills County and pursuant to Sections 7 and 8 of the *Municipal Government Act*, Council may pass bylaws for the prevention of prairie or running fires and the enforcement of the provisions of the *Forest and Prairie Protection Act* in that behalf; and

WHEREAS the Council of Clear Hills County considers it desirable to provide for the prevention, regulation, and control of the lighting of fires within Clear Hills County and for the preservation of life and property from damage or destruction by fire on the terms hereinafter provided:

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

SECTION 1: DEFINITIONS

1.1 The following definitions will apply to this bylaw:

- a. COUNCIL shall mean the Council of Clear Hills County.
- b. CHIEF ADMINISTRATIVE OFFICER shall mean the Chief Administrative Officer of Clear Hills County, in the Province of Alberta.
- c. FIRE CHIEF(S) shall mean the Fire Chief(s) of Clear Hills County.
- d. COUNTY shall mean Clear Hills County.
- e. FIRE means a process or state of combustion where a flame may or may not be produced.
- f. FIRE BAN shall mean a provincial ministerial order, or a Fire Ban motion made by Council, to extinguish open fires or other fires deemed to be hazardous in the County.
- g. BURN shall mean any fires ignited in Clear Hills County.
- h. FIRE CONTROL ZONE refers to the corresponding numbered Fire Control Zone established in the Fire Control Regulation (Alberta Regulation 29/2005). Fire Control Zone 32 is the Forest Protection Area in Clear Hills County.
- i. FOREST PROTECTION AREA means an area, or the area designated under section 41 (c) of the Forest and Prairie Protection Act.
- j. NON-PERMIT AREA means an area of land that is not within the Forest Protection Area and that has been designated as a non-permit area by Ministerial Order.

- k. OHV means off-highway vehicle, and has the same meaning assigned to it in the Traffic Safety Act.
- l. Safe wood Campfires parameters are defined as:
 - Any fire no larger than 0.5 metres high by 0.5 metres wide
 - Must be within a metal, brick, or rock fire ring
 - Be on rock, gravel, sand, or other non-combustible surface that extends at least one metre around the fire
 - Have enough Fire Suppression available to fully extinguish a safe wood campfire
 - Safe Wood campfires must be always supervised and completely extinguished (soaked with Fire Suppressant, stirred, and soaked again until cold) before leaving.
 - Safe wood campfires on privately owned land include private land campgrounds and private land recreation areas. Municipalities, campgrounds, and parks (federal and provincial) may have additional fire safety requirements.
 - Extreme caution shall be exercised in windy or gusty conditions.

SECTION 2: STATEMENT

- 2.1 Clear Hills County Chief Administrative Officer or designate will issue a Clear Hills County Fire Ban at such times as the Minister issues a Fire Control Order for Fire Control Zone 32, pursuant to the Forest and Prairie Protection Act, see map in Schedule A. Clear Hills County Council will authorize the Chief Administrative Officer or designate to issue a Fire Ban in the County when the County environmental conditions are at a high risk of fires running out of control.

SECTION 3: FIRE BANS

- 3.1 The Clear Hills County Council, the Chief Administrative Officer, or the designate may from time to time, prohibit all fires in the County from the East border of County to the West border of the County and from the South border of the County to North Township 890 of the County when, in the opinion of the Council, the Chief Administrative Officer, or the Fire Chief(s), the environmental conditions create an increased risk of a fire running out of control. See map in Schedule A.1.
- 3.2 A Fire Ban imposed pursuant to Section 1 of this bylaw shall remain in force until either the date provided in the notice of the Fire Ban, or until such time as the Council, the Chief Administrative Officer, or the Fire Chief, provides notice to the public that the Fire Ban is no longer in effect.
- 3.3 A Clear Hills County Fire Ban will:
 - a. REQUIRE all outdoor fires presently burning in the County to be extinguished; and
 - b. PROHIBIT the lighting of outdoor fires in the County; and
 - c. REQUIRE all landowners of the County to have extinguished all burning.

SECTION 4: FIRE BAN ORDERS

- 4.1 By motion of Council when a Fire Ban is in effect Council MAY direct the Chief Administration Officer to apply any or all of the following when deemed necessary:
- a. By Motion of Council- Council MAY Prohibit the operation of Off Highway Vehicles (OHV).
 - b. By Motion of Council- Council MAY Permit small, supervised Safe Wood campfires in designated camping grounds and designated day use area following Safe Wood Campfire parameters.
 - c. By Motion of Council- Council MAY Permit small, supervised Safe Wood campfires on privately owned land following Safe wood Campfire parameters. (See Definitions)
- 4.2 A Fire Ban Order made pursuant to this section shall be broadcast by Alberta Emergency Alert or other electronic media outlets which, in the opinion of the Chief Administration Officer or the Fire Chief(s), are likely to bring the matter to the attention of the public.
- Fire Ban Signage will be posted on all Provincial Highways entering Clear Hills County.
1. HWY 64 Bordering MD of Fairview
 2. HWY 729 Bordering MD Fairview
 3. HWY732 Bordering MD Fairview
 4. HWY 735 Bordering MD of Fairview
 5. Hwy 685 Bordering MD of Peace
 6. HWY 64 Bordering B.C
 7. HWY 717 Bordering B.C
 8. TWP 880 (Silver Creek Road) Bordering County of Northern Lights
- 4.3 Without limiting Section 3, a County Fire Ban expressly prohibits the use of each of the following:
- a. Burn Barrels
 - b. Wood fires in the backcountry;
 - c. Wood fires in random camping areas;
 - d. Wood fires in engineered facilities in campgrounds;
 - e. Wood fires on residential properties;
 - f. Fires using charcoal briquettes;
 - g. Turkey fryers; and
 - h. Tiki torches
 - i. Fireworks
 - j. Exploding targets
- 4.4 The County Fire Bans do not apply to:
- a. Portable propane fire pits, which are CSA approved or UL certified, within campgrounds, backcountry area, random camping areas and on private land;
 - b. Gas or propane stoves and barbeques that are, that are CSA approved or UL certified and are designed for cooking or heating, within campgrounds, backcountry areas, random camping areas and on private land;
 - c. Catalytic or infrared style heaters within campgrounds, backcountry areas, random camping areas and on private land;

SECTION 5: OFFENCES

- 5.1 Any person who ignites or allows to burn a fire while a Fire Ban is in effect may be found in violation of this Bylaw.
- 5.2 Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty as set out in attached Schedule B as well as additional charges as described in Bylaw No.286-24 Fees for Extinguishing Fires.
- 5.3 Any single contravention of this Bylaw shall be considered as a single offence and shall not limit additional penalties of this Bylaw from being enforced for additional offences.
- 5.4 Nothing in this bylaw shall be construed as curtailing or abridging the right of the County to obtain compensation or to maintain an action for loss of or damage to property from or against the person or persons responsible.

SECTION 6: VIOLATION LETTER

- 6.1 The Chief Administrative Officer or a County authorized enforcement officer is authorized and empowered to issue a Violation Letter pursuant of the Provincial Offences Procedure Act.
- 6.2 A Violation Letter shall be issued for each single offence of this Bylaw as per Section 4 of this Bylaw.
- 6.3 Landowners who have Burning that has not been extinguished within 1-day of the Fire Ban will be given a 1-day notice by the Chief Administrative Officer or designate to have all Burns extinguished. After that 1-day notice if Burns are still active, the Chief Administrative Officer or designate will have the existing fires extinguished. Landowners will be liable for all direct and indirect costs incurred by the County in extinguishing that Burn on that parcel of land.

SECTION 7: SEVERABILITY

- 7.1 Should any section or part of this bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as severable from the rest of this bylaw and this bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

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

READ a first time this 14 day of May 2024.

READ a second time this 14 day of May 2024

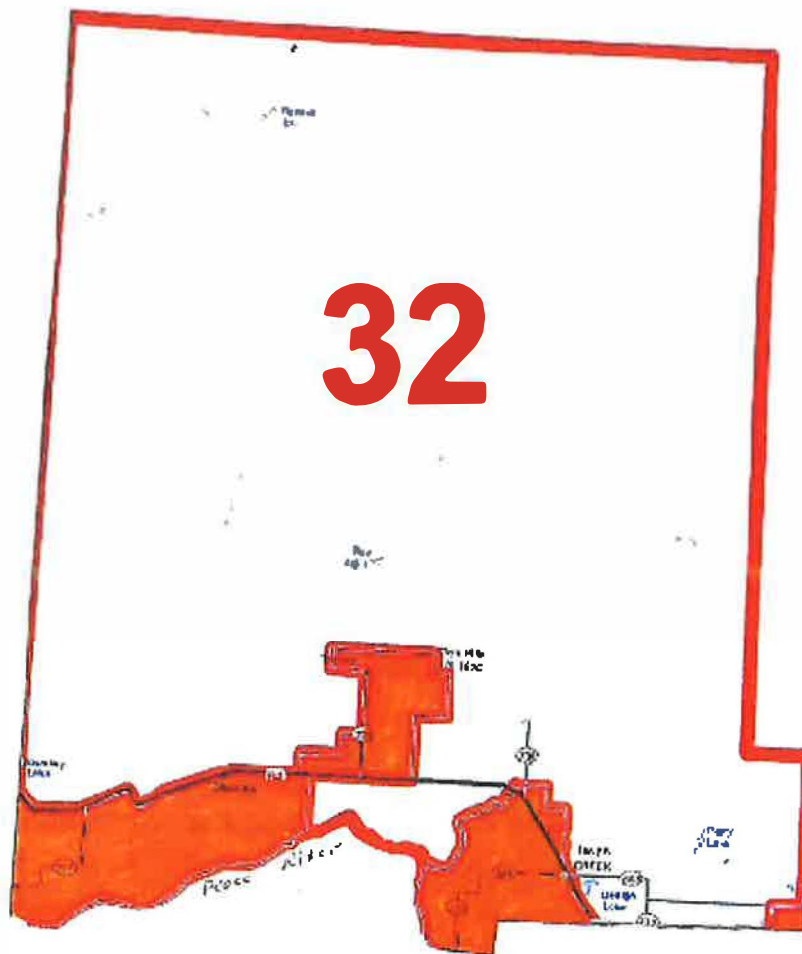
READ a third time this 14 day of May 2024


Amber Bean, Reeve


Allan Rowe, Chief Administrative Officer

Bylaw 285-24 Schedule A Fire
Control Zone Map Clear Hills
County

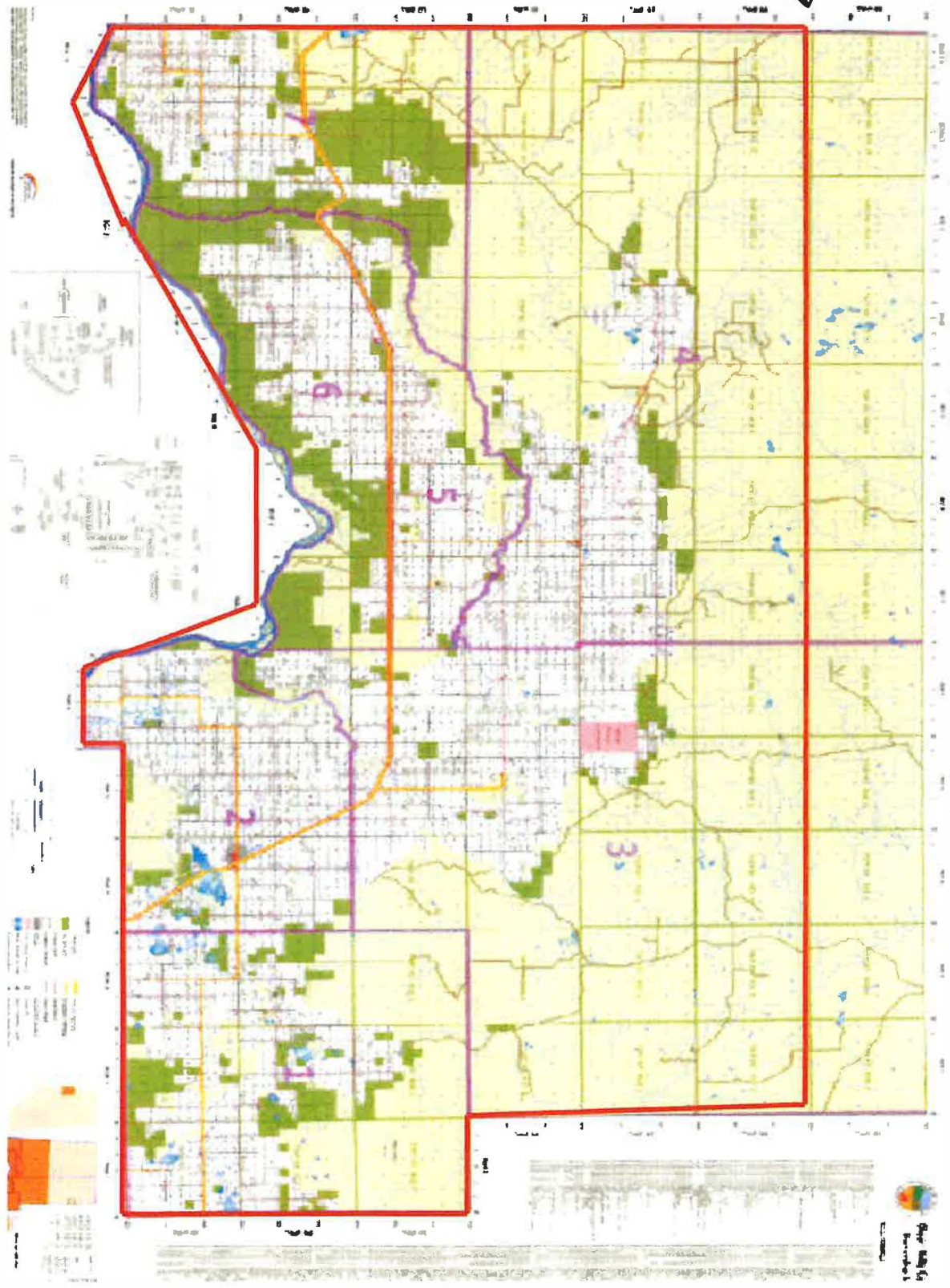
-  Forest Protection Area
-  Non Permit Area



Excerpt from Government of Alberta April 25, 2017 Fire Control Zones Map

Schedule A.1

Township Rd 890 →



Schedule B

First Offence:	\$ 500.00
Second Offence:	\$2,500.00
Third Offence:	\$5,000.00

All costs of managing, controlling, or extinguishing the fire incurred by the County shall be charged back to the landowner. All unpaid costs shall be added to the landowner's tax roll.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	POLICY 6313 TRADESHOW GROCERIES & DOORPRIZES
File:	63-10-30

DESCRIPTION:

Council is presented with policy 6313 Tradeshow Groceries & Door prizes with amendments to section 2.4.

BACKGROUND:

C285-24(5-14-24) RESOLUTION by Councillor Hansen to bring back the amendments in Policy 6313 Tradeshow Groceries & Door prizes to a future meeting. CARRIED.

ATTACHMENT:

- Policy 6313 Trade Show Groceries & Door prize

RECOMMENDED ACTION:

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:	
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Clear Hills County

Effective Date: May 28, 2024	Policy Number 6313
Title: TRADESHOW GROCERIES & DOORPRIZES	

1. POLICY STATEMENT

1.1. Clear Hills County has committed to offer a pancake breakfast and sponsor door prizes for the annual County Agricultural Tradeshow.

2. GENERAL

2.1. Annually Council will include funds in the Operating Budget to cover costs for groceries for the pancake breakfast and the door prizes.

2.2. The County will purchase groceries for the pancake breakfast from the following businesses on a rotational basis:

- A-Mart (2025, 2029, 2033)
- Cleardale Co-op (2026, 2030, 2034)
- Hines Creek General Store (2023, 2027, 2031)
- Worsley General Store (2024, 2028, 2032)

2.3. The County will purchase a \$300.00 gift card from the following businesses on a rotational basis if available.

- A-Mart (2025, 2029, 2033)
- Cleardale Co-op (2026, 2030, 2034)
- Hines Creek General Store (2023, 2027, 2031)
- Worsley General Store (2024, 2028, 2032)

This door prize will be drawn from the entries in the “Adult Door Prize” draw box at the Council Tradeshow booth.

2.4. The County will purchase a children’s bicycle from B&E Home Hardware. This door prize will be drawn from the entries in the “Children Door Prize” draw box at the Council Tradeshow booth.

2.4.1. B&E Home Hardware provides a bicycle for display at the Council booth during the tradeshow.

2.4.2. The door prize recipient can accept the bicycle that is on display or can go to B & E Home Hardware and select a bicycle from B&E Home Hardware’s inventory during regular business hours. The customer is responsible for any additional costs when the bicycle selected is more than that the County has committed for this door prize.

3. END OF POLICY

ADOPTED

Resolution C91-15(02/10/15)

DATE:

February 10, 2015

AMENDED

Resolution C133-16(03/08/16)

DATE:

March 8, 2016

Resolution C012-22(01-11-22)

January 11, 2022

Resolution C60-23(01-24-23)

January 24, 2023

Resolution C514-23(09-12-23)

September 26, 2023



Clear Hills County

Effective Date: September 26, 2023	Policy Number 6313
Title: TRADESHOW GROCERIES & DOORPRIZES	

1. POLICY STATEMENT

- 1.1. Clear Hills County has committed to offer a pancake breakfast and sponsor door prizes for the annual County Agricultural Tradeshow and Farmer's Appreciation Banquet

2. GENERAL

- 2.1. Annually Council will include funds in the Operating Budget to cover costs for groceries for the pancake breakfast and the door prizes.
- 2.2. The County will purchase groceries for the pancake breakfast from the following businesses on a rotational basis:
 - A-Mart (2025, 2029, 2033)
 - Cleardale Co-op (2026, 2030, 2034)
 - Hines Creek General Store (2023, 2027, 2031)
 - Worsley General Store (2024, 2028, 2032)
- 2.3. The County will purchase a \$300.00 gift card from the following businesses on a rotational basis if available.
 - A-Mart (2025, 2029, 2033)
 - Cleardale Co-op (2026, 2030, 2034)
 - Hines Creek General Store (2023, 2027, 2031)
 - Worsley General Store (2024, 2028, 2032)

This door prize will be drawn from the entries in the "Adult Door Prize" draw box at the Council Tradeshow booth.

- 2.3.1. ~~The County will fund up to \$200.00 annually for a children's bicycle from B&E Home Hardware. This door prize will be drawn from the entries in the "Children Door Prize" draw box at the Council Tradeshow booth.~~

The County will purchase a children's bicycle from B&E Home Hardware. This door prize will be drawn from the entries in the "Children Door Prize" draw box at the Council Tradeshow booth B&E Home Hardware provides a bicycle for display at the Council booth during the tradeshow.

- 2.3.2. ~~The door prize recipient selects a bicycle from B&E Home Hardware's inventory during regular business hours. The customer is responsible for~~

~~any additional costs when the bicycle selected is more than the \$200.00 that the County has committed for this door prize.~~

The door prize recipient can accept the bicycle that is on display or can go to B & E Home Hardware and select a bicycle from B&E Home Hardware's inventory during regular business hours. The customer is responsible for any additional costs when the bicycle selected is more than that the County has committed for this door prize.

3. END OF POLICY

ADOPTED	DATE:
Resolution C91-15(02/10/15)	February 10, 2015
AMENDED	DATE:
Resolution C133-16(03/08/16)	March 8, 2016
Resolution C012-22(01-11-22)	January 11, 2022
Resolution C60-23(01-24-23)	January 24, 2023
Resolution C514-23(09-12-23)	September 26, 2023

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Whitelaw Transfer Station Security Services
File:	43-20-28

DESCRIPTION:

Council is presented with security options for the Whitelaw Transfer Station.

BACKGROUND:

C289-24(5-14-24) **RESOLUTION by Councillor Walmsley to table and bring back additional options providing security services at the Whitelaw Transfer Station to a future meeting. CARRIED.**

P249-24(05-07-24) **RESOLUTION by Councillor Walmsley to have administration bring back additional security options for the Whitelaw Transfer Station. CARRIED.**

The Contractor, Clear Hills Waste Management, for the Operation and Maintenance of Transfer Stations has been contacted for an update regarding the amount of Transfer Station break and enters within the last six months. The contractor stated that the Whitelaw Transfer Station gate lock was broken once this winter, and that there has been very minimal activity at all the Transfer Stations.

Whitelaw Transfer Station Security Options			
Contractor	Description	Equipment Purchase	Monthly Fee
Chris Maennchen	Observe and report system. Trail camaras that send to contractor's cell phone, along with GPS trackers and fire alerts.	N/A	\$1,500.00
Peace County Surveillance (County Monitoring)	Fixed motion triggered trail camara with monthly subscription. Installation included.	\$865.00	\$15.00
Peace County Surveillance (County Monitoring)	Full feature (move, tilt, zoom, tracking) camara, scheduled alerts (no alerts on operation days), with monthly subscription. Installation included.	\$770.00	\$65.00

OPTIONS:

1. To accept the discussion regarding security options for the Whitelaw Transfer Station, for information.
2. To accept Chis Maennchen's quote of \$1,500 per month for a one year contract starting July 1, 2024 for providing an observe and report type security service at the Whitelaw Transfer Station.
3. To accept Peace County Surveillance's quote of \$865.00 plus monthly fee of \$15.00 for security camara at the Whitelaw Transfer Station.
4. To accept Peace County Surveillance's quote of \$770.00 plus monthly fee of \$65.00 for installing a security camara at the Whitelaw Transfer Station.

Initials show support - Reviewed by:	Manager:	CAO:
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Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Chief Administrative Officer Report
File Code:	11-02-02

- Regional Water Line break Worsley- Cleardale - approximately 4km east on Township Road 870
- Worsley Large Hose Truck Fill
- Joint Municipality Meeting Dates for Rescheduling
- Agricultural Service Board Meeting Report **Attachment #1**
- Wildfire/Fire Ban update

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for May 28, 2024, as presented.

Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County

Attachment #1

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Greg Coon, Agricultural Fieldman
Title:	Agricultural Service Board Meeting Report
File:	63-10-02

May 21, 2024 Agricultural Service Board Meeting

- The Provincial Agricultural Service Board (ASB) Program Team will be at the County June 26, 2024 to meet with the Board and to review all records of the ASB Program. This is a visit that happens every five years for each municipality in the province.
- Administration presented the Board with a review of the 2024 Agricultural Trade Show and discussed some possible changes (having the Board and Council and a information booth on the arena floor and leaving the bleachers accessible for people to sit).
- Policy 1126 Per Diem Payment to Council and Board/Committee Members and Policy 1127 Travel and Expense were reviewed with the Board.
- Discussion around Open Farm Days. The Board would like the administration to ensure that advertising the 2025 Open Farm Days is done starting this fall in the newsletter, Facebook page and on the website.
- Ag Fieldman presented his report.
- The Livestock Emergency Management Plan was presented for information.
- Provided information on bag filters for using dugout water for field spraying.
- Discussion around a summer ASB tour to 3 feedlots within the County.
- Discussion around grants that are available to producers and getting that information out to producers in the County.

RECOMMENDED ACTION:

RESOLUTION by...to receive for information the May 21, 2024 Agricultural Service Board Meeting Report, as presented.

Initials show support - Reviewed by:

Manager:



CAO:

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- Graders are spot grading on an as needed basis.

Roads, Culverts & Approaches

- Spot graveling will be done on an as needed basis.
- Installation of new approaches is ongoing.
- Culvert and centerline replacement is ongoing.
- Bridge marker replacement is ongoing.
- Dust Control has been completed.
- Crack sealing has been completed.
- Pavement line painting has been completed.
- The guard rail and post repair for Bridge File 77740 on Township Road 870, 1.6km West of Worsley, has been completed.
- Griffin Contracting Ltd. has ordered the required materials to repair Bridge File 80666 on Range Road 80, North of the Worsley Water Treatment Plant. Notification of the start date is to come, once repairs begin the road will be closed for approximately one week.
- WSP Canada Inc. has been contacted to provide a quote to provide the wetlands assessment, engineering, design, tendering, and construction supervision of the proposed new road construction of approximately 1,250m of Range Road 75, North of Township Road 854.
- WSP Canada Inc. has been contacted for the retendering of Range Roads 25, 124, and 64.

Hamlet of Cleardale Projects

- WSP Canada Inc. has completed a site inspection for the proposed sewer and street upgrade.
- Borderline Surveys is scheduled to come to the North part of the Hamlet of Cleardale at the end of May to provide a quote and timeline for surveying and land title changes for the proposed Hamlet of Cleardale sewer and street upgrade project.

2024 Worsley Water Well

- Saville Drilling Ltd. has determined a potential drill site for the 2024 Worsley Water Well at the Water Treatment Plant and is scheduled to begin drilling at the end of May.

Initials show support - Reviewed by:

Manager:

CAO:



Other

- The tender for the Operation and Maintenance of the Transfer Stations will be closing on June 7, 2024.
- Sign replacement for faded signs and signs with broken posts is ongoing.

ATTACHMENTS:

Public Works Action Worksheet

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager:	CAO:
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**2024 Public Works
Approach, Culverts and Other Maintenance Projects**

Date	Div.	Project	Requested By	Location	Range Road	New	Replace	Completed	Notes
May 8/2024	3	A-Pipe	Daniel Driedger	Eureka River	RGE63	x		x	Field App x2
May 9/2024	4	A-Pipe	Andrew Hale	Worsley	RGE82	x		x	New resident app
May 10/2024	5	A-Pipe	Murphy	Worsley	RGE80	x		x	Field App x2
May 11/2024	5	A-Pipe	Murphy	Worsley	RGE80			x	Old app lowered culvert
May 13/2024	1	A-Pipe	Clear Hills County	Whitelaw	TWP 832				New app for Shewchuk pit
	4	C-Pipe	Clear Hills County	Clear Praire	Road		x		Old pipe failed
May 15/2024	6	C-Pipe	Clear Hills County	Worsley	RGE 74	x		x	New centerline at the end of the road
May 14/2024	5	Rip-rap	Clear Hills County	Worsley	TWP 860			x	Rip-rap at the end of the culvert
May 14/2024	5	Rip-rap	Clear Hills County	Worsley	RGE 75			x	Rip-rap at the end of the culvert close to the bridge
May 9/2024	4	trees	Clear Hills County	Worsley	Rge 80			x	Push Trees out if ditch
May 6/2024	4		Clear Hills County	Worsley				x	Cleaned out culvert ends in Worsley

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

Spring Cleaning Guide: Where does it all need to go?

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the May 28, 2024, Regular Council Meeting.

Initials show support - Reviewed by: Manager: CAO: 

Spring Cleaning Guide: Where Does It All Need to Go?

Plastic Twine Clean, bagged plastic twine can be taken to:

- North Peace Regional Landfill, Fairview: 780-835-2576

AG Plastics Recycling Information

Pesticide Jugs (up to 23L) Return pesticide jugs to the following local retailers:

UFA Farm Store Fairview: 780-835-2288

Hawkview Ag Fairview: 780-837-5530

UFA Farm Store Grimshaw: 780-332-4633

Peace Grain Advantage Grimshaw: 780-332-4400

Nutrien Fairview: 780-835-4908

Nutrien Ft St John: 250-785-3445

Richardson Fairview: 780-835-3003

Oil Jugs/Used Oil Please take all used oil, filters, and containers to the local UFA Petroleum Stations.

Asbestos Clear Hills County Transfer Stations **DO NOT** accept asbestos; however, the Fairview North Peace Regional Landfill does, with certain criteria. *Please contact them for more information.

Clear Hills County Transfer Stations – Accept the Following:

Grain Bags Clean, rolled grain bags can be taken to the following Clear Hills County Transfer Stations:

- Hines Creek
- Cleardale
- Worsley
- North Peace Regional Landfill, Fairview: 780-835-2576

HOUSEHOLD WASTE

Includes normal residential waste such as:

- Condemned food or decomposing material
- Soiled cardboard, clear plastics, cartons, food containers, and wrappings
- Shingles and Styrofoam

E-WASTE ACCEPTED ITEMS INCLUDE:

- Televisions
- Computers
- Monitors
- Copiers
- Printers

WASTE PAINT ACCEPTED ITEMS INCLUDE:

- Interior/exterior latex, alkyd, deck, and floor varnishes
- Stains, urethane, primers, rust, and metal paint aerosols

APPLIANCES

Accepted items include freon-containing products such as:

- Air conditioning units
- Refrigerators
- Freezers
- Beverage coolers
- All other appliances

BURNABLE DEBRIS

Burnable debris includes:

- Tree pruning's, brush, and fallen trees.
- Dimensional lumber, wooden pallets, engineered wood products.
- Wooden packing crates and wooden materials from the construction and demolition of buildings

Burnable debris goes to the designated area.

Burnable Debris Does Not Include:

- Wooden material treated with wood preservatives.
- Animal manure, pathological waste
- Furniture, rubber tires, plastic
- Anything containing or coated with rubber or plastic.
- Used oil, agricultural baling twine, cardboard, or similar substances.

OTHER ITEMS CLEAR HILLS COUNTY TRANSFER STATIONS ACCEPT:

- Vehicles (must be drained of all fluids)
- Older manufactured homes and recreational vehicles (must be dismantled and separated into metal, wood, wires, etc.)
- Tires All types of tires are accepted.
- Clean Cardboard Includes corrugated and packing boxes. Please flatten all cardboard and put it in cardboard recycling bins.
- Mixed Paper Includes newspaper and office paper.
- Plastics #1 through #7 are accepted.
- Batteries Includes vehicle, rechargeable, and alkaline batteries.
- Fluorescent Light Tubes



PETE

polyethylene terephthalate

salt drink bottles, mineral water, fruit juice containers and cooking oil



HDPE

high-density polyethylene

milk jugs, cleaning agents, laundry detergent, bleach, bug repellent, shampoo bottles, washing and shower caps



PVC

polyvinyl chloride

trays for sweets, fruit, plastic packing (bubble foil) and food foils to wrap the foodstuff



LDPE

low-density polyethylene

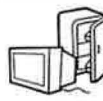
crushed bottles, shopping bags, highly-resistant sacks and most of the wrappings



PP

polypropylene

furniture, containers, luggage, toys as well as bumpers, lining and external borders of the cars



PS

polystyrene

toys, food packing, refrigerator trays, cosmetic bags, costume jewellery, audio cassettes, CD cases, vending cups



OTHER

other plastics, including acrylic, polycarbonate, polyacetic fibers, nylon, fiberglass

an example of one type is a polycarbonate used for CD production and baby feeding bottles



Recycle Program – Cardboard, Paper, Plastic & Tin

Clear Hills County, with the help of Prairie Disposal Ltd., has recycle bins for cardboard, paper, plastic, and tin at the following locations:

- Hines Creek: North side of Highway 685, North of Scanalta Power Sales
- Worsley: South side of Alberta Avenue, West of the County office
- Cleardale: at the water treatment plant on Cleardale Drive.
- Bear Canyon: at the treated water truck fill next door to the Bear Canyon Post Office and Community Centre, on the East side of the road where Secondary Highway 717 turns West and Range Road 124 begins.
- Eureka River: North side of Township Road 862 and half a mile West of Range Road 53 at the rural mailboxes.

Transfer Station Hours

May 1st – September 30th

Bear Canyon

Monday 12 p.m. – 8 p.m.

Clear Prairie

Thursday 4 p.m. – 8 p.m.

Cleardale

Tuesday 11 a.m. – 3 p.m.
Saturday 12 p.m. – 8 p.m.

Eureka River

Wednesday 12 p.m. – 8 p.m.

Hines Creek

Saturday 8 a.m. – 5 p.m.

Royce

Thursday 12 p.m. – 8 p.m.

Whitelaw

Saturday 12:00 p.m. – 8 p.m.

Worsley

Tuesday 4 p.m. – 8 p.m.
Friday 12 p.m. – 8 p.m.

The North Peace Regional Landfill

Hours of operation

Tuesday - Saturday 9:00 am - 5:00 pm

Saturday 9:00 am - 5:00 pm

Closed Sunday and Monday and Statutory Holidays

PO Box 2654, Fairview, AB T0H 1L0, Email: nprlandfill@gmail.com, Ph: 780-835-2576, Douglas Luck, Manager, Cell: 780-835-1624

Located 7 kilometers north on Secondary Hwy 732, the North Peace Regional Landfill is a 9-minute drive north of Fairview, AB east of the highway.

ABC Recycling - Grande Prairie

ABC Recycling purchases ferrous and non-ferrous metals, including household, industrial and demolition metal. Appliances, Batteries, end-of-life vehicles, and most other metal products that might otherwise end up in landfills can be processed at our facilities. (587) 202-6671.

SECURE

We'll Pay You for Your Scrap Metal! Have scrap metal you need to recycle? SECURE will provide a fast, clean, and safe experience and we'll pay you for it! We accept both ferrous and nonferrous metals. If you have questions about pricing, what can be recycled or how to drop off your scrap contact your Metal Recycling Facility in your area! Peace River, Phone: 780-332-4013

Prairie Disposal Ltd.

Front load containers/Bins are used for the disposal of general garbage, construction waste, and for recycling items like cardboard and paper. Prairie Disposal Ltd offers a wide variety of scheduling options on permanent as well as temporary container rental terms in the Peace Region. Front load containers can be used for various projects including acreages. Grande Prairie, AB, 780-539-5950

Did you know that all Clear Hills County Transfer Stations have covered shelters for their REFUSE (Give & Take) Program? If you have items in good condition that you no longer need, this is a perfect chance to pay it forward! Or, if you're looking for something useful, come and see what you can find!

Clear Hills County

Request For Decision (RFD)

Meeting Date:	Regular Council Meeting May 28, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
File:	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
FCM Conference	June 6-9	Calgary	Bean, Walmsley, Hansen

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:	Manager:	CAO:
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MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 NPRL-JR	30	1 Woman of the North	2 HPEC-SH	3	4
5	6	7 Policy & Priority	8	9	10	11
12	13	14 Council CC-Rec- NS	15 NWSAR-AB,DW	16	17	18
19	20 Victoria Day Office Closed	21 CH-Con-AB, DJ ASB-DJ, JR	22	23	24	25 PLS-AB
26	27	28 Council	29 NPRL-JR	30 NPHF-DW	31	1

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2 BR Rec-DW	3 4-H Sale-DJ	4 Policy & Priority PAC-DJ	5	6	7	8
9 FCM Conference	10	11 Council	12	13 GGAMAC-DW	14 NWSAR-AB	15 Worsley Grad-JR
16	17 Med/HPEC-SH	18	19 NWSAR-AB	20 NWSAR-AB	21	22 Hines Creek Graduation - SH
23	24	25 Council	26 PREDA-AB	27 PREDA-AB	28	29
30	1	2	3	4	5	6

JULY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 Canada Day	2 Policy & Priority	3	4	5	6
7	8	9 Council	10	11	12 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">Trappers Rendezvous -AB</div>	13
14 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">Trappers Rendezvous -AB</div>	15	16	17	18	19	20
21	22	23 Council	24	25 County BBQ-George Lake	26	27 PLS-Exec-AB
28	29	30	31	1	2	3

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