

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, JUNE 11, 2024**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, June 11, 2024, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

1. CALL TO ORDER	
2. AGENDA	
3. MINUTES:	
Previous: Regular Council Meeting Minutes, May 28, 2024	2
4. DELEGATION(S)	
5. PUBLIC HEARING	
6. TENDER OPENING	
a. Tender 2024-P06 Operation and Maintenance of Transfer Stations.....	8
7. NEW BUSINESS	
a. COUNCIL	
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6. Procedural Bylaw No. 279-23	28
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c. COMMUNITY SERVICES	
1. Bylaw No. 285-24 Fire Bans	108
2. Tender Award 2024-08 Worsley Firefighter Turnout Gear	124
3. Tender Award 2024-09 Hines Creek Firefighter Turnout Gear	132
4. Running Lake Day Use Shelter.....	140
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**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, MAY 28, 2024**

PRESENT

Amber Bean	Reeve
David Janzen	Deputy Reeve
Danae Walmsley	Councillor
Susan Hansen	Councillor
Jason Ruecker	Councillor
Nathan Stevenson	Councillor
Abe Giesbrecht	Councillor

ATTENDING

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

ABSENT

CALL TO ORDER

Reeve Bean called the meeting to order at 9:30 a.m.

**ACCEPTANCE OF
AGENDA**

C299-24(5-28-24)

RESOLUTION by Councillor Hansen to adopt the agenda governing the May 28, 2024 Regular Council Meeting, as presented. CARRIED.

**APPROVAL OF
MINUTES**

Previous Council Meeting Minutes

C300-24(5-28-24)

RESOLUTION by Councillor Walmsley to adopt the minutes of the May 17, 2024, Special Council Meeting, as presented. CARRIED.

C301-24(5-28-24)

RESOLUTION by Councillor Giesbrecht to adopt the minutes of the May 14, 2024, Regular Council Meeting, as amended. CARRIED.

**NEW BUSINESS:
COUNCIL**

Management Team Activity Report

Management activity report was reviewed.

Councillor Stevenson entered the meeting at 9:34 a.m.

C302-24(5-28-24)

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

Councillor Ruecker entered the meeting at 9:35 a.m.

TENDER OPENING:

Tender 2024-08
Hines Creek Fire
Department Turn
Out Gear

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

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C303-24(5-28-24)

RESOLUTION by Councillor Hansen 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. CARRIED.

Company	Amount for 13 sets
Brogan Fire and Safety	\$68,250.00

Tender 2024-09
 Worsley Fire
 Department
 Turn Out Gear

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

C304-24(5-28-24)

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

Company	Amount for 12 sets
Brogan Fire and Safety	\$63,000.00

Councillor Reports

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

C305-24(5-28-24)

RESOLUTION by Councillor Ruecker to accept the Councillor Reports for information, as presented. CARRIED.

Township Road 845
 West of Range Road
 92 Graveling

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

C306-24(5-28-24)

RESOLUTION by Reeve Bean to table the discussion regarding the graveling of Township Road 845 West of Range Road 92 until the next Regular Council Meeting. CARRIED.

Councillor Ruecker declared pecuniary interest and left the meeting at 9:58 a.m.

Continuing Education
 Scholarship

Dawson Ruecker attended the May 7, 2024, Policy & Priority Meeting to discuss his Continuing Education Scholarship. Councillor Ruecker left the meeting as he declared Pet interest at 10:14 a.m.

C307-24(5-28-24)

RESOLUTION by Reeve Bean to deny the request to have Dawson Recker's December 15, 2023, scholarship application reconsidered. CARRIED.

Councillor Ruecker entered the meeting at 10:15 a.m.

Source Inspired

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

C308-24(5-28-24) **RESOLUTION by Reeve Bean to rescind motion C31-24(1-09-24) to hire Source Inspired with the re branding of Clear Hills County. CARRIED.**

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

C309-24(5-28-24) **RESOLUTION by Councillor Giesbrecht to proceed with hiring Loop (Websites for Municipalities) for the design and hosting of the Clear Hills County website and set an annual budget for Website and Social Media Platforms at \$10,000.00. CARRIED.**

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

C310-24(5-28-24) **RESOLUTION by Councillor Giesbrecht 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. CARRIED.**

Reeve Bean recessed the meeting at 10:43 a.m.
Reeve Bean reconvened the meeting at 10:50 a.m.

CORPORATE
SERVICES

Accounts Payable
May 15, 2024,
to May 28, 2024

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.

C311-24(5-28-24) **RESOLUTION by Councillor Walmsley 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. CARRIED.**

Policy 1126
Per Diem Payments

Policy 1126 – Per Diem Payments.

C312-24(5-28-24) **RESOLUTION by Reeve Bean that Council adopt Policy 1126 – Per Diem Payments to Council Members, as presented. CARRIED.**

Policy 1107 –
Honorarium Payment
to Council Members

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.

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C313-24(5-28-24) **RESOLUTION by Councillor Hansen that Council adopt Policy 1107 - Honorarium Payment to Council Members, as amended. CARRIED.**

Funding Request –
Whitelaw Agricultural
Society

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.

C314-24(5-28-24) **RESOLUTION by Councillor Walmsley to table the Whitelaw Agricultural Society funding request to sponsor the pouring of a 55' x 14' concrete pad under the covered roof at the Whitelaw Agricultural Society Community Hall, until more information has been received. CARRIED.**

COMMUNITY
Bylaw 282-24
Fire Bans

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

C315-24(5-28-24) **RESOLUTION by Councillor Stevenson to receive the review of Bylaw No. 285-24 Fire Ban for information, as presented. CARRIED.**

Policy 6313
Tradeshow
Groceries
& Door prizes

Council is presented with policy 6313 Tradeshow Groceries & Door prizes.

C316-24(5-28-24) **RESOLUTION by Councillor Walmsley to approve the amendments in Policy 6313 Tradeshow Groceries & Door prizes, as presented. CARRIED.**

PUBLIC WORKS
Whitelaw Transfer
Station Security
Services

Council is presented with proposals regarding providing security services at the Whitelaw Transfer Station.

C317-24(5-28-24) **RESOLUTION by Councillor Walmsley to accept Peace Country Surveillance's quote of \$770.00 plus monthly fee of \$65.00 for installing a security camera at the Whitelaw Transfer Station. CARRIED.**

Reeve Bean recessed the meeting at 11:42 a.m.
Reeve Bean reconvened the meeting at 12:15 p.m.

WRITTEN REPORTS
Chief Administrative
Officer's Report

Chief Administrative Officer's report.

C318-24(5-28-24) **RESOLUTION by Reeve Bean to cancel the Policy & Priority Meeting scheduled for June 4, 2024. CARRIED.**

C319-24(5-28-24) **RESOLUTION by Councillor Ruecker to receive the Chief Administrative Officer's report for information, as presented. CARRIED.**

Public Works
 Manager's Report Public Works Manager's Report

C320-24(5-28-24) **RESOLUTION by Councillor Giesbrecht to receive the Public Works Manager's report for information, as presented. CARRIED.**

COUNCIL INFORMATION

Council is presented with correspondence, for information.

C321-24(5-28-24) **RESOLUTION by Councillor Hansen 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.

C322-24(5-14-24) **RESOLUTION by Councillor Stevenson to accept for information May, June & July 2024 calendar updates of Councillor meetings for information, as presented.**

Date	Meeting	Attendee
June 28	NWSAR	Bean
		CARRIED.

CLOSED

Legal/Land

C323-24(5-28-24) **RESOLUTION by Councillor Ruecker that Council closes the meeting to the public as per Section 27, of FOIP at 12:45 p.m. CARRIED.**

C324-24(5-28-24) **RESOLUTION by Councillor Hansen that Council opens the meeting to the public as per Section 27, of FOIP at 12:56 p.m. CARRIED.**

C325-24(5-28-24) **RESOLUTION by Councillor Stevenson to receive the discussion regarding the legal matter for information, as presented. CARRIED.**

DELEGATION:

Hines Creek End of
 Steel Heritage
 Museum Society

Hines Creek End of Steel Heritage Museum Society members were in attendance at 1:00 p.m. to have a discussion with Council regarding the End of Steel Heritage Museum.

C326-24(5-28-24) **RESOLUTION by Councillor Ruecker to receive the delegation from the Hines Creek End of Steel Heritage Museum Society for information and bring back to a future Policy & Priority Meeting. CARRIED.**

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ADJOURNMENT

Reeve Bean adjourned the May 28, 2024 Regular Council Meeting at 1:37 p.m.

DATE REEVE

DATE CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tender Opening- Tender 2024-P06 Operation and Maintenance of Transfer Stations
File:	32-15-02

DESCRIPTION:

Council is presented with tenders to open for Tender 2024-P06 Operation and Maintenance of Transfer Stations.

Tender 2024-P06 closed on Friday, June 7, 2024, at 4:00 p.m.

BACKGROUND:

C172-24(3-26-24) RESOLUTION by Deputy Reeve Janzen to proceed to proposal for the operation and maintenance of the Transfer Stations. CARRIED.

BUDGET:

\$245,000.00

RECOMMENDED ACTION:

RESOLUTION by ... to open tenders at 9:35 a.m. for Tender 2024-P06 Operation and Maintenance of Transfer Stations, analyze results and bring back a recommendation to the next future Regular Council Meeting.

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

Request For Decision (RFD)

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

DESCRIPTION:

Management activity report for May 28, 2024.

ATTACHMENTS:

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

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for May 28, 2024, be accepted, as presented.

Initials show support - Reviewed by: Manager: CAO: 



Management Team

Activity Report for May 28, 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 –
		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
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	In works
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	PW	In works



Management Team

Activity Report for May 28, 2024

LEGEND:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		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.		
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	July
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 11
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		
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	CS	



Management Team

Activity Report for May 28, 2024

LEGEND:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		obligations fulfilled. Funds to be allocated from the Economic Development Reserve. CARRIED.		
C208-24	04/09/24	RESOLUTION by Councillor Ruecker to proceed with acquiring quotes on an engineered building for the Cleardale Firehall and proceed with the necessary dirt work to prepare for the building construction. CARRIED.	PW	In works
C209-24	04/09/24	RESOLUTION by Councillor Stevenson to bring back information on hiring a project manager for the overseeing of the Cleardale Firehall to the next Regular Council Meeting. CARRIED.	PW	In works
		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 14, 2024, Regular Council Meeting		
C258-24	05/14/24	RESOLUTION by Councillor Hansen to approve Reeve Bean to coordinate with Mike Evans Honey Films for the showcasing seniors' video project. CARRIED		In Works
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	
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.		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	PW	In works



Management Team

Activity Report for May 28, 2024

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MOTION	DATE	DESCRIPTION	DEPT	STATUS				
		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.						
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					
		May 28, 2024						
C303-24	05/28/24	RESOLUTION by Councillor Hansen 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. CARRIED.	CC	June 11				
		<table border="1"> <thead> <tr> <th>Company</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Brogan Fire and Safety</td> <td>\$68,250.00</td> </tr> </tbody> </table>	Company	Amount	Brogan Fire and Safety	\$68,250.00		
Company	Amount							
Brogan Fire and Safety	\$68,250.00							
C304-24	05/28/24	RESOLUTION by Councillor Giesbrecht to open tenders for Tender 2024-09 Worsley Fire Department Turnout Gear, analyze results and bring back a recommendation to the next Council meeting. CARRIED.	CC	June 11				
		<table border="1"> <thead> <tr> <th>Company</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Brogan Fire and Safety</td> <td>\$68,250.00</td> </tr> </tbody> </table>	Company	Amount	Brogan Fire and Safety	\$68,250.00		
Company	Amount							
Brogan Fire and Safety	\$68,250.00							
C306-24	05/28/24	RESOLUTION by Reeve Bean to table the discussion regarding the graveling of Township Road 845 West of Range Road 92 until the next Regular Council Meeting. CARRIED.	EA	June 11				
C308-24	05/28/24	RESOLUTION by Reeve Bean to rescind motion C31-24(1-09-24) to hire Source Inspired with the re branding of Clear Hills County. CARRIED.	EA					
C309-24	05/28/24	RESOLUTION by Councillor Giesbrecht to proceed with hiring Loop (Websites for Municipalities) for the design and hosting of the Clear Hills County website and set an annual budget for Website and Social Media Platforms at \$10,000.00. CARRIED.	EA	In works				
C310-24	05/28/24	RESOLUTION by Councillor Giesbrecht 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	AG	In Works				



Management Team

Activity Report for May 28, 2024

LEGEND:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Fire/Community Haul Building Reserve. CARRIED.		
C312-24	05/28/24	RESOLUTION by Reeve Bean that Council adopt Policy 1126 – Per Diem Payments to Council Members, as presented. CARRIED	CS	
C313-24	05/28/24	RESOLUTION by Councillor Hansen that Council adopt Policy 1107 - Honorarium Payment to Council Members, as amended. CARRIED.	CS	
C314-24	05/28/24	RESOLUTION by Councillor Walmsley to table the Whitelaw Agricultural Society funding request to sponsor the pouring of a 55' x 14' concrete pad under the covered roof at the Whitelaw Agricultural Society Community Hall, until more information has been received. CARRIED.	CS	Councillor Walmsley
C316-24	05/28/24	RESOLUTION by Councillor Walmsley to approve the amendments in Policy 6313 Tradeshow Groceries & Door prizes, as presented. CARRIED.	CC	
C317-24	05/28/24	RESOLUTION by Councillor Walmsley to accept Peace County Surveillance's quote of \$770.00 plus monthly fee of \$65.00 for installing a security camera at the Whitelaw Transfer Station. CARRIED.	PW	In Works
C318-24	05/28/24	RESOLUTION by Reeve Bean to cancel the Policy & Priority Meeting scheduled for June 4, 2024. CARRIED.	EA	
		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 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.	CDM	2022✓ 2023✓ 2024✓ 2025
		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



Management Team

Activity Report for May 28, 2024

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		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 allocated from Common Services Vehicles and Equipment Reserve. CARRIED.	AG	Spring 2025
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		



Management Team

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CC=Community Coordinator, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
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 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
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.	In Works
C645-2311/28/23		Reeve Bean	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.	In waiting

Clear Hills County

Request For Decision (RFD)

Meeting Date:	Regular Council Meeting June 11, 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:	June 11, 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.

C306-24(5-28-24) RESOLUTION by Reeve Bean to table the discussion regarding the graveling of Township Road 845 West of Range Road 92 until the next Regular Council Meeting. 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.

ATTACHMENT:

Map

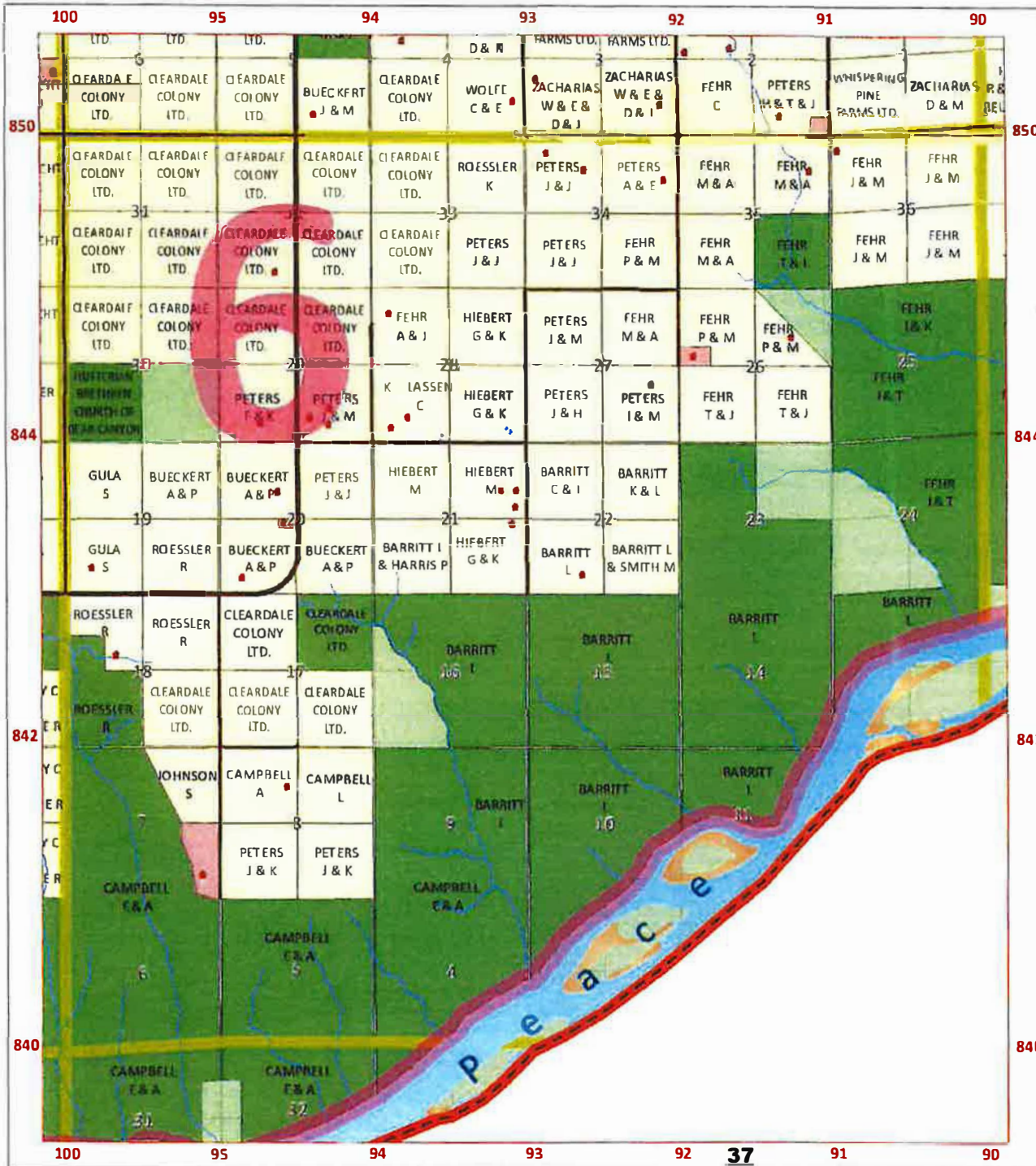
OPTIONS:

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.....

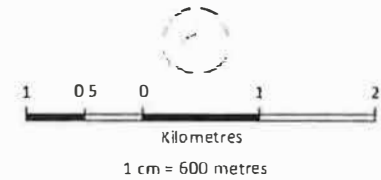
Initials show support - Reviewed by:	Manager:	CAO: 
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Clear Hills County Ownership

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 - 53 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:	June 11, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Meeting Request – Village of Hines Creek
File:	11-02-02

DESCRIPTION:

The Village of Hines Creek has requested a meeting with Council to discuss the following items:

1. Long term funding for the Village
2. Long term expectations from Clear Hills County on the Village
3. Water supply
4. End of Steel Museum
5. Joint Economic Development Officer

The Village of Hines Creek is proposing the following dates for the meeting. June 18, 19, or 20th at 7:00 pm at the Village office.

ATTACHMENT:

Meeting Request
Calendar

RESOLUTION by.....

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

From: Allan Rowe
Sent: June 3, 2024 6:53 PM
To: Bonnie Morgan
Subject: Fw: Joint Council's Meeting

From: Allan Rowe
Sent: Friday, May 31, 2024 7:30 AM
To: Bonnie Morgan <Bonnie@clearhillscounty.ab.ca>
Subject: FW: Joint Council's Meeting

From: cao@hinescreek.com <cao@hinescreek.com>
Sent: Thursday, May 30, 2024 11:43 AM
To: Allan Rowe <Allan@clearhillscounty.ab.ca>
Subject: Joint Council's Meeting

Good morning, Allan,

Council asked me to contact you to book a joint council's meeting to discuss the following items:

1. Long term funding for the Village
2. Long term expectations from Clear Hills County on the Village
3. Water supply
4. End of Steel Museum
5. Joint Economic Development Officer

Council is proposing the following dates for the meeting.
June 18, 19, or 20th at 7:00 pm here in Hines Creek

Call/email if you have any questions or concerns.

Regards,
Leanne
Leanne Walmsley
Chief Administrative Officer
Village of Hines Creek
Phone: 780-494-3690
Fax: 780-494-3605
Email: cao@hinescreek.com

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31 Menno Simons Grad	1
2 BR-Rec-DW	3 4-H Sale-DJ NPRL-JR	4 PAC-DJ	5	FCM Conference		8
9 FCM Conference	10	11 Council	12	13 GGAMAC-DW	14 NWSAR-AB NAEL-AB, DJ	15 Worsley Grad-JR
16	17 Med/HPEC-SH	18 ASB-DJ, JR	19 NWSAR-AB	20 NWSAR-AB	21	22 Hines Creek Graduation - SH
23	24	25 Council	26 PREDA-AB	27 PREDA-AB	28 NWSAR-AB, SH	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; display: inline-block;">Trappers Rendezvous -AB</div>	13
14 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Trappers Rendezvous -AB</div>	15	16 ASB-DJ, JR	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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Seniors Tribute Video
File:	11-02-02

DESCRIPTION:

Council requested a discussion regarding the premiere of the Seniors Video be added to the agenda.

ATTACHMENT:

Calendar

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:



JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31 Menno Simons Grad	1
2 BR-Rec-DW	3 4-H Sale-DJ NPRL-JR	4 PAC-DJ	5	6	7	8
9 FCM Conference	10	11 Council	12	13 GGAMAC-DW	14 NWSAR-AB NAEL-AB,DJ	15 Worsley Grad-JR
16	17 Med/HPEC-SH	18 ASB-DJ, JR	19 NWSAR-AB	20 NWSAR-AB	21	22 Hines Creek Graduation - SH
23	24	25 Council	26 PREDA-AB	27 PREDA-AB	28 NWSAR-AB, SH	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 Trappers Rendezvous -AB	13
14 Trappers Rendezvous -AB	15	16 ASB-DJ, JR	17	18 County BBQ - ALL	19	20
21	22	23 Council	24	25 County BBQ-George Lake	26	27 PLS-Exec-AB
28	29	30	31	1	2	3

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Procedural Bylaw No. 279-23
File:	11-02-02

DESCRIPTION:

Council requested a discussion regarding the Procedural Bylaw No. 279-23 and including a section for emergent resolutions to allow for conducting meetings electronically, using telephonic or other communication methods.

Example:

2.1.37 "Emergent Resolution" An Emergent Resolution involves a critical issue that must be addressed before the next Regular Council meeting.

5.4 Emergent Resolutions

5.4.1 Council may conduct their meeting using electronic, telephonic, or other communication methods, with all Council members and the CAO participating electronically if there is an emergent item. All requirements of Special Meetings must be met as per the Municipal Government Act.

5.4.2. The Emergent Resolution must be sent in writing to all Council to read and voting "in favor or against" for the resolution will be sent back to the recording secretary. The Resolution regardless of if passed or defeated will be sent back in writing with a recorded vote to all Council.

ATTACHMENT:

Procedural Bylaw No. 279-23

RESOLUTION by..... to bring back the Procedural Bylaw No. 279-23 with the addition of allowing emergent resolutions to allow for conducting meetings electronically, using telephonic or other communication methods

Initials show support - Reviewed by:	Manager:	CAO: 
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Bylaw No. 279-23

"A BYLAW OF CLEAR HILLS COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS AND TO RESCIND BYLAW NO. 233-18"

WHEREAS: Council of Clear Hills County has the authority of the Municipal Government Act, current version, and related amendments, to enact bylaws respecting the establishment of Council Committees, Procedure and Conduct of Council, Council Committees, and the Conduct of Councillors and Members of Council Committees; and

WHEREAS: Council of Clear Hills County considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council Committee Meetings in Clear Hills County.

NOW THEREFORE: the Council of Clear Hills County enacts as follows:

1.0 CITATION

- 1.1** This Bylaw will be cited as the "**Council Procedure Bylaw**" and applies to all Members attending Meetings of Council and Committees established by Council of the Municipality.

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2.0 DEFINITIONS

- 2.1 In this Bylaw,
- 2.1.1 "Act" shall mean the Municipal Government Act, current version, and related amendments.
 - 2.1.2 "ad hoc" shall mean an organization, committee, or commission created for a specific task.
 - 2.1.3 "Agenda" shall mean the list of items and order of business for any meeting.
 - 2.1.4 "Amend" shall mean a Motion to add context or details to currently debated Motion.
 - 2.1.5 "Business Day" shall mean a full regularly scheduled working day for the Administration Office. In reference to Delegations (Sections 22 and 23 of this Bylaw), full business days allow for the correlating and copying of information to be included in Council Packages.
 - 2.1.6 "Bylaw" shall mean a Bylaw of Clear Hills County.
 - 2.1.7 "Call the Question" shall mean immediately terminating all debate and a vote called. The recording Secretary shall read out the Motion for clarity before a Call for Question takes place. This is a non-debatable Motion.
 - 2.1.8 "CAO" shall mean the Chief Administrative Officer, or duly appointed delegate, for the County.
 - 2.1.9 "CEO" shall mean the Chief Elected Officer as defined in the MGA, which shall be the Reeve unless otherwise determined by Council.
 - 2.1.10 "Chair" shall mean the person presiding and conducting meetings.
 - 2.1.18 "*closed session*" shall mean a session which is held *in private* (closed to the public) and may include specific persons invited to attend by the Chair, Council, or the Committee. All discussions *in closed meetings* are deemed as confidential, and no motions can be made.
 - 2.1.11 "Committee" shall mean a committee created by Council (such as at the annual Organizational Meeting) that is either a Standing Committee, Special Committee, *ad hoc* Committee, or a Council Committee.
 - 2.1.12 "Committee of the Whole" shall mean a committee consisting of all Members of Council. A meeting of the Committee of the Whole may be held *in closed meeting* (in private) or in public session depending on the issue being discussed.

-
- 2.1.13 "Council" shall mean the Reeve and Members of Council of Clear Hills County elected pursuant to the provisions of the *Local Authorities Election Act*.
- 2.1.14 "Councillor" shall mean a Councillor elected to represent Clear Hills County.
- 2.1.15 "*ex officio*" shall mean by right of office, the CEO is a member of all Council Committees and all bodies to which Council has the right to appoint members. Unless the named member or alternate to the Committee, the CEO does not have voting privileges.
- 2.1.16 "Delegation" shall mean any person or persons having permission of Council to appear before Council, or a Committee of Council to provide pertinent information and views about the subject before Council or Council Committee.
- 2.1.17 "Deputy Reeve" shall mean the Member of Council who is appointed pursuant to the "*Act*" to act as Reeve in the absence or incapacity of the Reeve.
- 2.1.18 "external committee"
- 2.1.19 "Reeve" shall mean the Chief Elected Official (CEO) for the County.
- 2.1.20 "Member" shall mean a Councillor, or Member at Large, appointed by Council to a Committee of Council.
- 2.1.21 "Member at Large" shall mean a member of the public appointed by Council to a Committee of Council.
- 2.1.22 "Meetings" shall mean meetings of Council and Council Committees.
- 2.1.23 "Motion" shall mean an action presented by a Councillor or Member of Committee and made through the Chair that requests some consideration of action by Council or Committee. For a Motion to be structurally complete, it is required to address the who, what, when where and why questions.
- 2.1.24 "Municipality" shall mean Clear Hills County, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the County.
- 2.1.25 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative.
- 2.1.26 "Point of Information" shall mean a question or request directed through the

Chair to another member or to staff for information relevant to the business at hand but not related to the Point of Procedure.

- 2.1.27 "Point of Order" shall mean the raising of question directed to the Chair to call attention to any departure from the Procedure Bylaw.
- 2.1.28 "Point of Procedure" shall mean a question directed to the Chair to obtain information of a matter of the rules of the County bearing on the business at hand in order to assist a member to make an appropriate Motion, raise a point of order, or understand the situation or the effect of a Motion.
- 2.1.29 "Question of Privilege" shall mean when a Member is speaking, no other Member shall interrupt the Member speaking.
- 2.1.30 "Quorum" is a majority (50% +1) of those members elected and serving on Council.
- 2.1.31 "Recess" shall mean a non-debatable action for a temporary break of Council/Committee business; any member may request a recess through the chair.
- 2.1.32 "Recording Secretary" shall mean the person assigned to record minutes of the meeting.
- 2.1.33 "Standing Committee of Council" shall mean any Committee established by Council.
- 2.1.34 "Table" shall mean a Motion to delay the consideration of any matter to a definite time when further information is to be obtained.
- 2.1.35 "County" shall mean Clear Hills County.
- 2.1.36 "Urgency" or "emergent items" (*in reference to Addendums*) If an item (Addendum – addition to the Agenda) is to be added to a previously distributed Agenda, then the Addendum shall pass a test of 'Urgency'. If the Addendum is time-sensitive or where failure to provide immediate action may cause financial or other distress to the Municipality, Council, or a Committee, then the Chair may authorize the addition of the Addendum to the Agenda. All additions must be supported by written background information.

3.0 GENERAL

- 3.1 In accordance with the *Act*, the municipal office shall be Clear Hills County Administration Office located at 313 Alberta Avenue, Worsley, Alberta.

-
- 3.2 Council of Clear Hills County shall consist of seven (7) elected officials.
- 3.2.1 At the Organizational Meeting following the date of the general election, and annually thereafter, not later than two weeks after the third Monday in October, shall elect one of its elected officials as Reeve and one of its elected officials as Deputy Reeve.
 - 3.2.2 The CEO shall be referred to as the Reeve.
 - 3.2.3 Responsibilities of the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.
 - 3.2.4 When the Reeve, through illness, absence, or other cause, is unable to perform the duties of this office, or when the office is vacant, the Deputy Reeve has all the powers and shall perform all the duties of the Reeve during the Reeve's inability or absence.
 - 3.2.5 When both the Reeve and Deputy Reeve, through illness, absence, or other cause, are unable to perform the duties of the office, the Council may appoint a temporary Acting Reeve or Chair as per the *Act*.
 - 3.2.6 A Reeve and Deputy Reeve who have been appointed to their offices by the Council may resign their appointments while retaining their seats on the Council.
 - 3.2.7 When the office of Reeve or Deputy Reeve become vacant by death, resignation, forfeiture or otherwise, the Council shall forthwith elect one of the Councillors to fill the position for the remainder of the term of office and in accordance with the *Act*.
 - 3.2.8 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policies.
- 3.3 General duties of Councillors and the Reeve are established in Part 5, Division 3, Duties, Titles, and Oaths of Councillors of the *Act*.
- 3.4 The Council of the County is responsible for:
- 3.4.1 developing and evaluating the policies and programs of the County.
 - 3.4.2 ensuring that the powers, duties, and functions of the County are appropriately carried out.
 - 3.4.3 carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment (legislation, bylaw or policy).

- 3.5 The Council of the County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the CAO or a designated officer.
- 3.6 These duties and roles of Councillors as established in this bylaw may only be amended, repealed, or suspended by a bylaw passed at a regular or special meeting of Council with a two thirds majority vote.
- 3.7 Councillors must carry out and adhere to at all times the governing Councillor Code of Conduct Bylaw, outlining the conduct of the elected officials representing the Clear Hills County.

4.0 SEVERABILITY

- 4.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, then the invalid portion shall be severed, and the remainder of the Bylaw shall be deemed valid.

5.0 MEETINGS

5.1 Organizational Meetings

- 5.1.1 An Organizational Meeting of Council shall be held annually not later than two weeks after the 3rd Monday in October, as per the *Act*.
- 5.1.2 The Councillors shall take the Oath of Office upon being elected. (As per the *Act*). By right of this office and taking of the Oath, the Councillor is a Commissioner for Oaths.
- 5.1.3 The Agenda of the Organizational Meeting shall be restricted to:
 - 5.1.4 Establishing regular meeting dates for Council for the next twelve months, and all members of council must be present.
 - 5.1.5 Establishing any *ad hoc* Council Committees.
 - 5.1.6 Selection of the Reeve and Deputy Reeve by election from elected Councillors.
 - 5.1.7 Appointment of Councillors as members and alternates to Council Boards and Committees and *ad hoc* Council Committees.
 - 5.1.7 Appointment of Members at Large to any agencies, committees, boards to which Council has the right to appoint members.
 - 5.1.8 Any such other business as is required by the *Act*.

5.1.9 Annual appointment of Professionals including but not limited to Assessor, Auditor, and Legal Advisor.

5.1.10 The Reeve will lead Council through the Boards & Committees list. If a Councillor wishes to be the representative or alternate on a particular board or committee, they must verbally indicate their desire when that board or committee is being addressed. In the case of two or more Councillors wishing to be the representative or alternate to a board or committee, a vote of Council shall be taken, by either show of hands or secret ballot. The voting method shall be determined by show of hands.

5.1.11 Should a Councillor dispute or disagree with an appointment recommendation, Council shall debate the appointment and, by majority vote, complete the final determination.

5.2 Regular Council Meetings

5.2.1 Notice of regularly scheduled meetings, as per Section 5.1.4, need not be advertised.

5.2.2 Council meetings will be held in person.

- Option 1: Participation online or by conference call may be approved by a motion of Council.
- Option 2: When all Councillors cannot be present attendance by online or conference call will be accepted.

5.2.3 If Council changes the date, time or place of a regularly scheduled meeting, the County shall give at least 24 hours notice of the change:

5.2.4.1 To any Member of Council not present at the meeting at which the change was made, and such notice shall be in accordance with the Act; and

5.2.5.2 To the public, and such notice shall be by means of posting a Notice on the front door of the Municipal Office and noting the change on the County website and County social media platforms.

5.3 Special Meetings

5.3.1 Special Meetings shall be held as per the Act.

5.4 Committee Meetings

5.4.1 Council Committees are created by a Motion of Council at a Regular Council Meeting.

- 5.4.2 The times for the beginning of Council Committee meetings shall be set by Motion by the Council Committee.
- 5.4.3 Standing Council Committees shall be established and governed by a policy or Bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such Committee and its mandate shall be established by Bylaw.
- 5.4.4 The Reeve shall be deemed to be an *ex officio* member of all Committees of Council. The Reeve cannot be a member to a committee if the Reeve is not appointed in the personal name.
- 5.4.4.1 When attending a Committee, which the Reeve has not been specifically assigned as a representative, the Reeve shall have a right to vote only when an appointed Member of Council assigned to that Committee is absent and the Reeve has been asked, either formally or informally, to be the representative or alternate.
- 5.4.4.2 Staff may be asked to participate as advisors to Committees of Council. Unless otherwise specified in the Terms of Reference of a Committee, advisors are not voting members.
- 5.4.5 Council Committee Chairs:
- 5.4.5.1 For Committees of Council, the position of Chair shall be selected by vote of the members appointed by Council, which shall include Members at Large appointments, unless otherwise stated in the County Bylaw, Master Agreement or Terms of Reference establishing the Committee.
- 5.4.5.2 Where the County and another municipality share representation on the Council Committee or Board, the Members shall select the Chair by a vote of the members.
- 5.5.6. *ad hoc* Committees:
- 5.5.6.1 Council may create an *ad hoc* Committee by Motion to be formed to address a single issue or matter. An *ad hoc* Committee shall be deemed as temporary, with a lifespan of no more than twelve (12) months after creation.
- 5.5.6.2 The *ad hoc* Committee shall be advised of their mandate by Council at the time of creation, and Council shall appoint the Members.
- 5.5.6.3 The *ad hoc* Committee will provide regular written or verbal reports to Council at least once a month and Council shall determine, with each report, whether there is a need for the *ad hoc* Committee to continue to exist.

- 5.5.6.4 Should the term of the *ad hoc* Committee end, or Council determine that the work of the *ad hoc* Committee should continue, Council may choose to:
 - 5.5.6.4.1 Extend the life of the *ad hoc* Committee for an additional twelve (12) months by Motion; or
 - 5.5.6.4.2 Convert the *ad hoc* Committee to a Standing Committee of Council, by Bylaw, with a long-term mandate.
- 5.5.6.5 *ad hoc* Committee's, though temporary in nature, shall operate as other committees, being public meetings, with minutes kept, and same procedures followed as Standing Committees.
- 5.5.7 Alternates: The Reeve may temporarily appoint any Council Member to take the place of any member or alternate of the Council Committee who is unable to attend a meeting of that Council Committee. Council Committee Alternates must be appointed during the Organizational Meeting.
- 5.5.8 Council Committees shall meet at the call of the Chair, and have a written Agenda, but notice must be provided to Committee Members and the Public pursuant to the requirements of this Bylaw and the *Act*.
- 5.5.9 All Council Committees are advisory to Council unless authority to exercise or perform any power or duty has been specifically delegated by a Council Bylaw.
- 5.5.10 The basic responsibilities of a Council Committee are as follows:
 - 5.5.10.1 all matters placed before them that require analysis will be submitted as written recommendations to Council on ways and/or means of dealing with these matters.
 - 5.5.10.2 to receive written or verbal reports for information purposes. Written or verbal reports received for information may be forwarded to Council at the discretion of the Council Committee and must be forwarded to Council if required under any policy, bylaw, or statute.
 - 5.5.10.3 to refer matters to Administration, through the CAO, for research and to provide direction on the preparation of written reports.
 - 5.5.10.4 to submit recommendations to Council on any action or decision recommended on any matter within the jurisdiction of the Council Committee.
 - 5.5.10.5 in appropriate cases, to submit matters to Council without recommendations.

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- 5.5.10.6 not to appropriate, expend, commit, or direct the expenditure of any money not provided for in the budget and authorized in Committee mandate and Bylaw by Council.
 - 5.5.10.7 not to bind its' actions on the County unless power to take such action has been specifically delegated to the Committee by Council in a bylaw.
 - 5.5.10.8 not to give direct instructions to any County employee except through the CAO.
 - 5.5.11 All Council Board and Committee members must follow the procedural rules of Council as set out in this Bylaw.
 - 5.5.12 All Committees created by Council shall be reviewed annually at the Organizational Meeting.
 - 5.5.13 External agencies, boards, commissions, and committees refer to an agency, board, commission, or committee not created by Council and shall be made in reference to in this bylaw as external committees.
 - 5.5.13.1 Councillors will review the appointment chart for external committees annually at the Organizational Meeting.
 - 5.5.13.1.1 Council may add an external committee by Motion during a Regular Council Meeting.
 - 5.5.13.2 Councillors will be appointed, along with alternates, to the external **Meetings**.
 - 5.5.14 Special Meetings shall be held as per the *Act*.
 - 5.5.14.1 Each external committee shall *elect its own Chair*.
 - 5.5.14.2 Councillors serving on external committees shall represent the interest of the whole County and shall keep Council informed of Committee business, with the options for written reports or verbal updates and provide an update during the Council external committee Report portion of the Regular Council Meeting.
 - 5.5.14.3 Councillors appointed to an external committee that are Motioned by that external committee to attend an event apart from the scheduled meeting, in support of that external committee do so under the external committee Budget unless otherwise approved by a motion of Council.
 - 5.5.14.4 Following the appointment of the Reeve, Councillor or member-at-large to an external committee, the CAO shall advise the External Committee of the appointment and the following:

- 5.5.14.1 that the secretary to the external committee, shall forward to Clear Hills County a ratified copy of the minutes and
- 5.5.14.2 that where the Reeve or a Councillor is appointed to the external committee shall not be expected to act as an advocate for the external committee, and significant issues such as funding requests and long-term plans should be presented to the Clear Hills County Council by the Chair, or their designate of the external committee.
- 5.5.14.5 The CAO shall maintain a register of external committees, the members of Council and staff of Clear Hills County who attended, and where the appointed member of Council, was unable to attend. This register shall be available to the Reeve and Councillors on request and shall be submitted to each Organizational Meeting. The CAO shall also maintain a register of scheduled external committee meetings including the name, date, time, and location of meetings. This register of scheduled external committee meetings shall be available to all members of Council at each regular Council meeting.
- 5.5.14.6 If an appointed Councillor is unable to attend an external committee meeting, they shall contact the alternate member to attend, thereby ensuring that the County is represented at all meetings.

6.0 "CLOSED" SESSIONS

- 6.1 Council recognizes that the *Act* provides for the public to be present at meetings, and it is the intent and desire of Council to remain open, accountable, and transparent to the public.
- 6.2. 'Closed' sessions shall only be permitted for matters pertaining to receiving legal counsel, for land-related negotiations, or matters pertaining to labour or personnel issues, as determined in Sections 17, 18, & 19 of the *Freedom of Information and Protection of Privacy Act*.
 - *Note taking, cellular phone or camera use is prohibited during Closed sessions.*
- 6.3 Whenever Council or a Committee meets in 'Closed' session the CAO, or designate, shall be present. An exception is provided when Council meets to discuss CAO annual performance.

7.0 PUBLIC HEARINGS

- 7.1 The conduct of any statutory Public Hearing shall be governed by this

Bylaw.

- 7.2 Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.
- 7.3 The Chair shall declare the Public Hearing in session and shall outline the Public Hearing Procedures.
- 7.4 The Chair may call upon the CAO or Department Manager to introduce the Motion or Bylaw, and to briefly state the intended purpose.
- 7.5 Where applicable, the CAO shall advise of any third party officially applying for the Bylaw or Motion (For example, as in proposed Bylaws to amend the Land Use Bylaw).
- 7.6 Immediately following the introduction of the Bylaw or Motion, any Member who has pecuniary interest in the Motion or Bylaw for which the Public Hearing is being held shall declare this interest and shall be excused from the table.
- 7.7 Upon leaving the table, the Member has the same rights as any other person attending the Public Hearing and may stay in attendance at the Public Hearing and make presentations. However, when the matter reviewed at the Public Hearing comes before Council for deliberation, the Member must adhere to all clauses of Section 22 of this Bylaw pertaining to Pecuniary Interest.
- 7.8 Any presentation by County staff or agents shall follow the introduction of the Bylaw or Motion.
- 7.9 The Chair shall request those who wish to make presentations to identify themselves so that their names can be recorded in the minutes.

8.0 MEETING PROCEDURES

8.0 Quorum

- 8.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chair shall call the meeting to order; in the case of the Reeve or Deputy Reeve not in attendance at the hour appointed for the meeting and a quorum is present, the CAO shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve. The Recording Secretary shall record the arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.

- 8.2 Unless a Quorum is present within fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 8.3 The Recording Secretary shall record the names of the Members of Council present at the expiration of the fifteen (15) minute time limit and such record shall be appended to the next Agenda.
- 8.4 The only action that can legally be taken in the absence of Quorum is to fix the time in which to adjourn (if more than fifteen (15) minutes is being allowed), adjourn, recess, or to take measures to obtain a Quorum.
- 8.5 In the event that Quorum is lost after a meeting is called to order, the meeting shall stand adjourned, unless the meeting has been recessed to a specific time.

9.0 Conduct of Meetings

- 9.1 Each member or delegate shall address the Chair but shall not speak until recognized by the Chair.
- 9.2 The Chair, with the approval by Motion of the members, may authorize a person in the public gallery to address Council only on the topic being discussed at that time and within the time limits specified by the Chair.
- 9.3 The preparation and distribution of minutes of Council and Committees shall be the responsibility of the CAO and may be delegated to a Recording Secretary. (See the *Act*)

10.0 Motions

- 10.1 A Motion is put to the floor for a vote after discussion.
 - 10.1.1 A Motion shall NOT require a seconder.
- 10.2 A Motion may be withdrawn at any time before voting by the mover.
- 10.3 Any Member may require the Motion to be read at any time during the debate, except when a member is speaking.
- 10.4 A mover of a Motion must be present when the Vote on the Motion is taken. If a Motion cannot be voted before the meeting is adjourned, the Motion shall be deemed as lost.

10.5 When a Motion is under debate, no Motion shall be received other than a Motion to:

10.5.1 **WITHDRAW:** When the mover wishes to withdraw the Motion or substitute a different one in its place. *Note: Once the Motion is withdrawn, the effect is the same as if the Motion had never been made and no record of the motion will be recorded in the minutes.*

10.5.2 **TABLE:** When a member(s) requires additional information or wants to have a time or date for the issue to be brought back. This Motion is non-debatable, and the vote is called;
When a tabling motion is defeated debate continues on the issue.

10.5.4 **CALL THE QUESTION:** That a vote must now be taken, and discussion has closed;

10.5.5 **REFER:** Generally used to send a pending question to a committee, department, or selected persons so that the question may be carefully investigated and put into better context for Council to consider - and should include direction as to the person or group to which it is being referred.

10.5.6 Amendments

10.5.6.1 Only one amendment at a time shall be presented to the main Motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the Motion as to change the basic intent or meaning of the main motion. The Chair shall rule on disputes arising from amendment.

10.5.6.2 The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to Vote, unless a further amendment is proposed.

10.5.6.3 Nothing in this section shall prevent other proposed amendments from being read for the information of the Members.

10.5.6.4 When the Motion under consideration contains distinct separate propositions, the Vote upon each proposition shall, be taken separately.

10.6 **Motion to Rescind** is a Motion that may be accepted by the Chair only if the action of the motion has not commenced. If passed by a majority vote of the Members present, the previous Motion referred to would be declared null and void.

10.7 **Notice of Motion** should be used to give notice by a member when an extended period of time is advisable prior to considering a subject.

10.7.1 A Notice of Motion shall be recorded in the minutes and shall form part of the Agenda for the subsequent or future meeting as requested.

10.8 The following Motions are non-debatable by Members:

10.8.1 ADJOURNMENT.

10.8.2 CALL THE QUESTION.

10.8.3 LIMIT DEBATE on a matter before members.

10.8.4 POINT OF ORDER.

10.8.5 QUESTION OF PRIVILEGE.

10.8.6 TABLE.

10.8.7 TAKE A RECESS.

10.9 The wording of a Motion may be either **POSITIVE** or **NEGATIVE** in presentation. (i.e.: "... *Council shall support ...*" or "... *Council shall not support ...*") Motions should be written in a Positive manner.

10.10 When a Motion is defeated by Council the Motion shall not be brought back to the table for a period of six (6) months from the date the Motion was defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

11.0 Rules of Debate

11.1 In Council, a Councillor wishing to speak on a matter that has been brought before Council shall indicate their intention by raising their hand to be recognized by the Chair, and shall not speak more than once until every Member of Council has had the opportunity to speak except:

11.1.1 in the explanation of the material part of the speech which may have been misunderstood; or

11.1.2 in reply, to close debate, after everyone else wishing to speak has spoken, provided that the Member of Council presented the Motion to the meeting.

11.2 Through the Chair, a Member of Council may ask questions of another Member of Council or Staff on a Point of Information relevant to the business at hand.

11.3 All questions or debate shall be directed through the Chair.

11.4 Council Members shall:

11.4.1 Refrain from the use offensive words or language, or name calling in the meeting.

- 11.4.2 Adhere to the rules of the meeting or decision of the Chair or of the Members on questions of order or practice, or upon the interpretation of the rules of the meeting.
- 11.4.3 Not leave their seat or make any noise or disturbance while a vote is being taken and the result is declared.
- 11.4.4 Not interrupt a member while speaking, except to raise a Point of Order or Question of Privilege.
- 11.4.5 Not pass between a member who is speaking and the Chair.
- 11.5 A Member or Members who persist in a breach of the foregoing section, after having been called to order by the Chair, may, at the discretion of the Chair, be ordered to leave their seat, or the meeting room, for the duration of the meeting.
- 11.6 As per Section 11.5 of this Bylaw, at the discretion of the Chair, a Member may resume their seat following an apology. Failure to leave or apologize will result in the Chair calling a recess, and at the discretion of the Chair, call authorities for the enforcement of this bylaw.
- 11.7 A Member who wishes to leave the meeting prior to the adjournment shall so advise the Chair and the time of the departure shall be noted in the minutes.
- 12.0 Point of Order**
- 12.1 The Chair shall preserve order and decide upon any Points of Order.
- 12.2 A member who desires to call attention to an infraction of procedure shall raise a Point of Order to the Chair. When the Member has been acknowledged, the Member shall state the Point of Order with a concise explanation and shall accept the decision of the Chair upon the Point of Order.
- 12.3 The speaker in possession of the floor, when the Point of Order was raised, shall retain the right to the floor when debate resumes.
- 12.4 A Member called to order by the Chair shall immediately vacate the floor until the Point of Order is dealt with and shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.
- 12.5 The decision of the Chair shall be final, subject to an immediate appeal by a Member of the meeting.
- 12.6 If a decision of the Chair is appealed (Section 12.5 of this Bylaw), the Chair shall provide concise reasons for the ruling and the Members shall, without debate,

decide the question. Decision of the Members shall be final.

13.0 Voting on a Question

13.1 Every Member of Council present, including the Reeve, shall vote on every matter at a Council or Committee Meeting at which they are present, unless they are required to or permitted to abstain from voting under this or any other Bylaw, Act, or other legislation. (Ref: The Act.)

13.1.1 The recording Secretary shall read out the Motion for clarity before a Call for Question takes place.

13.2 When a Motion that a Vote be taken (Call for Question) is presented, and after each Member has had the opportunity to speak to the issue in accordance with Section 11 Rules of Debate, it shall be put to a vote without further debate.

13.3 A Member present at a meeting shall make a request for a recess if, for any reason, the Member may be away from the Meeting during a time when a Vote on a matter is imminent, unless that Member is excused from the voting pursuant to this Section. The length of recess shall be between 5 and 15 minutes at the discretion of the Chair.

13.4 Voting shall be completed simultaneously by raising of the hand after the Chair has called for those 'In Favour' and those 'Opposed' to the Motion.
Secret Ballot – any Councillor may make a Motion to request a vote by secret ballot in accordance with the Act.

13.5 When a Chair, having ascertained that no further information is required, commences to take a Vote, no Member shall speak to, or present another Motion, until the Vote has been taken on the current Motion or amendment, and the decision announced by the Chair.

13.6 Any Member who disagrees with the announcement made concerning the result of a Vote may immediately object to the declaration, and the Chair shall call for the Vote a second and final time. The determination of the Chair shall be final.

13.7 Whenever the Chair is of the opinion that a Motion is contrary to the rules and privileges of Council, the Chair shall inform the Member thereof immediately, before Calling the Question, and shall cite reasons applicable to the case without argument or comment.

13.8 In all cases not provided for in the proceedings of the Council, a two-thirds ($\frac{2}{3}$) majority of Council shall determine to uphold or not uphold the ruling of the Chair.

13.9 If a vote of Council is requested to be a Recorded Vote by a Member, then the Recording Secretary shall enter a Recorded Vote in the Minutes. The request for

a recorded vote must be made prior to the call for the question.

- 13.10 If there is a tie of votes for and against a Motion or Bylaw, then the Motion or Bylaw is defeated.
- 13.11 CAO shall advise Council whenever expert advice is required or requested.
- 13.12 Council, and all individual councillors, shall ensure that all advice, including engineering advice, staff advice, and recommendations/advice from administration is considered and that if the advice is not going to be followed.

14.0 Adjournment of Meeting & Adjournment Time

- 14.1 If all items on the Agenda have been addressed, the Chair shall simply state that the Agenda has been completed, note the time to the Recording Secretary, and Call the Meeting Adjourned, without a Motion from the Members.
- 14.2 Should the Agenda NOT be completed, a non-debatable Motion to adjourn the meeting can be presented, but it must be supported by two-thirds majority (66%) of the quorum.
- 14.3 Unless otherwise determined pursuant to the provisions of this Bylaw, Adjournment Time is:
- 14.3.1 at the conclusion of the Agenda as adopted by Council; or
- 14.3.2 at Four thirty in the evening (4:30 PM) if a meeting is in session at that hour.
- 14.4 Notwithstanding the provisions in Section 14.3 of this Bylaw, Council may, by a Unanimous Motion of Members present, agree to an extension of the meeting time. A vote to extend the time of the meeting beyond Four thirty in the evening (4:30 PM) must be taken not later than four o'clock in the evening (4:00 PM).
- 14.5 Unless there has been a Unanimous Motion passed within the prescribed time extending the meeting beyond the Four thirty in the evening (4:30 PM) all matters of business which appear on the Agenda for the Meeting, and which have not been dealt with by that time, shall be deemed to be postponed until the next Regular or Special Meeting.

15.0 Duties of the Chair

- 15.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Point of Procedure, and deciding on questions relating to the orderly procedure of the meeting, subject to an appeal by any Member from any ruling of the Chair.

- 15.2 It shall be the discretion of the Chair, whether upon the request of any Member, to call for a short recess between Agenda items, at any meeting. The Chair shall make reasonable efforts, including calling for a recess, to ensure all members in attendance at a meeting are present while a vote is being taken, unless a member is excused from voting in accordance with the *Act* or this Bylaw.
- 15.3 The Chair may invite persons forward from the audience to speak with the permission and a resolution of the Council or Committee, if it is deemed to be within the best interests of the issue being discussed, the public, and the conduct of good business.
- 15.4 In the absence or inability of the Reeve or Deputy Reeve to act as Chair of the Meeting, Council shall appoint a Councillor as Acting Reeve or Chair as provided by the *Act*.
- 15.5 The Chair shall be expected to participate in debate and vote, without relinquishing the Chair.
- 15.6 The Chair may relinquish the Chair to participate in debate.

16.0 AGENDA and ORDER OF BUSINESS

- 16.1 The Agenda is a document used by Council or a Committee, therefore although the duty to collate the Agenda may be delegated, Council or the Committee shall have final determination as to what will or will not be included on the Agenda.
- 16.2 Prior to each meeting, the CAO shall cause to be prepared a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation intended to be submitted to the Council shall be received by the CAO no later than noon on the fourth (4th) business day before the meeting.
- 16.3 The CAO shall Email each Member a copy of the Agenda and all supporting materials no later than 6:00 PM, three (3) calendar days before the meeting.
- 16.4 The business intended to be dealt with shall be stated in the Agenda after the manner as displayed in Schedule "A" attached.
- 16.5 The order of business established in Section 16.4 of this Bylaw shall apply unless altered by the Chair with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- 16.6 Where the deadline in Sections 16.2 and 16.3 of this Bylaw are not met, the

Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at any Council meeting.

16.7 Addendums (also known as Add-Ins):

16.7.1 Council may consider the Urgency of any item(s) proposed to be added preferably with supporting written documentation, or proposed to be deleted, before voting to add the Addendum and then adopt the Agenda "As Amended."

16.7.2 During the course of the meeting, should a member of Council deem that an item be added to the Agenda for Council's consideration, the Member shall propose the Addendum by Motion, after which the Chair shall rule on the urgency:

16.7.2.1 If Council rules that the Motion stand, the Chair shall add the item to the end of the pertinent section of the Agenda.

16.7.2.2 If Council rules that the Motion does not meet the test of Urgency, or written supporting documentation is required, the item shall be tabled and added to the next Agenda.

16.8 The order of business at a meeting is the order of the items on the Agenda except:

16.8.1 When the same subject matter appears in more than one place on the Agenda and Council decides, by Motion, to deal with all items related to the matter at the same time.

16.8.2 When Council decides not to deal with an item on the Agenda and tables the matter to a subsequent meeting.

17.0 Requested Scheduled Delegations

17.1 A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council, shall address a letter (or other written communication) to Council, or CAO outlining the subject to be discussed. The letter shall be signed in the correct name of the writer; the address of the writer, and delivered (by hand, mail, fax, or email) to the CAO. The letter must arrive by noon at least four (4) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter, it shall be stated in the letter. This will apply to delegations appearing in front of the Policies and Priorities Committee or any other Council Committees.

17.2 Scheduled Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the Chair determines that additional

time shall be granted to a delegation, the length of the extension shall be specified, and the Chair may limit the time.

- 17.3 Delegations that have not submitted a letter in accordance with Section 17 of this Bylaw may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 17.2 of this Bylaw.
- 17.4 Matters of confidential nature, as referred to in Section 6 of this Bylaw, shall not be discussed during Public Presentations to Council.
- 17.5 Information presented by a Person or Group shall relate only to the subject matter for which the presentation was originally requested.
- 17.6 Each Person or Group will be given an opportunity to make a public presentation only once in respect to a given issue. Council or the Committee may waive this restriction if it is of the view that there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council, or the Committee, is prepared to consider the issue again.
- 17.7 Extensions of time limits for any verbal presentations during the Public Presentation to Council or the Committee may be granted by consent of Council or the Committee, based on one or more of the following:
- 17.7.1 The issue or Bylaw under discussion is deemed by Council or the Committee to be contentious or complex and the allotted time is not sufficient, in the opinion of Council or the Committee, to give the matter due consideration.
- 17.7.2 The granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.
- 17.8 Where a Delegation requests support from Council, requiring a Motion of Council, Council shall first refer the matter to Administration, who shall bring back more information and a recommendation at a subsequent meeting so that Council can make an informed decision.
- 17.8.1 Where a Delegation requests correspondence in regard to clarifying the topics of the delegation, Council will direct Administration to compile the necessary information and prepare correspondence for the Delegation. Once a decision by Council has been made on a topic from a delegation, Council is not obligated to hear the matter again.
- 17.8.2 Where a Delegation appears in front of Council or Committee to provide information, the CAO will prepare and send a letter of thank you.

18.0 Public Delegations

18.1 As part of the Council Agenda, the Reeve shall also call for and recognize any Public Delegations. Public Delegations may or may not be scheduled (as per Section 17 of this Bylaw), and may request an opportunity to outline the matter they wish to present to Co The recording Secretary shall read out the Motion for clarity before a Call for Question takes place or a Committee at a meeting, and following that outline, the Reeve or other presiding officer shall determine if the delegation is to be granted time under Section 17.2 of this Bylaw.

18.2 A Public Delegation may be recognized by the Chair and granted a maximum of fifteen (15) minutes to present their matter.

18.3 A Public Delegation shall follow guidelines in Requested Public Delegation section of this bylaw.

19.0 Role of Management in Regard to Delegations:

19.1 Administration will schedule the delegations.

19.2 Notify the delegation of the time and place of the meeting they wish to attend.

19.3 Delegations will be scheduled at least 15 minutes after the start of the meeting.

19.4 Delegations will be scheduled at least 30 minutes apart. More time may be required for more complex issues.

19.5 The CAO shall explore the reasons why the delegation wishes to attend and provide members with all back up information for their perusal prior to the arrival of the delegation.

19.6 The Administration involved may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the Council or Committee.

20.0 Role of Chairperson in Delegations

20.1 The Chairperson reserves the right to accept delegations to the Council or Committee meeting.

20.2 The Chairperson shall notify the CAO of any delegations wanting to make a presentation to the Council or Committee and ensure the delegation arranges a meeting date with CAO.

20.3 If there is more than one member in the delegation the Chairperson shall request that the delegation appoint a spokesperson and inform the spokesperson that all questions and comments be addressed to the chair.

- 20.4 The Chairperson shall ensure that all points of this policy are followed by the committee members and Administration.
- 20.5 The Chairperson may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or committee members.
- 20.6 The Chairperson shall not criticize staff, government employees or the committee members while the delegation is present.
- 20.7 The Chairperson should direct all questions to the delegation's spokesperson.
- 20.8 Comments of intent in the presence of the delegation shall not be made.
- 20.9 The Chairperson shall ensure that the delegation restricts its presentation to the issue.
- 20.10 After Council or the committee has obtained all the information from the delegation the Chairperson shall dismiss the delegation to allow Council or the committee to discuss the matter.
- 20.11 The Chairperson may request the committee to go into a closed meeting to discuss the issue if the matter falls within the privacy issues to close a meeting.

21.0 Role of the Councillor or Committee Member in Delegations:

- 21.1 Members of Council or the Committee shall notify the CAO of any delegations wanting to make a presentation to Council or the committee and ensure the delegation arranges a meeting date with the CAO.
- 21.2 Members of Council or the Committee will give the delegation their undivided attention. Use of cellular devices or computers shall not be used during a delegation.

Members of Council or the Committee may question the delegation to clarify the issue; however, shall not debate the issue with the delegation or the committee.

- 21.3 Members of Council or the Committee shall not criticize staff, government employees or other Council or committee members while the delegation is present.
- 21.4 No comments or motions of intent will be entertained until the delegation has been dismissed from the table. The people making up the delegation may remain in the Council Chambers but may not participate in any further discussion.

22.0 Pecuniary Interest

- 22.1 Members of Council who reasonably believe that they have a pecuniary interest (as defined in the Act) in any matter before Council, any Committee of Council, or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions, or voting on any questions relating to the matter, and shall where required by the act, remove themselves from the room until the matter is concluded. *Note: It is the responsibility of each Member to determine and/or declare whether they have a pecuniary interest, not other members of Council or Administration.*
- 22.2 The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room, and the time the Member of Council returned.
- 22.3 Prior to the meeting, if a Member of Council is unsure of whether they may be in a 'conflict of interest' (pecuniary) situation with regard to an upcoming issue or vote, the Member shall be encouraged to discuss the matter with the CAO.
- 22.4 Prior to the meeting and after discussing the issue with the CAO (as per Section 22.3 of this Bylaw), a Councillor may wish to seek a legal opinion at their own expense to determine whether or not there is a conflict-of-interest situation with regard to the upcoming issue or vote.
- 22.5 If the matter with respect to which the Councillor has a pecuniary interest is a payment of an account for which funds have previously been committed, it is not necessary for the Councillor to leave the room.
- 22.6 If the matter with respect to which the Councillor has a pecuniary interest is a question on which the Councillor as an elector or property owner has the right to be heard by the Council,
- a) it is not necessary for the Councillor to leave the room, and
 - b) the Councillor may exercise the right to be heard in the same manner as a person who is not a member of the Council.
- 22.7 If a Councillor is temporarily absent from a meeting when a matter in which the Councillor has a pecuniary interest is introduced, the Councillor shall immediately on returning to the meeting, or as soon thereafter as the Councillor becomes aware that the matter has been considered, disclose the general nature of the Councillors interest in the matter.

23.0 Bylaw Procedures

- 23.1 Where a Bylaw is presented to a meeting for enactment, the CAO or designate shall cause the number, short title, and brief description of the Bylaw to appear on the Agenda.

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- 23.1.1 As per the *Act*, all Bylaws shall have three distinct and separate readings. The Motion to move a Bylaw for consideration shall be the First Reading.
- 23.2.2 As the *Act* any proposed bylaw must not have more than two readings at a council meeting unless the councillors present unanimously agree to consider third reading, which requires a motion of council.
- 23.2 The following shall apply to the passage of a Bylaw:
- 23.2.1 A Bylaw shall be introduced for First Reading by a Motion that it be Read a First Time specifying the number and short name of the Bylaw.
- 23.2.2 After a Motion for First Reading of the Bylaw has been presented, Members may debate the substance of the Bylaw, and propose and consider amendments to the Bylaw.
- 23.2.3 Any proposed amendments shall be put to vote, if required, and, if carried, shall be considered as having been incorporated into the Bylaw at First Reading.
- 23.2.4 When all amendments have been accepted or rejected, the Chair shall Call the Question on the Motion for First Reading of the Bylaw.
- 23.2.5 When a Bylaw is subject to a statutory Public Hearing, a Public Hearing date and time shall be established prior to proceeding to second reading.
- 23.2.6 When a Bylaw must receive approval of a Minister of the Crown, it must be forwarded for such approval prior to proceeding to Second Reading.
- 23.2.7 All aspects of the passage of a Bylaw at First Reading shall apply to Second or Third Reading of any Bylaw.

24.0 Bylaw and Policy Appeal

- 24.1 When a Bylaw or Policy is defeated by Council the Bylaw or Policy shall not be available for review by Council for a period of six (6) months from the date the Bylaw or Policy being defeated unless there is a reconsidering motion where information relevant to the defeated motion may change the result.

25.0 Prior Bylaws

- 25.1 This Bylaw shall supersede and take precedence over all previously passed bylaws that refer to the setting out of rules for governing the County, pertaining to the procedures for Council Meetings, Committee Meetings, Public Hearings, the conduct of Councillors, Committee Members, and the establishment of Council

Committees, as well as any previously passed Motions that may be in conflict with this Bylaw, including Bylaw 1.

- 25.2 Bylaw 233-18, and all related amendments, shall be repealed upon Third and Final Reading of this Bylaw.

26.0 Disqualification of Councillors

- 26.1 As per the current Municipal Government Act (MGA), reasons for disqualification of Councillors are as followed but not limited to (see full list of reasons for disqualification in the MGA)
- 26.1.1 the councillor is absent from all regular council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed, unless subsection (2) the absence is authorized by a resolution of council passed at any time (i) before the end of the last regular meeting of the council in the 8-week period.
 - 26.1.2 the councillor does not vote on a matter at a council meeting at which the councillor is present, unless the councillor is required or is permitted to abstain from voting under this or any other enactment.
 - 26.1.3 the councillor uses information obtained through being on council to gain a pecuniary benefit in respect of any matter.
 - 26.1.4 the councillor becomes an employee of the municipality.
 - 26.1.5 the councillor is indebted to the municipality of which the person is an elector for taxes in default exceeding \$50.00.

27.0 Effective Date

27.1 This Bylaw comes into effect upon the final passing and proper signature thereof.

Read a First Time this 25 day of August, 2023.

Read a Second Time this 25 day of August, 2023.

Read a Third Time this 25 day of August, 2023.

Signed this 25 day of August, 2023.


Amber Bean, Reeve


Allan Rowe, Chief Administrative Officer

Schedule "A"

Agenda Format

1. CALL TO ORDER
2. AGENDA
3. MINUTES
 - a. Previous:
4. DELEGATION(S)
5. PUBLIC Hearing
6. TENDER OPENING
7. NEW BUSINESS
 - a. COUNCIL
 1. Councillor Reports
 2. Management Team Activity Report
 - b. CORPORATE SERVICES
 1. Accounts Payable
 - c. COMMUNITY SERVICES
 1.
 - d. PUBLIC WORKS
 1.
8. WRITTEN REPORTS: COUNCIL, COMMITTEE & MANAGERS
 - a. Chief Administrative Officer's Report
 - b. Corporate Services Manager's Report
 - c. Public Works Manager's Report
9. COUNCIL INFORMATION (*including Correspondence*)
10. CALENDARS
11. CONFIDENTIAL ITEMS
12. ADJOURNMENT

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Councillor Susan Hansen
Title:	The Clean Energy Improvement Program
File:	11-02-02

DESCRIPTION:

Councillor Hansen requested a discussion regarding the Clean Energy Improvement Program.

ATTACHMENT:

City of Grande Prairie - Clean Energy Improvement Program Terms and Conditions
Clean Energy Improvement Program Overview

RESOLUTION by.....

Initials show support - Reviewed by:	Manager:	CAO:	
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City of Grande Prairie
Clean Energy Improvement Program
Terms and Conditions: Residential Property

Last updated: April 24, 2023

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1 Definitions

In these CEIP Terms and Conditions, the following terms shall have the following meanings:

“Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended from time to time.

“Alberta Municipalities” or **“Program Administrator”** means the designated program administrator for the Clean Energy Improvement Program.

“Business Day” means any day except Saturday, Sunday, or statutory holidays in the Province of Alberta.

“Bylaw” means the City of Grande Prairie Clean Energy Improvement Tax Bylaw (Bylaw C-1439).

“Capital Cost” means the cost to purchase and install the Upgrade, but does not include Professional Service costs or Incidental Costs;

“CEIP” or **“Program”** means the Clean Energy Improvement Program administered by Alberta Municipalities.

“CEIP Terms and Conditions” or **“Program Terms and Conditions”** means these terms and conditions.

“Change Order” means a record of change, including any addition, modification or deletion to the Project or the Completion Date or the replacement of a supplier or proposed subcontractor which results in a material change to the Project or Project Cost. Any Change Order must be approved by Alberta Municipalities and the Municipality.

“Clean Energy Improvement Agreement” means the agreement signed between the Participant and the Municipality which sets out the terms and conditions of the Program participation and Project financing.

“Clean Energy Improvement Tax” means the sum of all Eligible Costs approved by Alberta Municipalities and the Municipality for each Upgrade, the Program Administration Fee, and the interest, that is recorded on the Participant’s property tax roll for repayment;

“Commencement Date” means the date of issue of the Installation Authorization Notice.

“Completion Date” means the date when the Project has reached Substantial Performance.

“Contractor Directory” means a list of Qualified Contractors that is established and maintained on the CEIP website.

“Eligible Cost” means a cost eligible for financing under the Program as outlined in Section 7.1 and includes the Capital Costs, Incidental Costs, and Professional Service costs for the Project.

“Incidental Cost” means an amount expended on preparation or upgrading of the Property that

is incidental to the Upgrade but required for successful execution.

“Installation Authorization Notice” means the notification provided by Alberta Municipalities to the Participant and the Qualified Contractor to authorize the start of Upgrade installations.

“Municipality” means the City of Grande Prairie.

“EnerGuide Home Evaluation” means an energy audit adhering to either pre- or post-Project version 15 EnerGuide Home Energy Evaluation specifications performed by a registered NRCan Energy Advisor.

“NRCan Energy Advisor” means a person who has met and maintained all of the required qualifications to deliver EnerGuide rating services for eligible homes in Canada.

“NRCan” means Natural Resources Canada.

“Participant” is any and all Property Owners who applied to the Program and meet the Program eligibility requirements.

“Pre-Qualification Form” means the form completed and submitted by the Property Owner to enter the Program.

“Primary Qualified Contractor” is the Qualified Contractor who is leading the installation of the Upgrade/s and is the Qualified Contractor responsible for the execution of the Project Agreement.

“Professional Service” means a service provided by a professional with specialized education or training, including engineering studies, ASHRAE audits, NRCan certified home energy evaluations, feasibility studies, or related studies, but exempting installation of the Upgrade or Incidental Costs.

“Project” means the installation of Upgrades at the Participant's Property by the Qualified Contractor(s) and any associated Services, as detailed in the Project Application Form.

“Project Agreement” means the agreement between Alberta Municipalities, a Qualified Contractor leading the installation of the Upgrade(s) and/or Incidental Work (the “Primary Qualified Contractor”) and the Property Owner, which defines the scope of the Project and sets out the terms relating to the Qualified Contractor's installation of the Upgrades and/or Incidental Work.

“Project Application Form” means the form completed and submitted by the Participant after receiving pre-qualification approval, which lists the proposed Upgrades and Project Cost.

“Project Cost” means the sum of all costs for a Project.

“Property” means the residential land and premises where the Project is located.

“Property Owner” means the individual(s) or legal entity(ies) that is the registered owner(s) of the Property where the Upgrades are to be installed.

“Qualified Contractor” has the definition as set out in the [Clean Energy Improvements Regulation, Alta Reg 212/2018](#), and must be listed in the Contractor Directory on the CEIP website.

“Regulations” means the regulations made under the Act with respect to Clean Energy Improvements including the Clean Energy Improvements Regulation, Alta Reg 212/2018.

“Services” means all work for the purposes of the Program, including but not limited to Upgrade installations, Incidental Work, compliance processes, feasibility and engineering studies, energy audits, and EnerGuide Home Evaluations provided by a Qualified Contractor.

“Substantial Performance” means the date on which all required approvals of public authorities having jurisdiction over the Upgrade have been obtained and the Upgrade is ready for use or is being used for its intended purpose.

“Supporting Documentation” means any documentation required by Alberta Municipalities to be submitted for each Upgrade, as specified on the [Eligible Residential CEIP Upgrades](#) pages on the Program website.

“Upgrade” or **“Clean Energy Improvement”** means an energy efficiency or renewable energy product or installation that meets minimum eligibility requirements listed on the Program website and is included in the eligible upgrades on the [Eligible Residential CEIP Upgrades](#) pages eligible upgrades list found on the Program website.

“Upgrade Completion Form” means the form completed and submitted by the Participant to Alberta Municipalities, once an Upgrade has reached Substantial Performance, which lists the Upgrades installed and confirms the Eligible Costs.

“Upgrade Eligibility Requirements” means eligibility requirements, including Supporting Documentation required for each Upgrade, as specified on the Program website.

“WCB” or **“WCB-Alberta”** means the Workers' Compensation Board of Alberta.

2 Background

The Clean Energy Improvement Program (CEIP) is a financing program that makes energy efficiency and renewable energy Upgrades more accessible to residential property owners. CEIP is administered by the Alberta Municipal Services Corporation. CEIP allows property owners to access financing through their municipality to install eligible Upgrades on their property. Repayment is facilitated through an added charge to the Property Owner's regular property tax bill.

An Act to Enable Clean Energy Improvements, SA 2018, c 6 was passed on June 6, 2018. This Act authorizes certain amendments to the *Municipal Government Act, RSA 2000, c M-26* that allow municipalities to pass a clean energy improvements tax bylaw and make a borrowing to finance Projects and recover costs through the municipal property tax system. The attendant regulation (*Clean Energy Improvements Regulation, Alta Reg 212/2018*) came into force on January 1, 2019. Alberta Municipalities is the provincial administrator of the CEIP.

City of Grande Prairie passed the Clean Energy Improvement Tax Bylaw (C-1439) on August 23, 2021. This bylaw enables and governs the implementation of the Clean Energy Improvement Program in Grande Prairie.

This document outlines the Municipality's terms and conditions for residential Property Owner participation in CEIP.

3 Participant and Property Eligibility

3.1 Participant Eligibility

- a. The Participant must be the current legal owner of a property located in the Municipality.
- b. The Participant must be current on property tax payments. If the Participant has held tax arrears in the Municipality during the five consecutive year period prior to the date of the Pre-Qualification Form submission, they will be deemed ineligible for the Program. Where a Participant owned a residence outside the Municipality during that five consecutive year period, similar confirmation of positive tax payment history from the previous municipality may be required.
 - i. Participants that do not have a five consecutive year property tax history may be subject to an enhanced financial eligibility review by the Municipality.
- c. The Participant must attest they are current on any outstanding property-secured debt associated with the Property on the Pre-Qualification Form and may be required to submit a letter from their financial institution confirming this.
- d. If a mortgage is on the Property, the Participant bears sole responsibility to obtain consent from their mortgage lender to participate in the Program if required by their mortgage lender. Failure to obtain consent from all mortgage lender(s) could result in the Participant breaching a mortgage obligation with the lender, and Alberta Municipalities and the Municipality are not responsible or liable to the mortgage lender, the Participant nor any other party, and the Participant will indemnify and hold harmless Alberta Municipalities and the Municipality in any such circumstances.
- e. If a mortgage is on the Property, and the mortgage amount exceeds the assessed value of the home, the Municipality reserves the right to reject participation in the Program.
- f. The Participant must not be in bankruptcy (or insolvency).

- g. The Participant must be in good standing with the Municipality. The Municipality reserves the right to define what good standing entails, and this includes, but is not limited to:
 - i. The Participant must have never been in collections for a property in the Municipality.
 - ii. If the Participant has any current or previous enforcement, compliance, licensing, legal, or other issues with the Municipality they may be deemed ineligible.
- h. If the Participant is currently enrolled in either the Government of Alberta [Seniors Property Tax Deferral Program](#) or [Seniors Home Adaptation and Repair Program](#), the Participant must notify the Government of Alberta of their intention to participate in CEIP, prior to submitting a CEIP Pre-Qualification Form. Participation in CEIP may impact eligibility to participate in the Government of Alberta Seniors Property Tax Deferral Program or Seniors Home Adaptation and Repair Program. For more information, contact the [Alberta Supports Contact Centre](#) at 1 (877) 644 - 9992.
- i. The Participant must meet any additional eligibility criteria as identified by the Municipality or Alberta Municipalities.

3.2 Property Eligibility

- a. The Property must be located within the boundaries of the Municipality.
- b. The Property must be insured. A minimum of \$1,000,000 in personal liability insurance must be included in the insurance policy.
- c. Residential properties are eligible if they meet the following criteria:
 - i. classified as a low-rise residential property, i.e., detached or semi-detached home; row housing or town house; or multi-unit residential buildings with three stories or fewer, and not more than 600m² in building area; and
 - ii. lawfully occupied as a residence at the time of Pre-Qualification Form submission.
- d. If a Property is in a building that includes common property or shared facilities, and the Project will impact or affect the common property or shared facilities, written approval of the owner of the building or governing body of the common property or shared facilities (e.g., condominium board) is required to be eligible.
- e. The Property must not be in foreclosure.

3.3 Ineligible Properties

While not an exhaustive list, the following properties are ineligible for the Program.

- a. Non-residential buildings, farmland, or multi-unit residential buildings having four or more stories and over 600m² of building area.
- b. Federal, provincial, or municipally owned properties.
- c. New construction homes as defined by NRCan standards.¹
- d. Designated industrial properties as defined in the Act.
- e. Designated manufactured homes as defined in the Act.
- f. Property assessed as Class – 4 (machinery and equipment) under the Act.

3.4 Eligibility updates

Alberta Municipalities and the Municipality have the right to amend the list of ineligible properties, or these terms and conditions at any time and notification of any amendments will be

¹ NRCan defines new residential buildings as those that are no more than six (6) months old following the date of first occupancy ([NRCan ENERGY STAR for New Homes Standard](#)).

located on the CEIP website. Alberta Municipalities and the Municipality reserve the right to change, at any time, the upgrades that may be eligible under the Program without any notice or liability.

4 Upgrade Eligibility Requirements

4.1 Eligible Upgrades

For Upgrades to be eligible for financing, they must meet the following criteria:

- a. The Upgrade must increase the energy efficiency or use of renewable energy on the Property.
- b. The Upgrade must be installed by a Qualified Contractor.
- c. The total Capital Costs of the Project must be greater than or equal to \$3,000.00.
- d. The Upgrade must be listed as an eligible Upgrade on the [CEIP website](#) at the time of submission of the Project Application Form.
- e. The Upgrade must meet all eligibility requirements described on the CEIP website at the time of submission of the Project Application Form.
- f. All Upgrades must be new, installed, and operational. Upgrades that are used, refurbished, or rebuilt are not eligible.
- g. All Upgrades must meet the Canadian Certification Standards, as outlined by the Standards Council Canada, for product approval, or equivalent certification by an applicable certification body².
- h. *Upgrades must have a manufacturer's warranty period that is consistent with the industry standard³. The minimum manufacturer warranty period for Upgrades is the greater of one year or the required warranty period listed in the Eligible Residential CEIP Upgrades pages on the [CEIP website](#).*
- i. Upgrades must have a one-year minimum warranty provided by the Qualified Contractor for defects in materials and labour.
- j. Upgrades must have a warranty that is transferrable to subsequent owners of the Property.
- k. Participants will not remove any installed Upgrades before their expected lifetime unless the Upgrade fails. The Participant agrees not to move, remove, tamper with, disable or damage any Upgrade.

4.2 Ineligible Upgrades

The following list includes the types of upgrades, services and products that are deemed ineligible for financing:

- a. Health and safety improvements not directly related to or otherwise incorporated into the Project.
- b. Any upgrades that are in the process of being installed or have already been installed prior to approval of the Pre-Qualification Form, Project Application Form and signing of the Clean Energy Improvement Agreement and Project Agreement (i.e., financing cannot be applied retroactively).
- c. Any upgrades not permanently affixed to the property (e.g., plug-in appliances).

² For example, Underwriters Laboratories of Canada (ULC), Electrical Testing Labs (ETL), and Canada Standards Association (CSA).

³ For example, industry standard warranty is 25 years for solar panels. The Qualified Contractor will provide the Participant with warranty information specific to the upgrade.

- d. Any upgrade associated with new additions⁴ at an existing residence that serves only that addition. If the upgrade associated with the new addition also services and increases the energy efficiency or use of renewable energy in the existing residence, it may be eligible. Upgrades associated with new additions will be evaluated on a case-by-case basis.
- e. Any upgrade that is leased or financed through the Qualified Contractor or manufacturer.
- f. Any upgrade not listed on the on the [CEIP website](#).
- g. Alberta Municipalities and the Municipality have the right at any time to amend the list of upgrades, services or products that they deem to be ineligible for funding under the Program.

5 Application Requirements and Conditions

5.1 Pre-Qualification Application

- a. The Participant must complete and submit the Pre-Qualification Form and the following documents to Alberta Municipalities to be considered for Pre-Qualification:
 - i. Proof the property to be upgraded is insured (i.e., home insurance with personal liability coverage of at least \$1 million). Accepted proof includes documentation that clearly states the policy provider, policy number, property address, personal liability coverage, and duration of the policy (e.g., insurance binder letter).
 - ii. If the Participant resided outside of the Municipality in the last five (5) years, the Participant must provide a letter, from the previous municipality where they owned residential property, confirming positive property tax payment history.
 - iii. If there is property-secured debt associated with the Property (e.g., mortgage and/or home line equity line of credit), the Participant must confirm that payments are current and must provide proof the payments are current. Accepted proof is a letter from the lender stating the Participant has been current on payments for the past twelve months.
- b. Contact information for all Property Owners on title must be provided, and all Property Owners must review and agree to these CEIP Terms and Conditions.
- c. Pre-Qualification Forms are reviewed by Alberta Municipalities and the Municipality in the order they are received.
- d. The Municipality retains unfettered discretion to decline pre-qualification of a Property or Property Owner for any reason.
- e. Receiving approval of a Pre-Qualification Form does not guarantee that the Property Owner will be able to finance their Project under the Program. Financing is only confirmed once a submitted Project Application Form and Supporting Documentation are approved, and a Clean Energy Improvement Agreement and Project Agreement are signed by all required parties.
- f. Upon pre-qualification approval, Alberta Municipalities will provide a copy of the Project Application Form to be completed and submitted by the Participant.
- g. Pre-qualification will be valid for three months after pre-qualification approval has been granted by Alberta Municipalities. If a Project Application Form is not submitted within three months of pre-qualification approval, the pre-qualification approval is cancelled, and a new Pre-Qualification Form must be submitted.

5.2 Project Application

- a. Prior to submitting a Project Application Form, the Participant must:

⁴ A new addition is an extension or increase in floor area or height of a building or structure.

- i. Have a valid pre-qualification approval from Alberta Municipalities for the same Property listed on the Application Form.
- ii. Have an EnerGuide Home Evaluation completed by a registered NRCan Energy Advisor.
 - i. The NRCan Energy Advisor must be registered with a service organization listed on the Contractor Directory on the [CEIP website](#).
 - ii. The Participant must pay for the EnerGuide Home Evaluation out of pocket as this service is not eligible for CEIP financing.
 - iii. Participants who completed a pre-Project EnerGuide Home Evaluation on or after April 1, 2020, and have not completed any upgrades on the Property since this time, are not required to complete a new evaluation.
- iii. Receive a quote for the cost of the Upgrade equipment and installation from a Qualified Contractor listed on the [CEIP website](#).
 - i. The Participant must submit Upgrade specification documentation from the Qualified Contractor and any other Supporting Documentation listed on the [CEIP website](#).
- iv. Receive written approval from the condominium board or owner(s) of the building if the Property is a unit in a condominium plan under the Condominium Property Act or is in a building of less than five units that includes common property or shared facilities, and the Project will impact common property or shared facilities in the building.
- b. The Participant must complete and submit the Project Application Form and required Supporting Documentation to Alberta Municipalities.
- c. All Property Owners on title must sign the Project Application Form.

5.3 Program Agreements

- a. Once a Project Application Form is approved, Alberta Municipalities will provide the Participant with the Clean Energy Improvement Agreement and Project Agreement for their Project.
 - i. Alberta Municipalities will schedule a time with the Property Owner to review the Clean Energy Improvement Agreement and ensure the Property Owner understands the terms and conditions of the Agreement.
 - ii. All Property Owners on title and the Municipality must sign the Clean Energy Improvement Agreement.
 - iii. All Property Owners on title, Alberta Municipalities, and the Primary Qualified Contractor, must sign the Project Agreement. If multiple Primary Qualified Contractors are completing different Upgrades, a separate Project Agreement must be signed with each Primary Qualified Contractor.
 - iv. The Municipality will facilitate the execution of the Clean Energy Improvement Agreement and Alberta Municipalities will facilitate the execution of the Project Agreement.
- b. Once the Clean Energy Improvement Agreement and Project Agreement are executed, Alberta Municipalities will:
 - i. Provide copies of executed agreements to the signatories.
 - ii. Provide an Installation Authorization Notice to the Participant and the Primary Qualified Contractor(s) indicating the Project may commence. Alberta Municipalities will include a copy of the Upgrade Completion Form that the Participant must complete and submit once Upgrades reach Substantial Performance.

5.4 Deposit Payments

- a. If requested by the Qualified Contractor, the Municipality allows a maximum of 25% of the Upgrades costs to be advanced to the Qualified Contractor as a deposit payment.
- b. The Participant must request the deposit payment and the amount in the Project Application Form.
- c. The Participant must submit an invoice for the deposit payment from the Qualified Contractor with the Project Application Form.
- d. Payment of the deposit payment to the Qualified Contractor will be made in accordance with Section 7.2 [Payment].

5.5 Upgrade Installation

- a. Upgrade installation may only commence after:
 - i. the Clean Energy Improvement Agreement and Project Agreement have been executed; and
 - ii. the Installation Authorization Notice has been provided to the Participant and Primary Qualified Contractor by Alberta Municipalities.
- b. All Upgrades must be installed within six (6) months of the Commencement Date.
 - i. Requests for extensions will only be considered under extenuating circumstances.
 - ii. The extension request must be submitted to Alberta Municipalities in writing and requests will be approved or denied only at the discretion of Alberta Municipalities and the Municipality.

5.6 Upgrade Completion

- a. Once an Upgrade has been installed, the Participant must submit an Upgrade Completion Form to Alberta Municipalities within three (3) business days of the Upgrade reaching Substantial Performance.
- b. A separate Upgrade Completion Form must be submitted for each Upgrade if the Upgrades reach Substantial Performance at different times.
- c. The Participant must submit all required Supporting Documentation with the Upgrade Completion Form, including but not limited to:
 - i. Itemized invoice from the Qualified Contractor detailing all costs associated with the Upgrade installation.
 - ii. Product specification sheets that show the Upgrade meets all specific Upgrade Eligibility Requirements.
- d. Additional Project costs:
 - i. If at least one Upgrade with a Capital Cost of \$3,000.00 or greater has been installed and reached Substantial Performance, the Participant may include an Incidental Cost, Professional Service Cost, or deposit payment request associated with the Upgrade installed on the Upgrade Completion Form.
 - ii. Proof of payment for any Incidental Cost, Professional Service Cost, or deposit payment request associated with the Upgrade installed must be included if the Participant is requesting reimbursement. Proof of payment includes copies of receipts that clearly show payment has been made.
 - iii. Itemized invoices from a Qualified Contractor must be submitted for each Professional Service Cost and Incidental Cost if the cost is being submitted for financing under the Program.

5.7 Project Amendments

- a. Project amendments are required if there are additions, removals, variations, substitutions, delays in Project completion, or price changes to the Project after the Clean Energy Improvement Agreement and Project Agreement are executed.
- b. A change request must be submitted by the Participant to Alberta Municipalities, via email, including details of and the reason for the change. If required, Alberta Municipalities will initiate the Change Order process to amend the signed agreements.
- c. If changes to the Project proceed before receiving written approval from Alberta Municipalities or the Municipality, via Change Order or otherwise, these changes may not be eligible for CEIP financing.
- d. If the amendment is expected to cause a delay in the Project, extending the Completion Date past the deadlines outlined in Section 5.5.b. [Installation], an extension request must be included on the Change Order. The request for extension will be approved at the sole discretion of both Alberta Municipalities and the Municipality.
- e. The Clean Energy Improvement Agreement will be amended upon Project completion to reflect the final Project Cost, whether lower or higher than the estimated Project Cost. The financing amount included in the amended Clean Energy Improvement Agreement will not exceed the maximums set out in Section 7.3 of these CEIP Terms and Conditions. The process for agreement amendments is detailed in the Clean Energy Improvement Agreement.
- f. Full details applicable to Project amendments will be outlined in the Project Agreement.

5.8 Site Inspection

- a. Alberta Municipalities, the Municipality or their agents or service providers may conduct a site inspection prior to or during the installation of Upgrades in order to verify information submitted on the Project Application Form and may also conduct a site inspection after the Completion Date in order to verify installation of Upgrades. A site inspection after the Completion Date may occur within five years after submission of the final Upgrade Completion Form.
- b. If Alberta Municipalities or the Municipality chooses to conduct a site inspection, the Participant will provide reasonable access to the property for the purposes of a site inspection.
- c. If the site inspection reveals any discrepancies between the Upgrade(s) listed on the Upgrade Completion Form and the Upgrade(s) that were installed, Alberta Municipalities will endeavour to work with the Participant and Qualified Contractor to attempt to resolve the issue and facilitate a Project amendment, if required. If, due to the discrepancies, Program eligibility criteria are no longer met, Alberta Municipalities reserves the right to seek reimbursement on behalf of the Municipality of any payments made to the Qualified Contractor or the Participant.

6 Incentives

6.1 Project Incentive

- a. A \$525 incentive is offered by the Municipality for completed CEIP Projects.
- b. Incentive availability is limited and will be provided on a first-come, first-served basis to Participants who complete a CEIP Project – as determined by Municipality – which includes submitting a final Upgrade Completion Form, completing a post-Project EnerGuide Home Evaluation, and signing an amended Clean Energy Improvement Agreement.

- c. The incentive will be applied directly to the Clean Energy Improvement Tax to reduce the total Project financing amount. The incentive will not be issued to the Participant directly.
- d. The Municipality does not guarantee that the incentive will be available once a CEIP Project is complete and does not guarantee processing time to have the incentive applied to the Clean Energy Improvement Tax.
- e. Only one incentive of \$525 is available per CEIP Project.
- f. The incentive offered by the Municipality can be stacked with incentives offered through the Government of Canada Greener Homes Program.

7 Project Financing

7.2 Eligible Costs

The following are the types of costs that can be financed through the Program. The definitions of each type of cost can be found in Section 1 [Definitions]:

- a. **Capital Costs**
 - i. Supporting Documentation must be provided for all Capital Costs associated with Upgrades. Supporting Documentation may vary with each type of Upgrade, the Participant must review the requirements provided by Alberta Municipalities.
- b. **Professional Services**
 - i. Only Professional Services specifically required for the completion of a CEIP Project and completed by a Qualified Contractor are eligible for financing.
 - ii. The Participant must submit the report generated by the Professional Service provider and an invoice for the Professional Services completed.
 - iii. Professional Service costs must be listed in the Project Application Form.
 - iv. Professional Service costs for approved Projects will only be eligible for financing if incurred on or after the date of submission of a Pre-Qualification Form.
 - v. If the Participant has paid for the full cost of Professional Services and is requesting the cost be financed, the Participant must submit proof of payment (e.g., receipts).
- c. **Incidental Costs**
 - i. All Incidental Costs related work must be completed by a Qualified Contractor.
 - ii. The Participant must be able to demonstrate to the satisfaction of Alberta Municipalities that the Incidental Cost is required for the successful completion of the Project.
 - iii. The total financed amount of the Incidental Costs must not exceed 15% of the total Capital Cost of undertaking the Clean Energy Improvement.
 - iv. To be eligible for financing, all Incidental Costs must be listed in the Project Application Form. An Installation Authorization Notice must be received before any work is started or any costs are incurred.
 - v. If the Participant has paid for the full Incidental Cost work and is requesting the cost be financed, the Participant must submit proof of payment (e.g., receipts).

7.3 Payment

- a. **Payment to a Qualified Contractor for deposits**
 - i. Payment for a deposit will be issued by Alberta Municipalities directly to the Qualified Contractor within 30 days after the Project Agreement and Clean

- Energy Improvement Agreement are executed and a proper invoice is received by Alberta Municipalities, provided all information is accurate and complete.
- b. Payment to Qualified Contractor for Completed Upgrade(s), and for work directly related to Incidental Costs, and Professional Services costs
 - i. Subject to the Participant's and Qualified Contractor's compliance with the Clean Energy Improvement Agreement, the Project Agreement and with these CEIP Terms and Conditions, Alberta Municipalities will issue payment directly to the Qualified Contractor for completed Upgrades, Professional Service costs, or Incidental Costs within 28 days of Alberta Municipalities approving a complete and accurate Upgrade Completion Form and required Supporting Documentation.
 - ii. The Participant must pay the Qualified Contractor(s) directly for any costs that were not approved by Alberta Municipalities, any costs incurred for the Project in excess of the total approved financing amount, and any costs associated with an Upgrade that does not reach Substantial Performance or is deemed ineligible when the Upgrade Completion Form and Supporting Documentation are submitted.
 - c. Participant reimbursement for Eligible Costs
 - i. If part of the Eligible Cost includes an amount paid by the Participant, and the Participant has requested to finance that amount, the reimbursement payment will be issued to the Participant after Alberta Municipalities has approved a complete and accurate Upgrade Completion Form and required Supporting Documentation.
 - d. Any parties receiving payments from Alberta Municipalities must submit a completed electronic funds transfer form and void cheque, clearly identifying their name and the branch, transit, and account numbers in order for Alberta Municipalities to direct payments to the party electronically. No payments will be made to the party until the information required by this section has been provided to Alberta Municipalities.

7.4 Maximum Financing Amount

- a. The total financing amount available to a single Property is limited by the lesser of:
 - i. A maximum of \$50,000 of Eligible Costs per Property.
 - ii. The annual Clean Energy Improvement Tax (excluding interest and the Program Administration Fee) cannot exceed the Property's annual property tax assessment payment. The amount used for this calculation is the sum of the municipal and provincial property tax amounts in the year in which the Pre-Qualification Form was submitted.⁵

7.5 Project Financing

- a. In order for a residential CEIP Project to be eligible for financing, pre- and post-Project EnerGuide Home Evaluations are required.
 - i. A post-Project EnerGuide Home Evaluation must be completed after all Upgrades have been installed and the Project is deemed complete by Alberta Municipalities and the Municipality.
 - ii. The post-Project EnerGuide Home Evaluation must be completed, and the post-Project EnerGuide Homeowner Information Sheet and label submitted to Alberta

⁵ For example, if you submit a Pre-Qualification Form in 2023 and your annual municipal and provincial property taxes in 2022 were \$3,000, the annual payment for the Clean Energy Improvement Tax cannot be more than \$3,000.

Municipalities, within six (6) weeks of the final Upgrade Completion Form being submitted to Alberta Municipalities.

- iii. Projects that fail to complete a post-Project EnerGuide Home Evaluation will be not eligible for financing and the Municipality reserves the right to seek reimbursement of any payments made to the Qualified Contractor or the Participant.
- b. The financing terms and conditions for a CEIP Project are listed in the Clean Energy Improvement Agreement provided by the Municipality.
- c. Participants must agree to the Municipality's financing terms and conditions and sign a Clean Energy Improvement Agreement with the Municipality in order to finance their Project through the Program.
- d. Only Eligible Costs and any related interest charges as listed in the Clean Energy Improvement Agreement, are eligible for financing through the Program.
- e. Financing availability under the Program is based on a first-come, first-served basis, and financing for a Project will only be confirmed once a Clean Energy Improvement Agreement has been signed by each Property Owner on title and the Municipality.
 - i. If any Eligible Cost is incurred prior to signing a Clean Energy Improvement Agreement, it is not guaranteed that financing will be available to the Participant for those costs.
- f. The interest rate provided by the Municipality for Projects financed through CEIP is 3%.
- g. The maximum term for financing will be the lesser of twenty (20) years or the effective useful life (EUL)⁶ of the Upgrade. Financing terms for multiple Upgrades will be calculated for each Upgrade separately and added to the property tax bill as one line item. The EUL for all eligible Upgrades is posted on the Program website.
- h. The following costs cannot be financed under the Program, and the Participant is solely liable for paying these costs:
 - i. Any Incidental Costs exceeding 15% of the Capital Costs of an associated Upgrade;
 - ii. Any costs not approved by Alberta Municipalities; and
 - iii. Any costs associated with an Upgrade where the Upgrade does not reach Substantial Performance or is deemed ineligible upon submission of the Upgrade Completion Form and Supporting Documentation.
 - iv. If the final Eligible Costs for a Project are less than the amount listed in the Clean Energy Improvement Agreement, the Participant will only be entitled to the true Eligible Costs for the Project and will forfeit the rest of the financing indicated in the Clean Energy Improvement Agreement
 - v. If the final Eligible Costs for a Project are more than the amount listed in the Clean Energy Improvement Agreement, and no Project amendment was approved by Alberta Municipalities, the Participant will only be entitled to the financing amount that is indicated in the Clean Energy Improvement Agreement.

8 Clean Energy Improvement Tax

- a. The terms of the placement of the Clean Energy Improvement Tax on the Property's tax roll and the terms of repayment are outlined in the Clean Energy Improvement Agreement between the Participant and the Municipality.
- b. The Municipality may exercise any right available to it by contract, law, or equity, including all rights available under the Municipal Government Act against the Participant

⁶ The effective useful life (EUL) of an Upgrade is the average time in years where the Upgrade is expected to result in energy savings. The EUL is standardized for each type of Upgrade and does not equate to the actual length of time the Upgrade will be functioning.

should the Participant fail to pay the Clean Energy Improvement Tax, including tax penalties as outlined under the Municipality's Tax Penalty Bylaw.

- c. Failure to pay the Clean Energy Improvement Tax when due and payable may result in the tax sale of the Property.

9 Evaluation, Measurement, and Verification

- a. The Participant agrees to participate in any survey, studies, audits, evaluations, or verifications conducted by Alberta Municipalities or its agents or service providers in connection with the Program for the purposes of proper administration, monitoring and verification of the Project, or evaluation of the Program.

10 Sale or Subdivision of Property

- a. The Participant shall have the right to sell, transfer, charge, mortgage, encumber or otherwise deal with the Property, provided that:
 - i. the Participant pays all Clean Energy Improvement Tax amounts due and owing up to the date of a proposed sale prior to completing a sale of the Property;
 - ii. the Participant discloses the existence and provides a copy of their Clean Energy Improvement Agreement with the Municipality to any purchaser or prospective purchaser of the Property prior to completing a sale of the Property; and
 - iii. the Participant discloses the existence and provides a copy of the Clean Energy Improvement Agreement to any realtor engaged in the sale of the Property.
 - iv. the Clean Energy Improvement Agreement is appended to the contract of sale.
- b. In the event the Property is transferred to a new owner by the Participant, the obligation to repay the Clean Energy Improvement Tax is transferred to the new owner along with the Property, at which time the new owner will become liable for the Participant's obligations and liabilities under the Program and the Clean Energy Improvement Agreement.
- c. In the event the Property is subdivided or consolidated with another, the Clean Energy Improvement Tax will be allocated on a pro rata basis as determined by the Municipality in its sole discretion.

11 Remedies and Warranties

- a. Alberta Municipalities and the Municipality do not endorse, guarantee, or warrant any particular Qualified Contractor or other market provider, manufacturer, product, labour, or system design by offering this Program. Alberta Municipalities and the Municipality provide no warranties, expressed or implied, for any products or services.
- b. There is no implied nor express representation or warranty by the Municipality, Alberta Municipalities, or their respective affiliates, agents, subcontractors, successors and assigns related to the design, installation, functionality or performance of the Upgrade(s), and the Municipality, Alberta Municipalities and their respective affiliates, agents, subcontractors, successors and assigns expressly disclaim any and all warranties relating to the Upgrade(s), associated equipment or materials as to workmanship, quality, fitness for purpose or performance.
- c. The Participant acknowledges and accepts the energy savings reported in the Program are based on estimates and actual results may differ.

- d. The Participant's reliance on any warranties is limited to those warranties that may arise from, or be provided by Qualified Contractors, manufacturers, or other market providers, etc.

12 Limitation of Liability

- a. The Participant acknowledges that any Qualified Contractor or other market provider selected by the Participant is not an agent, contractor or subcontractor of Alberta Municipalities or the Municipality.
- b. The Participant agrees that they have independently assessed the risks of Program participation and decided to proceed.
- c. Alberta Municipalities or the Municipality shall have no obligation to maintain, remove or perform any work whatsoever on the Upgrades installed.
- d. The Participant is wholly responsible for ensuring that any Qualified Contractor or other party entering its Property for the purposes of the Program, including but not limited to, providing an estimate or quote for an Upgrade, has commercial general liability insurance and is registered and in good standing with WCB Alberta.
- e. The Participant acknowledges and agrees that none of the Municipality, Alberta Municipalities, nor their respective affiliates, agents, subcontractors, successors or consultants will be liable under any theory of relief or recovery to the Participant or the Qualified Contractor for any damages of any kind or nature arising at law or in equity (whether in negligence, because of breach of contract, in tort or under any other provision of law) including but not limited to property damage, direct or consequential losses, economic loss, or personal injury, that arises from or is related to the design, installation or operation of the Upgrade(s) or anything done under this Program.
- f. The Participant indemnifies and saves harmless the Municipality, Alberta Municipalities and their respective officers, employees and agents from and against any losses, costs (including legal costs on a solicitor and his own client basis), damages, liens, charges, claims, demands, suits, proceedings, recoveries and judgments arising from or related to the Qualified Contractor's performance or non-performance of the Qualified Contractor's obligations under the Program.

13 Data Collection and Use

- a. The Participant consents to Alberta Municipalities releasing any information contained in Program applications, or related to it, and obtained by Alberta Municipalities in the course of verifying or auditing the applications, to the Municipality for the purposes of verifying this application, determining the Participant's eligibility for this Program, or both, as subject to the Freedom of Information and Protection of Privacy Act (FOIP Act).
- b. The Participant expressly authorizes Alberta Municipalities to obtain information from the Municipality to verify the contents of Program applications and to determine the Participant's eligibility for this Program including current annual property tax payments, property tax payment history, and the assessed value for the Property.
- c. The Participant consents to the collection, use, disclosure and other handling of any information provided by the Participant including but not limited to property address, phone number, and account number with the Municipality for the purposes relating to the operation and administration of the Program.
- d. The Participant agrees that Property and Participant information may be shared between the Municipality and Alberta Municipalities and its agents, service providers, and partner organizations in order to:

- i. conduct, analyze and report on the results of the Program and to conduct surveys; and
 - ii. schedule and complete site inspections at the Property.
- e. The Participant provides express consent allowing Alberta Municipalities, the Municipality, their agents or service providers to contact the Participant directly by email and other electronic communications for the purposes of Program administration, evaluation, verification, and for collecting market research data related to the Program.
- f. The Participant consents to Alberta Municipalities obtaining pre- and post-Project EnerGuide Home Evaluation data as it relates to the participation in CEIP from Natural Resources Canada (NRCan) and sharing this data with the Municipality. This data will be used for program evaluation, performance monitoring, and future program planning or potential studies. Information collected is managed and protected by Alberta Municipalities under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (the "FOIP Act") and/or in accordance with any applicable agreements in place. If the pre-project EnerGuide Home Evaluation was completed prior to the Participant submitting their CEIP Pre-Qualification form, the Participant consents to have the data shared by NRCan with Alberta Municipalities retroactively. The Federation of Canadian Municipalities (FCM), as the Municipality's capital provider, will also collect EnerGuide Home Evaluation program monitoring and evaluation of its Community Efficiency Financing (CEF) program. Questions about the collection of this data should be directed to the Executive Director of Sustainability Services at Alberta Municipalities.

Clean Energy Improvement Program (CEIP) Overview

Improve property values and achieve your community sustainability goals.

The Clean Energy Improvement Program (CEIP) is Alberta's innovative financing tool that enables residential and commercial property owners to pay for energy efficiency and renewable energy upgrades. The program gives property owners access to flexible, long-term financing through their municipality. Unlike a traditional loan, repayment is facilitated by a tax added to the property's tax bill. The Clean Energy Improvement Program is made possible by the Government of Alberta.

Program Highlights

- **Purpose:** Financing tool for residential and commercial property owners for energy efficiency and renewable energy upgrades.
- **Financing:** Long-term, flexible financing repaid via property tax bill.
- **Enabling Entity:** Government of Alberta.

Statistics

- **Municipalities with Bylaws:** 28
- **Active Programs:** 18
- **Financing Available:** \$51.6 million

Benefits

- **Flexible Financing:** Up to 100% project cost covered, repaid through property tax.
- **Property Attachment:** Financing tied to the property, not the owner.
- **Approval Criteria:** Based on mortgage and property tax payment history.
- **Community Benefits:** Economic boost for local contractors, improved property values, and progress towards sustainability goals.

Program Mechanics

1. **Legislation:** Established in 2018.
2. **Municipality Participation:** Pass a bylaw and work with Alberta Municipalities to design the program.
3. **Process:**
 - **Step 1:** Municipality passes a clean energy bylaw.
 - **Step 2:** Property owners install upgrades; projects verified by Alberta Municipalities.
 - **Step 3:** Municipality pays contractors for completed work.
 - **Step 4:** Property owners repay via property tax bill.

Participating Municipalities (Bylaw Passed)

1. Town of Devon
2. Town of Rocky Mountain House
3. Town of Canmore
4. City of Leduc
5. Town of Okotoks
6. City of St. Albert
7. City of Lethbridge
8. Town of Athabasca
9. City of Edmonton
10. City of Grande Prairie
11. Town of Drayton Valley
12. City of Calgary
13. Town of Westlock
14. Village of Stirling
15. Sturgeon County
16. Strathcona County
17. Town of Pincher Creek
18. City of Beaumont
19. Town of Taber
20. MD of Pincher Creek No. 9
21. City of Cold Lake
22. Town of Slave Lake
23. Town of Banff
24. City of Medicine Hat
25. Town of Stettler
26. City of Wetaskiwin
27. City of Spruce Grove
28. City of Airdrie

Active Programs (Launched)

1. Town of Rocky Mountain House
2. Town of Devon
3. City of Edmonton (residential and commercial)
4. City of Leduc
5. Town of Athabasca
6. Town of Canmore
7. City of St. Albert
8. City of Calgary
9. City of Lethbridge
10. City of Grande Prairie
11. Sturgeon County
12. Village of Stirling
13. Strathcona County
14. Town of Westlock
15. Town of Okotoks

16. City of Cold Lake
17. Town of Stettler
18. MD and Town of Pincher Creek

How to launch the Clean Energy Improvement Program in your municipality

Preparation Steps:

1. **Build a Business Case:**
 - Justify the program's need and benefits to your municipality.
2. **Source Capital:**
 - Identify potential sources of funding (e.g., local banks, credit unions, internal funds, Federation of Canadian Municipalities).
3. **Draft and Pass Bylaw:**
 - Create and pass the necessary Clean Energy Improvement Tax bylaw to enable the program.
4. **Finalize Program Design:**
 - Develop the program's structure and onboard local contractors.
5. **Market and Launch:**
 - Promote the program to property owners and start accepting applications.

Support from Alberta Municipalities:

- **Technical Support:**
 - Alberta Municipalities will guide you through program design and bylaw development.
- **Administrative Management:**
 - Once the program is live, Alberta Municipalities will oversee application reviews, contractor onboarding, website hosting, customer service, marketing, quality assurance, and reporting.

Municipal Responsibilities:

- **Financing Agreements:**
 - Sign financing agreements with property owners.
- **Repayment Oversight:**
 - Levy and oversee the repayment of the charges.
- **Marketing Collaboration:**
 - Work with Alberta Municipalities on marketing efforts.

Program Capitalization:

- **Secure Capital:**
 - Obtain financing for eligible projects, considering terms flexibility, interest rates, and additional costs.
- **Community Efficiency Financing Program:**
 - Apply for a low-interest loan (up to \$10 million) and a four-year grant (up to \$5 million) from the Federation of Canadian Municipalities to support program administration.

Additional Support:

- **Federation of Canadian Municipalities Loan Application:**
 - Alberta Municipalities will assist with the technical aspects of applying for loans and grants from the Federation of Canadian Municipalities.

ESTIMATED ENERGY SAVINGS Of Eligible Upgrades for Residential Property Owners

Enjoy a more comfortable home, save on energy costs, and enhance your property value with the Clean Energy Improvement Program.

Access financing to invest in your home's energy efficiency or renewable energy. Browse the listing of eligible upgrades and estimate your potential energy savings today.

Updated: Mar. 14, 2023



A DIFFERENT KIND OF FINANCING FOR RENOVATIONS THAT MAKE A DIFFERENCE

The **Clean Energy Improvement Program** has over two dozen residential energy efficiency and renewable energy upgrades that can make your property more comfortable and energy efficient.

How much energy could you save? While actual results will vary depending on product quality, location, installation, use of space, etc. these estimates can give you an idea of the energy savings possible for your home.

ELIGIBLE UPGRADES

- 3 — Doors, Windows, Insulation & Air Sealing
- 5 — Heating, Ventilation & Air Conditioning (HVAC)
- 8 — Lighting
- 9 — Renewable Energy, Solar PV & Solar Thermal
- 10 — Water Heating

PLEASE READ CAREFULLY BEFORE PROCEEDING

The following energy savings estimates are to be used only as an indication, as actual results will vary. Many factors influence the actual results of an upgrade, such as the location, condition, size and type of the property; heating and cooling loads; weather; relative air humidity; efficiency of existing equipment; and quality of installation.

The energy savings estimates use assumptions (e.g. baseline equipment and heat and cooling loads) for an average sized home in Alberta. Unless specified otherwise, baseline heating equipment in residential properties is assumed to be a natural gas furnace and natural gas hot water storage tank. No central cooling is factored into the savings calculations with exception of the high-efficiency central air conditioner upgrade. The energy savings estimates are provided on an annual basis, referencing a single piece of equipment installed at a property. For some upgrades, the energy savings are based on the quantity of material installed (e.g. insulation).

Residential CEIP participants should review their pre-project EnerGuide Home Evaluation report to assess the energy savings potential for each upgrade they are considering installing, and should discuss anticipated impacts of the upgrade(s) with their Energy Advisor.

Alberta Municipalities is not liable for any direct or indirect loss, expense or cost (including without limitation, any consequential loss or economic loss) that you incur directly or indirectly as a result of, or in connection with, any advice, data, information, estimates, projections, forecasts or forward-looking statements in any way connected to such estimates, projections, forecasts or forward-looking statements.

The Effective Useful Life (EUL) is the average time in years where the upgrade is expected to result in energy savings and is noted on the on the Residential Eligible CEIP Upgrades webpages and this document.

DOORS, WINDOWS, INSULATION & AIR SEALING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Attic insulation Upgrade ID R-WB-001 EUL: 20 years	Attic insulation reduces heat loss through the attic area of the building envelope. This reduces the load on the heating and/or cooling system. This upgrade can also improve airtightness.	7.57	Annual savings are based on annual savings per square foot of insulation of 0.01 GJ and an R-value of 10 for existing insulation. For illustrative purposes only, the annual savings per home (estimated) is based on a home of 1,500 square feet. If the R-value of the existing insulation is lower and/or the R-value of the new insulation is greater, the savings may be greater.	IL TRM v8 volume 3 Res 5.6.5 Ceiling/Attic Insulation adapted for Alberta.
Wall insulation Upgrade ID R-WB-002 EUL: 20 years	Wall insulation (installed inside an exterior wall cavity or as part of an added structure on the outside of the building) reduces heat loss through the above-grade wall areas of the building envelope. This reduces the load on the heating and/or cooling system. This upgrade can also improve airtightness.	14.22	Annual savings are based on annual savings per square foot of insulation of 0.01 GJ and an R-value of 8 for existing insulation. For illustrative purposes only, the annual savings per home (estimated) is based on a home of 1,500 square feet. If the R-value of the existing insulation is lower and/or the R-value of the new insulation is greater, the savings may be greater.	IL TRM v8 volume 3 Res 5.6.4 Wall Insulation adapted for Alberta.
Foundation insulation Upgrade ID R-WB-003 EUL: 20 years	Insulation added to the walls and/or ground of the basement or the floor of a crawlspace significantly reduces heat loss through the areas of the building envelope in contact with earth. This upgrade can also improve airtightness.	14.25	Annual savings are based on annual savings per square foot of insulation of 0.02 GJ and an R-value of 5 for existing insulation. For illustrative purposes only, the annual savings per home (estimated) is based on a home of 1,500 square feet. If the R-value of the existing insulation is lower and/or the R-value of the new insulation is greater, the savings may be greater.	IL TRM v8 volume 3 Res 5.6.4 Wall Insulation adapted for Alberta.
Rim joist insulation Upgrade ID R-WB-004 EUL: 20 years	Insulation added to the cavities around rim joists reduces heat loss through these areas of the building envelope. This reduces the load on the heating and/or cooling system. This upgrade can also improve airtightness.	1.45	Annual savings are based on annual savings per square foot of insulation of 0.01 GJ and an R-value of 8 for existing insulation. For illustrative purposes only, the annual savings per home (estimated) is based on a home of 1,500 square feet. If the R-value of the existing insulation is lower and/or the R-value of the new insulation is greater, the savings may be greater.	IL TRM v8 volume 3 Res 5.6.6 Rim/Band Joist Insulation adapted for Alberta.
Energy-efficient window Upgrade ID R-WB-005 EUL: 15 years	Windows with low-e glazing reduce heat loss and gain through the window. This reduces the load on the heating and/or cooling system and improves energy efficiency in both hot and cool seasons. This upgrade can also improve airtightness.	0.06	Annual savings are per square foot of window. For an average home (assuming a building size of 1,500 square feet and 200 square feet of windows), the annual savings are equal to 12 GJ. To estimate the savings in your home, for each window, multiply the window's height by its width and add each window's square footage (area) together. Then multiply the area by 0.06 GJ.	PUC TRM Volume 2, 2021: ENERGY STAR Windows adapted for Alberta.

DOORS, WINDOWS, INSULATION & AIR SEALING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Energy-efficient door Upgrade ID R-WB-008 EUL: 15 years	<p>Energy-efficient door replacements reduce heat transfer through the door. This reduces the load on the heating and/or cooling system.</p> <p>This upgrade can also improve airtightness.</p>	0.40	Annual savings are based on annual savings per square foot of door of 0.02 GJ and assume both the door being replaced and the replacement door are 20-square-foot solid doors without windows. This value assumes a U-value of 2.8 for the existing door and a U-value of 1.6 for the new door.	PUC TRM Volume 2, 2021: ENERGY STAR Windows adapted for Alberta for doors.
Exterior home wrap Upgrade ID R-WB-006 EUL: 15 years	<p>Reducing air leakage is a cost-effective way to reduce heating and cooling energy consumption, increase comfort, and create a healthier indoor environment.</p> <p>Exterior home wrap goes over the sheathing and behind siding, is made of synthetic and lightweight material, and can be both an air and water barrier.</p> <p>This upgrade excludes exterior wall insulation.</p>	1.90	Annual energy savings of 1.90 GJ are based on exterior home wrap that achieves a 15% improvement in airtightness calculated from the NRCAN air sealing infographic, assuming the average house in Alberta was built in the 1970s. ASHRAE Chapter 26 Ventilation and Infiltration states that old buildings may be tightened anywhere from 5% to 50%. Energy savings are calculated assuming baseline heating equipment (natural gas furnace). Houses built before the 1980s are typically built with 2" by 4" walls (3.5" of insulation equates to R12) in earlier releases of the Alberta Building Code. Newer houses are built with 2" by 6" walls (5.5" of insulation equates to R20) as per current building code.	<p>NRCAN - Fix the hole in your wall infographic</p> <p>https://www.nrcan.gc.ca/sites/nrcan/files/canmetenergy/pdf/housing/fixtheholeinyourwall.pdf</p> <p>ASHRAE Chapter 26 Ventilation and Infiltration.</p> <p>Alberta Building Code, 2019. Alberta Building Code, 1990.</p>
Other air sealing Upgrade ID R-WB-009 EUL: 3 years	<p>Reducing air leakage is a cost-effective way to reduce heating and cooling energy consumption, increase comfort, and create a healthier indoor environment.</p> <p>A suite of air sealing upgrades, in addition to exterior home wrap, insulation, windows and doors, can improve airtightness.</p>	*	*Annual energy savings of 1.90 GJ are based on a whole building air sealing approach that achieves a 15% improvement in airtightness calculated from the NRCAN air sealing infographic, assuming the average house in Alberta was built in the 1970s. Whole air sealing can include caulking, weather stripping, outlet plates, the application of expanding foam, doors, windows, exterior home wrap, and insulation. ASHRAE Chapter 26 Ventilation and Infiltration states that old buildings may be tightened anywhere from 5% to 50%. Energy savings are calculated assuming baseline heating equipment (natural gas furnace). Houses built before the 1980s are typically built with 2" by 4" walls (3.5" of insulation equates to R12) in earlier releases of the Alberta Building Code. Newer houses are built with 2" by 6" walls (5.5" of insulation equates to R20) as per current building code.	<p>NRCAN - Fix the hole in your wall infographic</p> <p>https://www.nrcan.gc.ca/sites/nrcan/files/canmetenergy/pdf/housing/fixtheholeinyourwall.pdf</p> <p>ASHRAE Chapter 26 Ventilation and Infiltration.</p> <p>Alberta Building Code, 2019. Alberta Building Code, 1990.</p>

⇒ HEATING, VENTILATION & AIR CONDITIONING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Smart thermostat Upgrade ID R-HC-001 EUL: 11 years	<p>Smart thermostats are used to reduce home cooling and heating loads through a configurable schedule of temperature setpoints (like a programmable thermostat) and automatic scheduling to better match heating and cooling to meet occupant comfort needs.</p> <p>Learning smart thermostats with geofencing contain specialized artificial intelligence that "learns" heating and cooling preferences and can determine when the home is occupied.</p>	8.06	Annual savings are based on annual savings per kBTU per hour of heating of 0.27 GJ. For illustrative purposes only, the annual savings per thermostat are based on the average monthly household natural gas heating consumption for Alberta. Cooling energy savings are not accounted for here; therefore, savings may be higher if there is a cooling system installed in the home.	IL TRM v8 volume 3 Res 5.3.16 Advanced Thermostats adapted for Alberta. Natural Resources Canada Comprehensive Energy Use Database, Residential Sector - Alberta.
ECM motor for residential furnace Upgrade ID R-HC-004 EUL: 6 years	An efficient fan motor adjusts the rate at which furnace heat is delivered to the home. Efficient fan motors with variable speed control use significantly less electricity.	3.19	Annual savings are per furnace motor.	IL TRM v8 volume 3 Res 5.3.5 Furnace Blower Motor adapted for Alberta.
High-efficiency central air conditioner Upgrade ID R-HC-002 EUL: 18 years	<p>Eligible air conditioning equipment is centrally installed in the home. High-efficiency technology uses less electricity to move indoor heat to the outside of the home.</p> <p>Air conditioning duct insulation ensures heat is not gained before the conditioned air is delivered to conditioned spaces.</p> <p>Duct insulation (required for projects in the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	0.48	Annual savings are based on annual savings per ton of cooling of 21.23 kWh. For illustrative purposes only, the annual savings per unit is based on an average home (estimated) of 1,500 square feet and a cooling load of 75,000 BTU per hour.	IL TRM v8 volume 3 Res 5.3.3 Central Air Conditioning adapted for Alberta.

⇒ HEATING, VENTILATION & AIR CONDITIONING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
High-efficiency gas furnace Upgrade ID R-HC-003 EUL: 16 years	<p>A high-efficiency furnace extracts the maximum amount of heat from burning natural gas.</p> <p>Duct insulation ensures minimal heat is lost before conditioned air is delivered to conditioned spaces.</p> <p>Duct insulation (required for projects in the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	10.34	<p>Annual savings are based on annual savings per kBTU per hour of heating of 0.35 GJ. For illustrative purposes only, the annual savings per furnace is based on the average monthly household natural gas heating consumption for Alberta.</p>	<p>IL TRM v8 volume 3 Res 5.3.7 Gas High Efficiency Furnace adapted for Alberta.</p> <p>Natural Resources Canada Comprehensive Energy Use Database, Residential Sector - Alberta.</p>
High-efficiency gas boiler Upgrade ID R-HC-005 EUL: 25 years	<p>A high-efficiency boiler extracts the maximum amount of heat from natural gas by using condensing technology. This means heat from condensing water in the exhaust is extracted, in addition to regular combustion.</p> <p>Boiler pipe insulation ensures minimal heat is lost before heated water is delivered to spaces.</p> <p>Pipe insulation (required for projects in the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	9.45	<p>Annual savings are based on annual savings per kBTU per hour of heating of 0.32 GJ. For illustrative purposes only, the annual savings per boiler is based on the average monthly household natural gas heating consumption for Alberta.</p>	<p>IL TRM v7 volume 3 Res Gas High Efficiency Boiler adapted for Alberta.</p> <p>Natural Resources Canada Comprehensive Energy Use Database, Residential Sector - Alberta.</p>
Heat and energy recovery ventilation Upgrade ID R-HC-008 EUL: 18 years or airtightness upgrade's EUL	<p>Heat and energy recovery equipment extracts heat and/or energy from stale air exhausted to the outside of the home. The recovered energy is used to reduce the heating of fresh air delivered to the home.</p> <p>Duct insulation ensures minimal heat is lost before conditioned air is delivered to conditioned spaces.</p> <p>Duct insulation (required for the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	2.27*	<p>If replacing, the annual energy savings are based on the like-for-like replacement of a heat recovery ventilator with a Sensible Recovery Efficiency of 68% with a unit of 70% in a 1,500 square foot house. Annual savings assume that both units are fully-dedicated installations and are operating 24 hours per day at 0 degrees Celsius.</p> <p>*If installed with an upgrade that improves airtightness, energy savings are associated with the air sealing upgrade that the heat and energy recovery ventilation system is combined with, plus or minus the energy consumed or saved by the ventilation system.</p>	<p>IL TRM Version 10 Volume 3: Residential Measures Section 5.3.20 Residential Energy Recovery Ventilator (ERV) adapted for Alberta.</p> <p>Section III - HRV/ERV Directory Listing</p> <p>https://www.hvi.org/hvi-certified-products-directory/section-iii-hrv-erv-directory-listing/</p>

⇒ HEATING, VENTILATION & AIR CONDITIONING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Air source heat pump Upgrade ID R-HC-007 EUL: 16 years	<p>A heat pump is a year-round space conditioning system that provides heating and cooling. An air-source heat pump moves heat energy from inside to outside in the summer and outside to inside in the winter.</p> <p>Duct insulation ensures minimal heat is lost before conditioned air is delivered to conditioned spaces.</p> <p>Duct insulation (required for projects in the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p> <p>It is recommended that Qualified Contractors use the NRCan Air Source Heat Pump sizing and Selection Toolkit to properly size the heat pump.</p>	68.15	Annual savings are based on annual natural gas savings and electricity usage per kBTU per hour of heating of 3.47 GJ and 323.19 kWh, respectively. For illustrative purposes only, the annual savings per heat pump is based on the average monthly household natural gas heating consumption for Alberta. The savings are based on the replacement of 100% of the heat load of a gas furnace. Note that, on average, an air source heat pump replaces 60% of the heating load in Alberta, so actual savings achieved may be smaller. If no air conditioning is installed and this upgrade will also be used for cooling, overall savings may be reduced.	IL TRM v8 volume 3 Res 5.3.1 Air Source Heat Pump adapted for Alberta. Natural Resources Canada Comprehensive Energy Use Database, Residential Sector - Alberta.
Ground source heat pump Upgrade ID R-HC-011 EUL: 16 years	<p>A ground-source heat pump is a year-round space conditioning system that provides heating and cooling. The heat pump moves heat from the ground to inside air in the winter and from inside air to the ground in the summer.</p> <p>Duct insulation ensures minimal heat is lost before conditioned air is delivered to conditioned spaces.</p> <p>Duct insulation (required for the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	74.64	Annual savings are based on annual natural gas savings and electricity usage per kBTU per hour of heating of 3.69 GJ and 323.19 kWh, respectively. For illustrative purposes only, the annual savings per heat pump is based on the average monthly household natural gas heating consumption for Alberta. The savings are based on the replacement of 100% of the heat load of a gas furnace. A closed-loop ground source heat pump is used to calculate the energy savings. If no air conditioning is installed and this upgrade will also be used for cooling, overall savings will be reduced. Savings calculation inputs from the IL TRM v10 Residential Ground Source model were applied to the IL TRM v8 Air Source Heat Pump and adapted for Alberta.	IL TRM v8 volume 3 Res 5.3.1 Air Source Heat Pump adapted for Alberta. IL TRM Version 10 Volume 3: Residential Measures Section 5.3.8 Ground Source Heat Pump adapted ground source heat pumps for Alberta. Natural Resources Canada Comprehensive Energy Use Database, Residential Sector - Alberta.

LIGHTING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Indoor lighting control Upgrade ID R-L-001 EUL: 10 years	<p>Lighting controls use motion and daylight sensing or timers to control indoor lighting.</p> <p>Multiple fixtures may be controlled through one sensor or each fixture may have its own.</p> <p>These sensors are an effective way to control lighting use in low occupancy areas.</p>	0.11	Annual savings are per sensor.	MN TRM v3 Residential Lighting - Controls adapted for Alberta.
Lighting fixture Upgrade ID R-L-002 EUL: 15 years	<p>Eligible lighting fixtures are permanently installed and hardwired LED lighting fixtures, including downlight, track, ceiling and wall-mounted, or porchlight fixtures.</p>	0.06	Annual savings are per fixture.	IL TRM v8 volume 3 Res 5.5.9 LED Fixtures adapted for Alberta.

RENEWABLE ENERGY, SOLAR PV & SOLAR THERMAL

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Solar PV system Upgrade ID DER-001 EUL: 25 years	Solar photovoltaic (PV) systems convert solar energy into electricity for use by the building. The system components work together to optimize electricity generation from the sun, providing renewable electricity for both the building they are connected to and the grid.	4.59	According to data from Natural Resources Canada, the average solar PV system in Alberta can produce 1276 kWh of electricity per kW of solar panels per year. This figure does not represent net energy savings, but electricity consumption that is offset by the generation from the array.	NRCan Photovoltaic potential and solar resource maps of Canada https://www.nrcan.gc.ca/our-natural-resources/energy-sources-distribution/renewable-energy/solar-photovoltaic-energy/tools-solar-photovoltaic-energy/photovoltaic-potential-and-solar-resource-maps-canada/18366
Solar thermal water heating Upgrade ID DER-002 EUL: 12 years	Solar thermal water heating includes thermal tubes or flat plate collectors that capture solar energy and use it to heat water. This may be used for domestic hot water and space heating. Solar thermal pipe insulation ensures minimal heat is lost before heated water is delivered to fixtures. Pipe insulation (required for projects in the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.	13.41*	*Annual energy consumption offset by this upgrade is equal to 13.41 GJ per system, assuming it replaces a natural gas storage water heater. The baseline natural gas hot water tank is assumed to be sized based on the average household size (rounded up from 2.4 to 3 people) in Alberta. The replacement tank is sized for the same capacity as the existing tank. The solar data is calculated as an average of three representative locations shown in Alberta. This figure does not represent net energy savings, but natural gas consumption that is offset by the water heated by the system.	NRCan Solar Water Heating Systems - A Buyer's Guide https://www.nrcan.gc.ca/sites/nrcan/files/canmetenergy/files/pubs/SOLAR-BuyersGuide-SolarWaterHeatingSystems_ENG.pdf
Battery energy storage Upgrade ID DER-005 EUL: 10 years	Battery energy storage systems enable the storage of solar electricity generated on the property, to be used at a later point in time.	*	*This is not a stand-alone upgrade and savings are tied to the solar PV system's energy savings.	N/A

WATER HEATING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
Drain water heat recovery Upgrade ID R-W-001 EUL: 20 years	Drain water heat recovery transfers heat from the shower drain water to pre-warm the cold supply water before it goes into the water heater.	1.62	Annual savings are per installed drain water heat recovery pipe per household. Savings are calculated based on ThermoDrain TD338B.	IL TRM v8 volume 3 Res 5.4.11 Drain Water Heat Recovery adapted for Alberta. Natural Resources Canada; Energy Efficiency Ratings: Search; Drain-water heat recovery https://oee.nrcan.gc.ca/pml-lmp/index.cfm?action=app.search.recherche&appliance=DWHR
Tankless gas water heater Upgrade ID R-W-002 EUL: 13 years	Tankless (also called instantaneous or on-demand) water heaters supply domestic hot water to the home without using a storage tank. The tankless system avoids heat loss from water stored in a tank that must be regularly re-heated to maintain a safe water temperature. Pipe insulation ensures minimal heat is lost before heated water is delivered to fixtures. Pipe insulation (required for the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.	2.66	Annual savings are per tankless water heater assuming the average household size (2.4 people) in Alberta.	IL TRM v8 volume 3 Res 5.4.2 Gas Water Heater adapted for Alberta.

WATER HEATING

Upgrade Name	Description	Estimated Savings (GJ/year)	Energy Savings Assumptions	Reference for Energy Savings
<p>Heat pump water heater</p> <p>Upgrade ID R-W-003</p> <p>EUL: 15 years</p>	<p>A heat pump water heater replaces a conventional storage tank water heater. Rather than the heat coming from burning gas or an electric coil in the tank, heat is sourced from the air around the tank.</p> <p>Heat pump water heaters deliver hot water at a much higher efficiency than conventional water heaters.</p> <p>Pipe insulation ensures minimal heat is lost before heated water is delivered to fixtures.</p> <p>Pipe insulation (required for the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	4.72	Annual savings are per water heater assuming the average household size (2.4 people) in Alberta.	IL TRM v8 volume 3 Res 5.4.3 Heat Pump Water Heaters adapted for Alberta.
<p>High-efficiency storage water heater</p> <p>Upgrade ID R-W-004</p> <p>EUL: 15 years</p>	<p>A high-efficiency storage water heater replaces a conventional, less efficient gas or electric storage water heater.</p> <p>Pipe insulation ensures minimal heat is lost before heated water is delivered to fixtures. Pipe insulation (required for the City of Edmonton) is an eligible upgrade cost that can be combined with this upgrade to increase energy savings.</p>	3.51	Annual savings are per water heater. The baseline natural gas hot water tank is assumed to be sized based on the average household size (3 people) in Alberta. The replacement tank is sized for the same capacity as the existing tank.	IL TRM Version 10 Volume 3: Residential Measures Section 5.4.2 Gas Water Heater adapted for Alberta.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 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 29, 2024 to June 11, 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 29, 2024 to June 11, 2024 for a total of \$569,558.75, with funds to be transferred from Long Term Investments.

RESOLUTION by... that Council approves the transfer of \$743,108.42 from Long Term Investments for the second quarter Alberta School Foundation Fund Requisition payment.

Initials show support - Reviewed by:	Manager:		CAO:
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Ranges: From: To: From: To:
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number First Last
 Cheque Date 5/29/24 6/11/24

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
1823625 ALBERTA LTD. OA MARSHA	029214	6/11/24	\$86,625.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Crack Sealing Agmt #665	802	\$86,625.00	
AGS MECHANICAL CONTRACTORS LTD	029215	6/11/24	\$46.48
Invoice Description	Invoice Number	Invoice Amount	
WWTP Parts	12756-SW	\$46.48	
ALTALIS LTD.	029216	6/11/24	\$4,261.95
Invoice Description	Invoice Number	Invoice Amount	
Ann Cadastral Sub Agmt #80	64950	\$4,261.95	
ARMELLA-GORDON TRENT	029217	6/11/24	\$522.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	TAG01-061124	\$522.00	
BOSCHWICK CONTRACTING	029218	6/11/24	\$25,307.15
Invoice Description	Invoice Number	Invoice Amount	
Bear Canyon GB09	673	\$11,793.62	
Worsley GB01	674	\$13,513.53	
BRAUER ERNIE	029219	6/11/24	\$472.50
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	EB01-061124	\$472.50	
CLEAR HILLS WASTE MANAGEMENT	029220	6/11/24	\$11,252.58
Invoice Description	Invoice Number	Invoice Amount	
Worsley Hamlet Garbage Hauling	209	\$210.00	
Transfer Stations Contract	210	\$10,340.62	
Load/Haul Oversized Material	211	\$701.96	
CLEARDALE COLONY SCHOOL	029221	6/11/24	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Seniors Tea	053024	\$300.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
CLEARTECH INDUSTRIES INC.	029222	6/11/24	\$4,105.10
Invoice Description	Invoice Number	Invoice Amount	
Chemical & Freight	INV1116508	\$4,105.10	
CLIFF'S STEAMING	029223	6/11/24	\$456.75
Invoice Description	Invoice Number	Invoice Amount	
Thaw Culvert	3355	\$456.75	
COX NANCY	029224	6/11/24	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
Joint Municipality Mtg Caterer	052224	\$300.00	
D'EECKENBRUGGE, JEAN	029225	6/11/24	\$415.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JD01-061124	\$415.00	
DRIEDGER PAUL	029226	6/11/24	\$115.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	PD02-061124	\$115.00	
FRIESEN ABE	029227	6/11/24	\$716.25
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	AF02-061124	\$716.25	
FRIESEN LAVERNE	029228	6/11/24	\$199.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	LF02-061124	\$199.00	
FRIESEN RUDY	029229	6/11/24	\$393.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	RF02-061124	\$393.00	
FRIESEN, MATTHEW	029230	6/11/24	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	MF04-061124	\$175.00	
FRIESEN, NICHOLAS	029231	6/11/24	\$207.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	NF01-061124	\$207.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
FRONTIER CONSTRUCTION PRODUCTS	029232	6/11/24	\$26,659.50
Invoice Description	Invoice Number	Invoice Amount	
New Culverts	IN012585	\$26,659.50	
FURSTENWERTH KURT	029233	6/11/24	\$840.00
Invoice Description	Invoice Number	Invoice Amount	
AHS House R&M	24-05	\$840.00	
GOVERNMENT OF ALBERTA	029234	6/11/24	\$111.14
Invoice Description	Invoice Number	Invoice Amount	
D.T Transfer St. Annual Rent	0005984257	\$58.64	
Licence Drainage Ditch	0005961772	\$52.50	
GRADE PRO CONTRACTING LTD.	029235	6/11/24	\$50,792.73
Invoice Description	Invoice Number	Invoice Amount	
Cleardale GB07	1253	\$27,823.98	
Whitelaw GB15	1254	\$22,968.75	
GREAT WEST MEDIA	029236	6/11/24	\$1,800.23
Invoice Description	Invoice Number	Invoice Amount	
Newsletter Printing	GWM13562	\$1,800.23	
GRIMSHAW GRAVEL SALES	029237	6/11/24	\$665.28
Invoice Description	Invoice Number	Invoice Amount	
George Lake Gravel & Trucking	24177	\$665.28	
GROSS MARKUS	029238	6/11/24	\$82.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	MG02-061124	\$82.00	
H & G MASON HOLDINGS	029239	6/11/24	\$2,809.00
Invoice Description	Invoice Number	Invoice Amount	
Centerline Dirt/Trucking	6005	\$1,869.00	
Approach Upgrade-Dirt/Trucking	6006	\$940.00	
HICKOK BRUCE	029240	6/11/24	\$689.75
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	BH01-061124	\$689.75	
HICKOK RUEBEN	029241	6/11/24	\$470.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	RH01-061124	\$470.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount															
HIEBERT, PETER	029242	6/11/24	\$115.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>1st Quarter Fire Honorarium</td> <td>PH02-061124</td> <td>\$115.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	1st Quarter Fire Honorarium	PH02-061124	\$115.00									
Invoice Description	Invoice Number	Invoice Amount																
1st Quarter Fire Honorarium	PH02-061124	\$115.00																
HITECH BUSINESS SYSTEMS LTD.	029243	6/11/24	\$2,269.64															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Copier Service Agreement</td> <td>1747732</td> <td>\$193.49</td> </tr> <tr> <td>Copier Service Agreement</td> <td>1747733</td> <td>\$658.26</td> </tr> <tr> <td>Copier Service Agreement</td> <td>1751572</td> <td>\$1,264.42</td> </tr> <tr> <td>Copier Service Agreement</td> <td>1751571</td> <td>\$153.47</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Copier Service Agreement	1747732	\$193.49	Copier Service Agreement	1747733	\$658.26	Copier Service Agreement	1751572	\$1,264.42	Copier Service Agreement	1751571	\$153.47
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Copier Service Agreement	1751572	\$1,264.42																
Copier Service Agreement	1751571	\$153.47																
HOFFMAN HENRY	029244	6/11/24	\$742.50															
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Invoice Description	Invoice Number	Invoice Amount																
1st Quarter Fire Honorarium	HF01-061124	\$742.50																
HOFFMAN, HENRY CHRISTOPHER	029245	6/11/24	\$155.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>1st Quarter Fire Honorarium</td> <td>HH03-061124</td> <td>\$155.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	1st Quarter Fire Honorarium	HH03-061124	\$155.00									
Invoice Description	Invoice Number	Invoice Amount																
1st Quarter Fire Honorarium	HH03-061124	\$155.00																
JANZEN DAVID N.	029246	6/11/24	\$50.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Rental Deposit Refund</td> <td>82125-052824</td> <td>\$50.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Rental Deposit Refund	82125-052824	\$50.00									
Invoice Description	Invoice Number	Invoice Amount																
Rental Deposit Refund	82125-052824	\$50.00																
JANZEN, PAULUS	029247	6/11/24	\$121.00															
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Invoice Description	Invoice Number	Invoice Amount																
1st Quarter Fire Honorarium	PJ02-061124	\$121.00																
JANZEN, PHILLIP	029248	6/11/24	\$82.00															
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Invoice Description	Invoice Number	Invoice Amount																
1st Quarter Fire Honorarium	PJ03-061124	\$82.00																
KING JUSTIN	029249	6/11/24	\$329.00															
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1st Quarter Fire Honorarium	JK01-061124	\$329.00																
KRAUSE, ELIZABETH	029250	6/11/24	\$115.00															
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Invoice Description	Invoice Number	Invoice Amount																
1st Quarter Fire Honorarium	EK02-061124	\$115.00																
M.D. OF PEACE # 135	029251	6/11/24	\$1,000.00															
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Annual Fire Service Agmt #54</td> <td>202300465</td> <td>\$1,000.00</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Annual Fire Service Agmt #54	202300465	\$1,000.00									
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Vendor Name	Cheque Number	Cheque Date	Cheque Amount
MACKENZIE MUNICIPAL SERVICES A	029252	6/11/24	\$2,107.50
Invoice Description	Invoice Number	Invoice Amount	
Wall Maps & Map Book Printing	202422	\$2,107.50	
MARTENS, PETER	029253	6/11/24	\$296.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	PM03-061124	\$296.00	
MARTIN DYLAN	029254	6/11/24	\$412.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	DM04-061124	\$412.00	
MENNO SIMONS COMMUNITY LIBRARY	029255	6/11/24	\$300.00
Invoice Description	Invoice Number	Invoice Amount	
2024 Seniors Tea	052924	\$300.00	
MUELLER JONATHAN	029256	6/11/24	\$215.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JM03-061124	\$215.00	
NORTH PEACE HOUSING FOUNDATION	029257	6/11/24	\$157,761.50
Invoice Description	Invoice Number	Invoice Amount	
2024 NPHF Requisition	011624	\$631,045.98	
NORTH PEACE REGIONAL LANDFILL	029258	6/11/24	\$65,229.84
Invoice Description	Invoice Number	Invoice Amount	
2024 Requisition	REQ 2024	\$130,459.68	
OBRIGEWITCH STACEY	029259	6/11/24	\$75.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	SO02-061124	\$75.00	
PETERS ABRAM	029260	6/11/24	\$142.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	AP02-061124	\$142.00	
PETERS BERNHARD	029261	6/11/24	\$122.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	BP05-061124	\$122.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
PETERS FRANK	029262	6/11/24	\$223.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	FP01-061124	\$223.00	
PETERS JOHAN	029263	6/11/24	\$44.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JP04-061124	\$44.00	
PETERS JOSEPH	029264	6/11/24	\$197.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JP01-061124	\$197.00	
PETERS PHILIP	029265	6/11/24	\$380.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	PP03-061124	\$380.00	
PETERS, WILLIAM	029266	6/11/24	\$167.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	WP01-061124	\$167.00	
PROGRADE SERVICES LTD.	029267	6/11/24	\$31,668.00
Invoice Description	Invoice Number	Invoice Amount	
Mont GB03	4347	\$31,668.00	
PSD CITYWIDE INC.	029268	6/11/24	\$3,412.87
Invoice Description	Invoice Number	Invoice Amount	
City Wide Annual Renewal	21425	\$3,412.87	
REYNOLDS MIRTH RICHARDS & FARM	029269	6/11/24	\$517.03
Invoice Description	Invoice Number	Invoice Amount	
O&G Tax Collections	270004	\$517.03	
ROAMING TRANSPORT	029270	6/11/24	\$13,268.33
Invoice Description	Invoice Number	Invoice Amount	
Hines Creek GB14	0513	\$13,268.33	
RUECKER JASON	029271	6/11/24	\$93.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JR04-061124	\$93.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RUSSELL WANDA & BRIAN	029272	6/11/24	\$7,770.00
Invoice Description	Invoice Number	Invoice Amount	
Sulphur Lake Caretaker	053124	\$7,770.00	
SCANALTA POWER SALES LTD.	029273	6/11/24	\$110.88
Invoice Description	Invoice Number	Invoice Amount	
Mont Fire Trailer Pump R&M	027758	\$110.88	
SEEBACH JASON	029274	6/11/24	\$155.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JS04-061124	\$155.00	
SKERRATT, CLAYTON AND ANN	029275	6/11/24	\$1,950.00
Invoice Description	Invoice Number	Invoice Amount	
May Janitorial Services	223275	\$1,950.00	
STEWART, STEVEN	029276	6/11/24	\$459.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	SS03-061124	\$459.00	
THORSON CANDACE	029277	6/11/24	\$50.00
Invoice Description	Invoice Number	Invoice Amount	
Rental Deposit Refund	81323-020924	\$50.00	
TRINUS TECHNOLOGIES INC.	029278	6/11/24	\$5,778.92
Invoice Description	Invoice Number	Invoice Amount	
June Service Agreement #57	7223	\$5,778.92	
ULINE CANADA	029279	6/11/24	\$3,157.53
Invoice Description	Invoice Number	Invoice Amount	
Plastic Cutlery - Events	14184673	\$303.77	
Chairs - Office & Comm Centre	14229969	\$2,853.76	
URE RYAN	029280	6/11/24	\$88.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	RU01-061124	\$88.00	
WALMSLEY BLAIR	029281	6/11/24	\$84.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	BW02-061124	\$84.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
WAIMSLEY EDWARD	029282	6/11/24	\$896.25
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	EW01-061124	\$896.25	
WILD ELECTRIC LTD.	029283	6/11/24	\$1,216.49
Invoice Description	Invoice Number	Invoice Amount	
C Point Well Pump Inspection	36629	\$1,216.49	
WOLFE JOHAN	029284	6/11/24	\$42.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	JW06-061124	\$42.00	
WOLFE, CORNELIUS	029285	6/11/24	\$131.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	CW03-061124	\$131.00	
WOLSELEY CANADA INC.	029286	6/11/24	\$1,572.73
Invoice Description	Invoice Number	Invoice Amount	
Regional Water Line Repair	9035703	\$1,560.83	
WWTP Truck Fill Repair	9039707	\$11.90	
WORSLEY GATEWAY INN	029287	6/11/24	\$151.51
Invoice Description	Invoice Number	Invoice Amount	
Seniors Videographer Room	58698	\$151.51	
WORSLEY GRAVEL SUPPLY LTD.	029288	6/11/24	\$25,387.45
Invoice Description	Invoice Number	Invoice Amount	
Approach/Centreline/Rd Repair	7577	\$4,748.18	
Approach/Centreline/Rd Repair	7585	\$3,678.44	
Spot Gravelling	7578	\$7,860.93	
Apporach Installation	7571	\$1,244.29	
Rd Repair/Rip Rap/Dirt	7576	\$3,722.04	
Approach Installation	7861	\$4,133.57	
WSP	029289	6/11/24	\$1,320.64
Invoice Description	Invoice Number	Invoice Amount	
Cleardale Overlay-Poplar Drive	20113556	\$1,320.64	
WYCLIFFE ENTERPRISES LTD.	029290	6/11/24	\$15,618.75
Invoice Description	Invoice Number	Invoice Amount	
Eureka GB13	857	\$15,618.75	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ZACHARIAS ABRAHAM	029291	6/11/24	\$214.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	AZ03-061124	\$214.00	
ZACHARIAS ANTON	029292	6/11/24	\$157.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	AZ05-061124	\$157.00	
ZACHARIAS DERICK	029293	6/11/24	\$117.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	DZ02-061124	\$117.00	
ZACHARIAS GERHARD	029294	6/11/24	\$86.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	GZ02-061124	\$86.00	
ZACHARIAS HEINRICH	029295	6/11/24	\$197.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	HZ02-061124	\$197.00	
ZACHARIAS HENRY	029296	6/11/24	\$46.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	HZ01-061124	\$46.00	
ZACHARIAS WILLIAM	029297	6/11/24	\$119.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	WZ03-061124	\$119.00	
ZACHARIAS, BEN	029298	6/11/24	\$283.00
Invoice Description	Invoice Number	Invoice Amount	
1st Quarter Fire Honorarium	BZ01-061124	\$283.00	
Report Total		\$ 569,558.75	

Ranges: From: To: From: To:
 Cheque Number First Last Cheque Date 5/29/24 6/11/24
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
029214	1823625	1823625 ALBERTA LTD. OA MARSHA	6/11/24	ATB	PMCHQ00001264	\$86,625.00
029215	AGSMECHANICAL	AGS MECHANICAL CONTRACTORS LTD	6/11/24	ATB	PMCHQ00001264	\$46.48
029216	ALTALIS01	ALTALIS LTD.	6/11/24	ATB	PMCHQ00001264	\$4,261.95
029217	ARMELLA-GORDON	TRENT ARMELLA-GORDON	6/11/24	ATB	PMCHQ00001264	\$522.00
029218	BOSCHWICK01	BOSCHWICK CONTRACTING	6/11/24	ATB	PMCHQ00001264	\$25,307.15
029219	BRAUER01	ERNIE BRAUER	6/11/24	ATB	PMCHQ00001264	\$472.50
029220	CLEARHILLSW	CLEAR HILLS WASTE MANAGEMENT	6/11/24	ATB	PMCHQ00001264	\$11,252.58
029221	CLCOL06	WORSLEY CENTRAL SCHOOL	6/11/24	ATB	PMCHQ00001264	\$300.00
029222	CLEARTECH01	CLEARTECH INDUSTRIES INC.	6/11/24	ATB	PMCHQ00001264	\$4,105.10
029223	CLIFF01	CLIFF'S STEAMING	6/11/24	ATB	PMCHQ00001264	\$456.75
029224	COXNANCY01	NANCY COX	6/11/24	ATB	PMCHQ00001264	\$300.00
029225	D'EECKENBRUGGE	JEAN D'EECKENBRUGGE	6/11/24	ATB	PMCHQ00001264	\$415.00
029226	DRIEDGERPA	PAUL DRIEDGER	6/11/24	ATB	PMCHQ00001264	\$115.00
029227	FRIESEN05	ABE FRIESEN	6/11/24	ATB	PMCHQ00001264	\$716.25
029228	FRIESENLA	LAVERNE FRIESEN	6/11/24	ATB	PMCHQ00001264	\$199.00
029229	FRIESEN R	RUDY FRIESEN	6/11/24	ATB	PMCHQ00001264	\$393.00
029230	FRIESEN M	MATTHEW FRIESEN	6/11/24	ATB	PMCHQ00001264	\$175.00
029231	FRIESEN N	NICHOLAS FRIESEN	6/11/24	ATB	PMCHQ00001264	\$207.00
029232	FRONTIER01	FRONTIER CONSTRUCTION PRODUCTS	6/11/24	ATB	PMCHQ00001264	\$26,659.50
029233	FURSTENWERTHK	KURT FURSTENWERTH	6/11/24	ATB	PMCHQ00001264	\$840.00
029234	GOVERNMENT02	GOVERNMENT OF ALBERTA	6/11/24	ATB	PMCHQ00001264	\$111.14
029235	GRADEPRO	GRADE PRO CONTRACTING LTD.	6/11/24	ATB	PMCHQ00001264	\$50,792.73
029236	GREATWEST	GREAT WEST MEDIA, LP	6/11/24	ATB	PMCHQ00001264	\$1,800.23
029237	GRIMSHAW02	GRIMSHAW GRAVEL SALES	6/11/24	ATB	PMCHQ00001264	\$665.28
029238	GROSS02	MARKUS GROSS	6/11/24	ATB	PMCHQ00001264	\$82.00
029239	H&GMASON01	H & G MASON HOLDINGS	6/11/24	ATB	PMCHQ00001264	\$2,809.00
029240	HICKOK02	BRUCE HICKOK	6/11/24	ATB	PMCHQ00001264	\$689.75
029241	HICKOK03	RUEBEN HICKOK	6/11/24	ATB	PMCHQ00001264	\$470.00
029242	HIEBERTP	PETER HIEBERT	6/11/24	ATB	PMCHQ00001264	\$115.00
029243	HITECH01	HITECH BUSINESS SYSTEMS LTD.	6/11/24	ATB	PMCHQ00001264	\$2,269.64
029244	HOFFMAN01	HENRY HOFFMAN	6/11/24	ATB	PMCHQ00001264	\$742.50
029245	HOFFMAN02	HENRY CHRISTOPHER HOFFMAN	6/11/24	ATB	PMCHQ00001264	\$155.00
029246	JANZEN02	DAVID N. JANZEN	6/11/24	ATB	PMCHQ00001264	\$50.00
029247	JANZENPA	PAULUS JANZEN	6/11/24	ATB	PMCHQ00001264	\$121.00
029248	JANZENP	PHILLIP JANZEN	6/11/24	ATB	PMCHQ00001264	\$82.00
029249	KING02	JUSTIN KING	6/11/24	ATB	PMCHQ00001264	\$329.00
029250	KRAUSEE	ELIZABETH KRAUSE	6/11/24	ATB	PMCHQ00001264	\$115.00
029251	MDPEACE01	M.D OF PEACE #135	6/11/24	ATB	PMCHQ00001264	\$1,000.00
029252	MACKENZIE01	MACKENZIE MUNICIPAL	6/11/24	ATB	PMCHQ00001264	\$2,107.50
029253	MARTENSP	PETER MARTENS	6/11/24	ATB	PMCHQ00001264	\$296.00
029254	MARTIND	DYLAN MARTIN	6/11/24	ATB	PMCHQ00001264	\$412.00
029255	MENNO02	MENNO SIMONS COMMUNITY LIBRARY	6/11/24	ATB	PMCHQ00001264	\$300.00
029256	MUELLER01	JONATHAN MUELLER	6/11/24	ATB	PMCHQ00001264	\$215.00
029257	NPHOUSE01	NORTH PEACE HOUSING FOUNDATION	6/11/24	ATB	PMCHQ00001264	\$157,761.50
029258	NORTHPEACE01	NORTH PEACE REGIONAL	6/11/24	ATB	PMCHQ00001264	\$65,229.84
029259	OBRIGEWITCHS	STACEY OBRIGEWITCH	6/11/24	ATB	PMCHQ00001264	\$75.00
029260	PETERS13	ABRAM PETERS	6/11/24	ATB	PMCHQ00001264	\$142.00
029261	PETERSB	BERNHARD PETERS	6/11/24	ATB	PMCHQ00001264	\$122.00
029262	PETERS16	FRANK PETERS	6/11/24	ATB	PMCHQ00001264	\$223.00
029263	PETERSJ02	JOHAN PETERS	6/11/24	ATB	PMCHQ00001264	\$44.00
029264	PETERS21	JOSEPH PETERS	6/11/24	ATB	PMCHQ00001264	\$197.00
029265	PETERSP	PHILLIP PETERS	6/11/24	ATB	PMCHQ00001264	\$380.00
029266	PETERSW01	WILLIAM PETERS	6/11/24	ATB	PMCHQ00001264	\$167.00
029267	PROGRADE01	PROGRADE SERVICES LTD.	6/11/24	ATB	PMCHQ00001264	\$31,668.00

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
029268	PSD	PSD CITYWIDE INC.	6/11/24	ATB	PMCHQ00001264	\$3,412.87
029269	REYNOLDS02	REYNOLDS MIRTH	6/11/24	ATB	PMCHQ00001264	\$517.03
029270	ROAMING	ROAMING TRANSPORT	6/11/24	ATB	PMCHQ00001264	\$13,268.33
029271	RUECKERJ01	JASON RUECKER	6/11/24	ATB	PMCHQ00001264	\$93.00
029272	RUSSELLB	WANDA & BRIAN RUSSELL	6/11/24	ATB	PMCHQ00001264	\$7,770.00
029273	SCANALTA01	SCANALTA POWER SALES LTD.	6/11/24	ATB	PMCHQ00001264	\$110.88
029274	SEEBACHJ	JASON SEEBACH	6/11/24	ATB	PMCHQ00001264	\$155.00
029275	SKERRATT	CLAYTON AND ANN SKERRATT	6/11/24	ATB	PMCHQ00001264	\$1,950.00
029276	STEWARTS	STEVEN STEWART	6/11/24	ATB	PMCHQ00001264	\$459.00
029277	THORSONCA	CANDACE THORSON	6/11/24	ATB	PMCHQ00001264	\$50.00
029278	TRINUS01	TRINUS TECHNOLOGIES INC.	6/11/24	ATB	PMCHQ00001264	\$5,778.92
029279	ULINE01	ULINE CANADA	6/11/24	ATB	PMCHQ00001264	\$3,157.53
029280	URER	RYAN URE	6/11/24	ATB	PMCHQ00001264	\$88.00
029281	WALMSLEY04	BLAIR WALMSLEY	6/11/24	ATB	PMCHQ00001264	\$84.00
029282	WALMSLEY02	EDWARD WALMSLEY	6/11/24	ATB	PMCHQ00001264	\$896.25
029283	WILDELECT01	WILD ELECTRIC LTD.	6/11/24	ATB	PMCHQ00001264	\$1,216.49
029284	WOLFEJ	JOHAN WOLFE	6/11/24	ATB	PMCHQ00001264	\$42.00
029285	WOLFEC	CORNELIUS WOLFE	6/11/24	ATB	PMCHQ00001264	\$131.00
029286	WOLSE01	WOLSELEY CANADA INC.	6/11/24	ATB	PMCHQ00001264	\$1,572.73
029287	WGATEWAY	WORSLEY GATEWAY INN	6/11/24	ATB	PMCHQ00001264	\$151.51
029288	WOGRO1	WORSLEY GRAVEL SUPPLY LTD.	6/11/24	ATB	PMCHQ00001264	\$25,387.45
029289	WSP01	WSP CANADA INC.	6/11/24	ATB	PMCHQ00001264	\$1,320.64
029290	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	6/11/24	ATB	PMCHQ00001264	\$15,618.75
029291	ZACHARIAS03	ABRAHAM ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$214.00
029292	ZACHARIASA	ANTON ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$157.00
029293	ZACHARIAS39	DERICK ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$117.00
029294	ZACHARIASG	GERHARD ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$86.00
029295	ZACHARIASH02	HEINRICH ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$197.00
029296	ZACHARIASHE	HENRY ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$46.00
029297	ZACHARIASW	WILLIAM ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$119.00
029298	ZACHRIASB	BEN ZACHARIAS	6/11/24	ATB	PMCHQ00001264	\$283.00

Total Cheques: 85

Total Amount of Cheques: \$569,558.75

ATB MASTER CARD DETAILS			
DATE OF PURCHASE	PLACE OF PURCHASE	DESCRIPTION	AMOUNT
4/04/24	Canada Post	Newsletter Mailout - EA	\$ 61.79
4/04/24	Canada Post	Newsletter Mailout - EA	\$ 85.79
4/04/24	Canada Post	Newsletter Mailout - EA	\$ 127.33
4/04/24	Canada Post	Newsletter Mailout - EA	\$ 49.62
4/04/24	Canada Post	Newsletter Mailout - EA	\$ 7.96
4/04/24	Canada Post	Newsletter Mailout - EA	\$ 9.36
4/06/24	Peavey Mart	ASB Trade Show Basket - EA	\$ 114.89
4/23/24	GoTo Technologies Canada Ltd	Video Conferencing Account - EA	\$ 27.30
4/24/24	Visme	EA Computer Program - EA	\$ 419.45
4/30/24	Canada Post	Newsletter Mailout - EA	\$ 61.79
4/30/24	Canada Post	Newsletter Mailout - EA	\$ 127.33
4/30/24	Canada Post	Newsletter Mailout - EA	\$ 49.62
4/30/24	Canada Post	Newsletter Mailout - EA	\$ 7.96
4/30/24	Canada Post	Newsletter Mailout - EA	\$ 85.79
4/30/24	Canada Post	Newsletter Mailout - EA	\$ 9.36
4/05/24	Amazon	Food Containers for Office Lunch Room - AP	\$ 118.04
4/09/24	University of Alberta	Community Clerk Course - AP	\$ 845.00
4/15/24	Canada Post	Returned Cord - AP	\$ 16.59
4/18/24	Amazon	Web Cameras & Shipping - AP	\$ 251.39
4/18/24	Amazon	Coffee for Office - AP	\$ 63.12
4/20/24	HP	Reception Printer Ink - AP	\$ 303.43
4/21/24	HP	Reception Printer Ink - AP	\$ 331.78
4/25/24	Cheque Print	Bank Deposit Books - AP	\$ 75.60
4/26/24	R.P. H Irrigations Services Ltd.	Parts Unit 64-11 - AP	\$ 1,030.16



ATB

MONTHLY STATEMENT
APR 05 to MAY 07, 2024



CLEAR HILLS COUNTY *
Account Number: [redacted]
Alberta BusinessCard

We'd like to help you:
 atb.com
 1-800-332-8383



YOUR ACCOUNT SUMMARY

Statement date: May 07, 2024

PREVIOUS CHARGES AND PAYMENTS

Your previous balance **\$6,834.67**

Payments made from Apr 05 to May 07 - Thank you -\$6,834.67

Credits \$0.00

Total payments and credits **-\$6,834.67**

NEW CHARGES

Purchases and returns \$4,280.45

Cash advances and Mastercard cheques \$0.00

Fees and adjustments \$0.00

Interest charges \$0.00

Total new charges **\$4,280.45**

Your new balance **\$4,280.45**

MINIMUM PAYMENT AND CREDIT LIMIT

Minimum payment due **\$129.00** Your credit limit **\$60,000.00**

Payment due date **May 28, 2024** Available credit on May 07 **\$55,719.55**

Page 1 of 4

ATB Financial



Payment Slip

If you're paying by mail, please send this remittance slip with your cheque to:

ATB Financial Mastercard
P.O. Box 21063
Calgary, AB T2P 4H5

Account number:

Your new balance: **\$4,280.45**

Minimum payment due: **\$129.00**

Payment due date: **May 28, 2024**

Amount enclosed: \$

PFDATEXH 001717

CLEAR HILLS COUNTY *
PO BOX 240
WORSLEY AB T0H 3W0

PAYMENTS AND CREDITS

Any payments you made that we received after May 07, 2024 will appear on your next statement.

Date Posted	Description	Amount (\$)
Apr 25	AUTOMATIC PAYMENT-THANKS	-6,834.67
Total payments and credits		-\$6,834.67

1 \$4,280.45 will be debited from your account and credited as your automatic payment on **May 28, 2024**.

PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Apr 04	Apr 05	CPC SCP/C176439480 OTTAWA ON	61.79
Apr 04	Apr 05	CPC SCP/C176439488 OTTAWA ON	85.79
Apr 04	Apr 05	CPC SCP/C176439463 OTTAWA ON	127.33
Apr 04	Apr 05	CPC SCP/C176439545 OTTAWA ON	49.62
Apr 04	Apr 05	CPC SCP/C176439113 OTTAWA ON	7.96
Apr 04	Apr 05	CPC SCP/C176439311 OTTAWA ON	9.36
Apr 06	Apr 06	PEAVEY MART #070 GRANDE PRAIRI AB	114.89
Apr 23	Apr 23	GOTOCOM*GOTOMEETING GOTO.COM QC	27.30
Apr 24	Apr 24	VI SME 8775761924 MD US DOLLAR 297.00 X 1.41228956	419.45
Apr 30	Apr 30	CPC SCP/C176579743 OTTAWA ON	61.79
Apr 30	Apr 30	CPC SCP/C176579900 OTTAWA ON	127.33
Apr 30	Apr 30	CPC SCP/C176579495 OTTAWA ON	49.62
Apr 30	Apr 30	CPC SCP/C176579611 OTTAWA ON	7.96
Apr 30	Apr 30	CPC SCP/C176580154 OTTAWA ON	85.79
Apr 30	Apr 30	CPC SCP/C176579474 OTTAWA ON	9.36
Total for			\$1,245.34

(continued on next page)

1 You have made a foreign currency transaction. For further details on how we calculated this currency conversion, please see the "Other Items For Your Attention" page of your statement.

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Making payments

You can make your payment by:

- Autopay (**pre-authorized debit**)
- **ABM**
- **Telephone** banking
- **Internet** banking
- **Mail**, to the address alongside
- at any **ATB branch**.

1 Please allow enough time for your payment to reach us by the due date.

Mail your payments and enquiries to:

ATB Financial Mastercard
P.O. Box 21063
Calgary, AB T2P 4H5

**ATB****MONTHLY STATEMENT
APR 05 to MAY 07, 2024****CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard****PURCHASES AND RETURNS (continued)**

Date Charged	Date Posted	Description	Amount (\$)
Apr 05	Apr 05	AMZN MKTP CA*2U4AT4NM3 WWW.AMAZON.CA ON	118.04
Apr 09	Apr 09	UOFA REGISTRARS OFFICE EDMONTON AB	845.00
Apr 15	Apr 15	CPC / SCP 577944 WORSLEY AB	16.59
Apr 18	Apr 18	AMZN MKTP CA*7B40W9WH3 WWW.AMAZON.CA ON	251.39
Apr 18	Apr 18	AMAZON.CA*LG43X83L3 AMAZON.CA ON	63.12
Apr 20	Apr 20	HP *CANADA CO 877-231-4351 NS	303.43
Apr 21	Apr 21	HP *CANADA CO 877-231-4351 NS	331.78
Apr 25	Apr 25	CHEQUE PRINT SOLUTIONS CALGARY AB	75.60
Apr 26	Apr 26	RPH IRRIGATION SERVICE 403-243-0012 AB	1,030.16
Total for			\$3,035.11
Total purchases and returns			\$4,280.45

INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	9.20 (v)
Cash advances and Mastercard cheques	0.00	9.20 (v)
Total interest charges	\$0.00	

(v) - Variable (f) - Fixed

**FOR YOUR BUDGETING - HOW YOU USED YOUR
CREDIT CARD(S)**

Category	Spent This Period (\$)
Dining and entertainment	0.00
Grocery	0.00
Professional services	0.00
Retail stores	777.40
Utilities	432.55
Home improvement and maintenance	0.00
Travel and lodging	0.00
Vehicle expenses (fuel, repair)	0.00
Business services	2,225.50
Miscellaneous	845.00
Sub-total (purchases and returns)	\$4,280.45
Cash advances and Mastercard cheques	\$0.00
Grand total	\$4,280.45

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11,2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	BYLAW NO.288-24 FIRE BANS
File:	23-02-02

DESCRIPTION:

Council is presented with requested changes to Bylaw No. 285-24.

ATTACHMENTS:

- Current Bylaw No. 285-24 Fire Bans
- Bylaw No.288-24 Fire Bans

RECOMMENDED ACTION:

RESOLUTION by that first reading be given to Bylaw No. 288-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban and removing an active Fire Ban by motion of Council as per the Procedural Bylaw at Councils discretion.

RESOLUTION by that second reading be given to Bylaw No. 288-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban and removing an active Fire Ban by motion of Council as per the Procedural Bylaw at Councils discretion.

RESOLUTION by proceed to a third and final reading be given to Bylaw No. 288-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban and removing an active Fire Ban by motion of Council as per the Procedural Bylaw at Councils discretion.

RESOLUTION by that a third reading be given to Bylaw No. 288-24, a Bylaw of Clear Hills County, in the Province of Alberta, for the purpose of Clear Hills County putting on a Fire Ban and removing an active Fire Ban by motion of Council as per the Procedural Bylaw at Councils discretion.

Initials show support - Reviewed by:

Manager:

CAO:



BYLAW NO. ~~285-24-288-24~~

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 **as per the procedural bylaw**, to extinguish open fires or other fires deemed to be hazardous in the County.
- g. **REMOVAL OF FIRE BAN shall mean a provincial ministerial order, or a removal of Fire Ban motion made by Council as per the procedural bylaw, to remove the active Fire Ban.**
- h. BURN shall mean any fires ignited in Clear Hills County.
- i. 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.
- j. FOREST PROTECTION AREA means an area, or the area designated under section 41 (c) of the Forest and Prairie Protection Act.
- k. 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.

- l. OHV means off-highway vehicle, and has the same meaning assigned to it in the Traffic Safety Act.
- m. 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 ~~Council 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 ~~By Motion of Council as per the procedural bylaw -~~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 ~~By Motion of Council as per the procedural bylaw -~~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 **active** 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 ___ day of ~~May~~ June 2024.

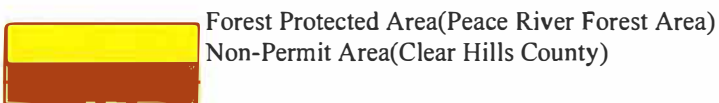
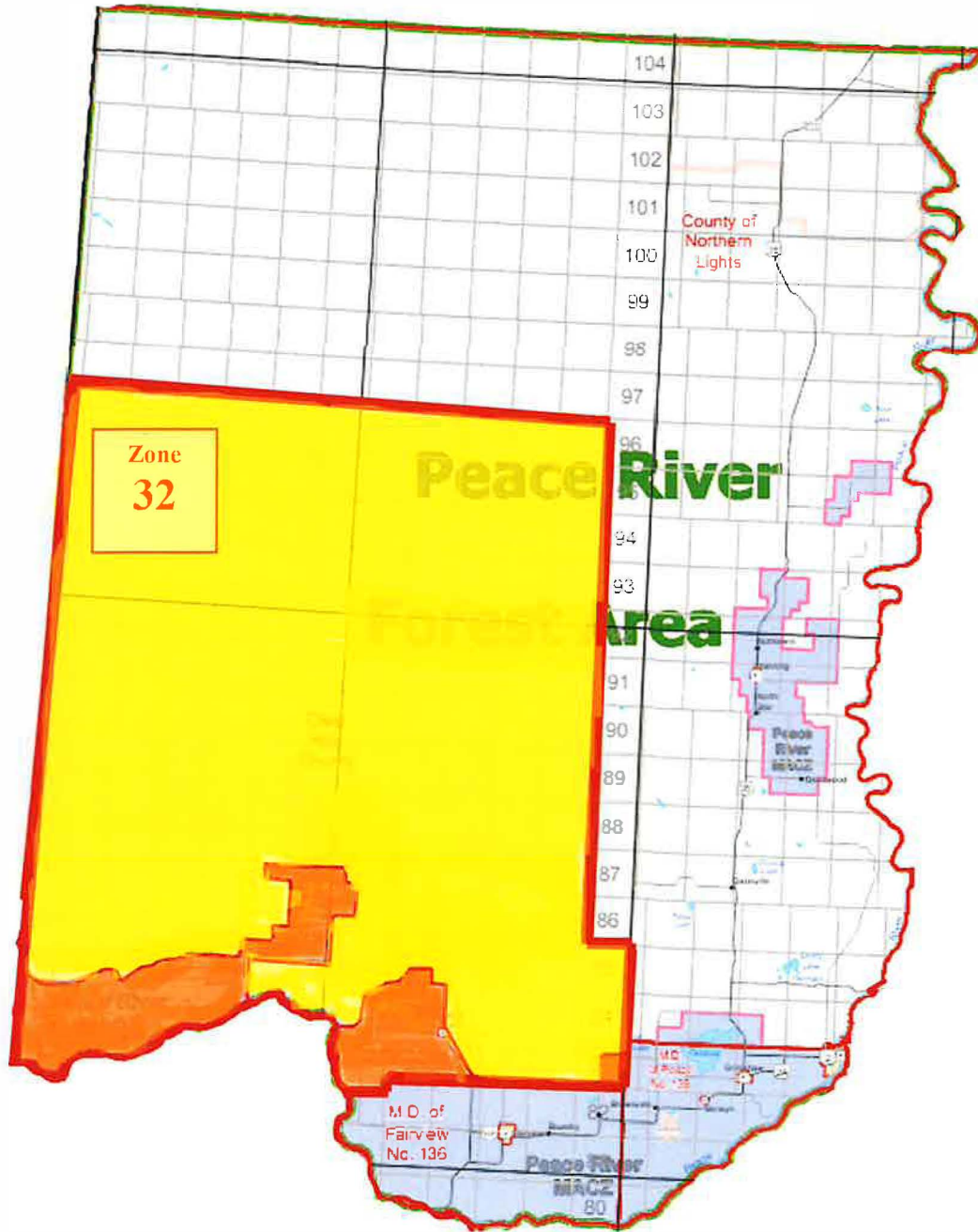
READ a second time this ___ day of ~~May~~ June 2024

READ a third time this ___ day of ~~May~~ June 2024

Amber Bean, Reeve

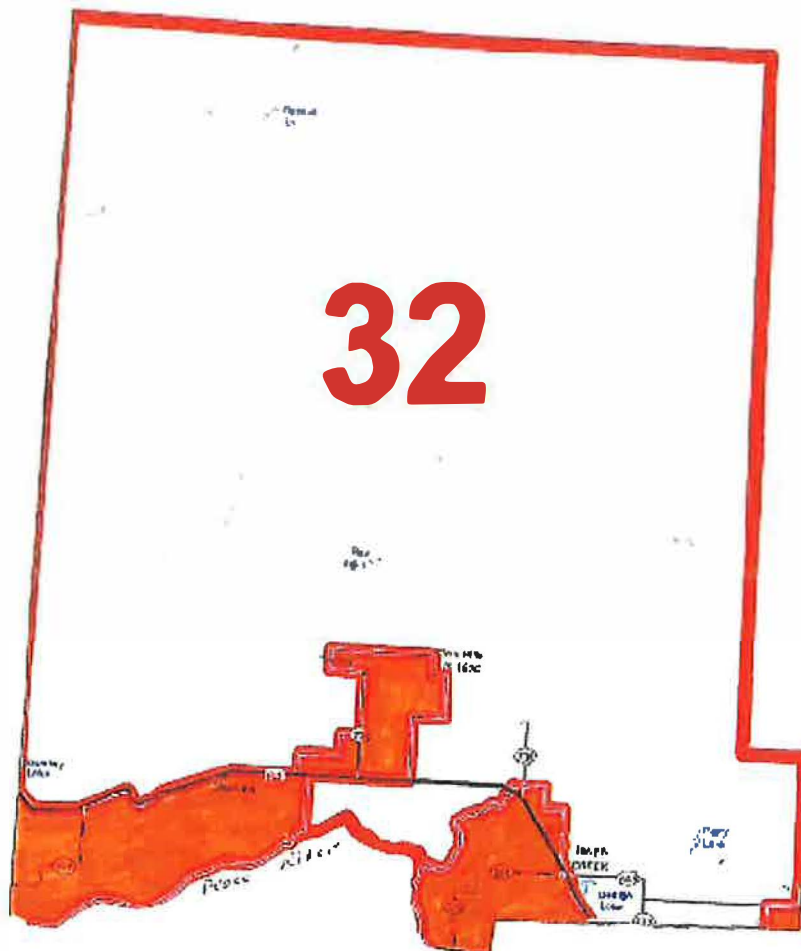
Allan Rowe, Chief Administrative Officer

Bylaw 285-24 Schedule A
FireControl Zone 32 Map Clear Hills County



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

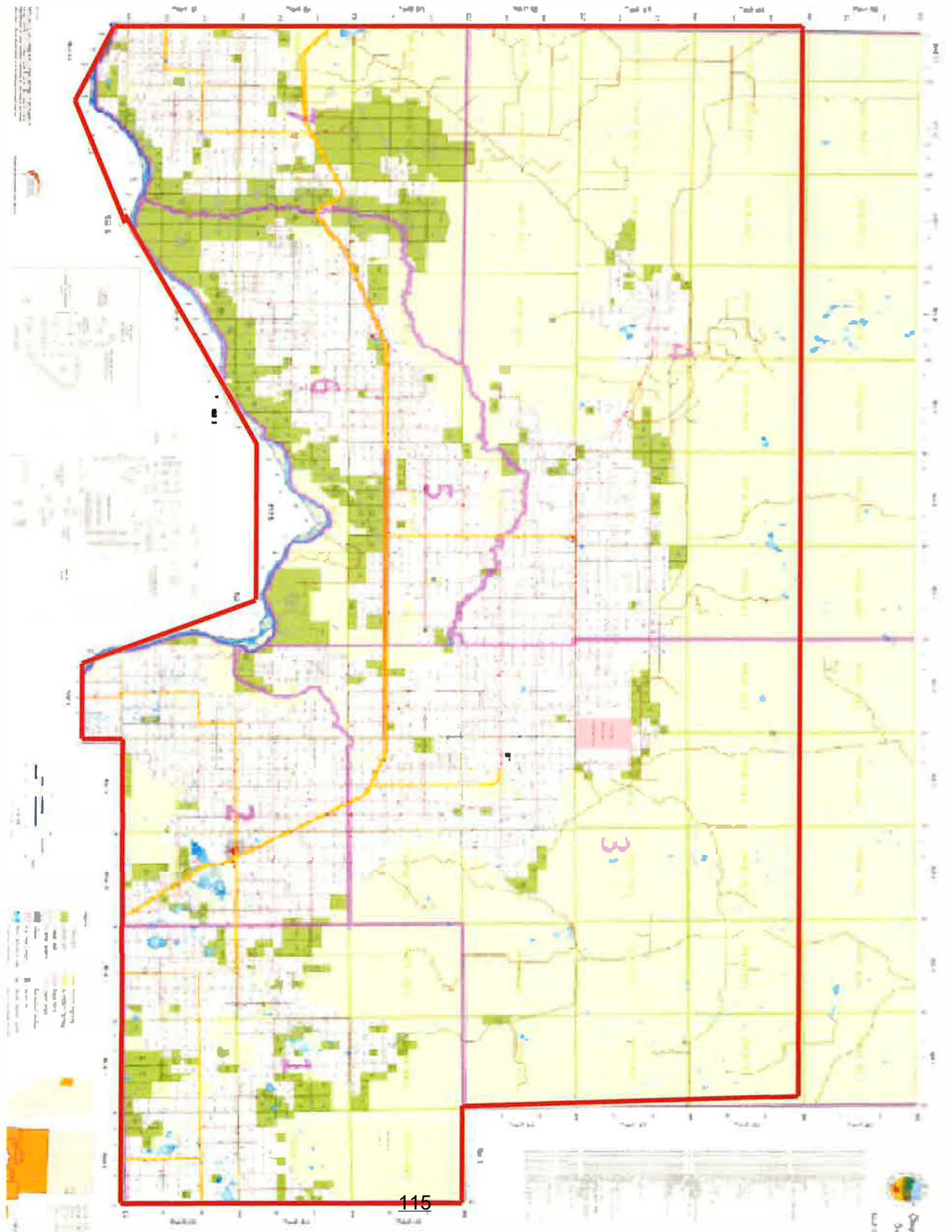
-  Forest Protection Area
-  Non Permit Area



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

Schedule A.1

TWP 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.

BYLAW NO. 288-24

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

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

READ a first time this ___ day of June 2024.

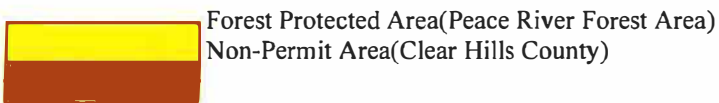
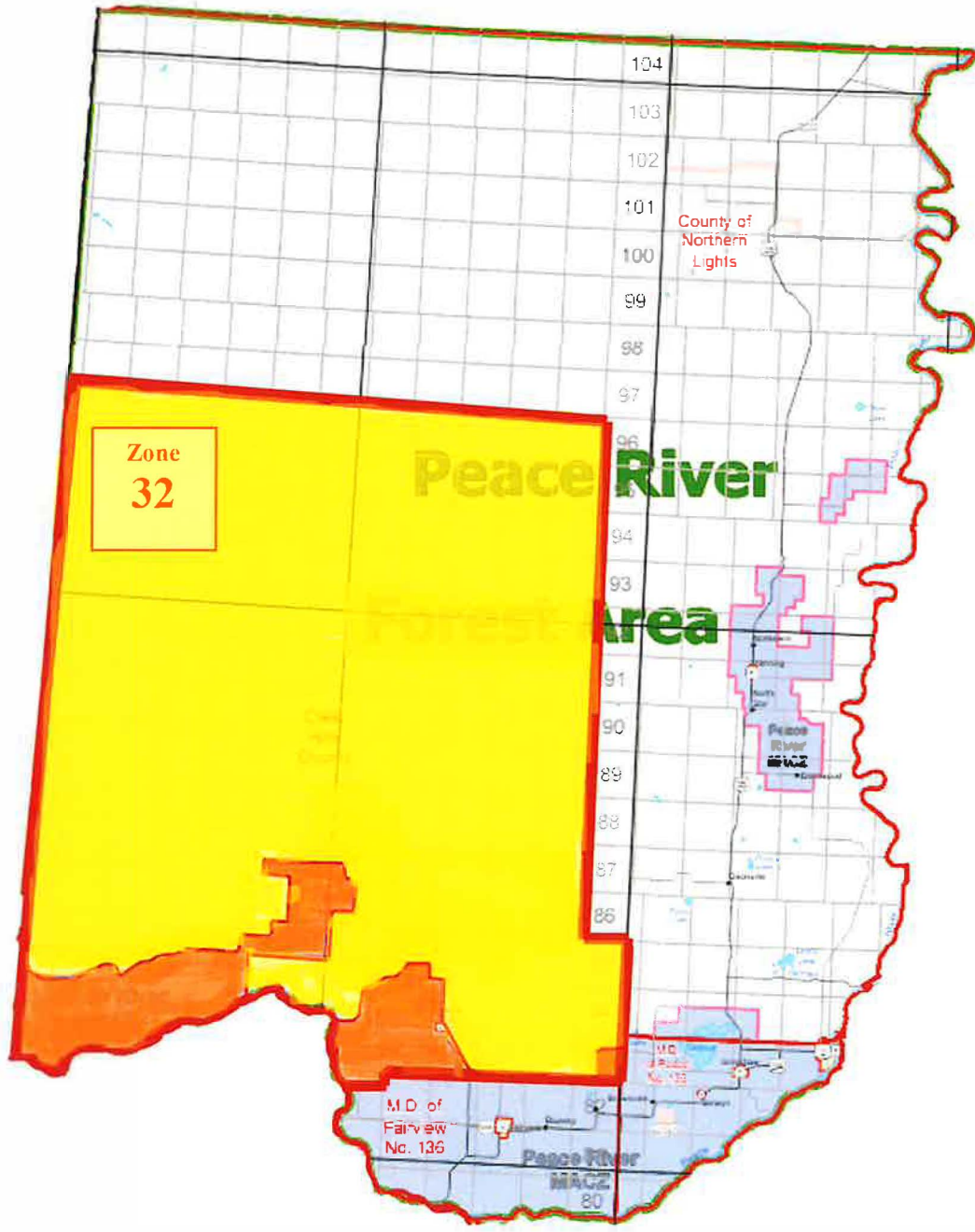
READ a second time this ___ day of June 2024

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Amber Bean, Reeve

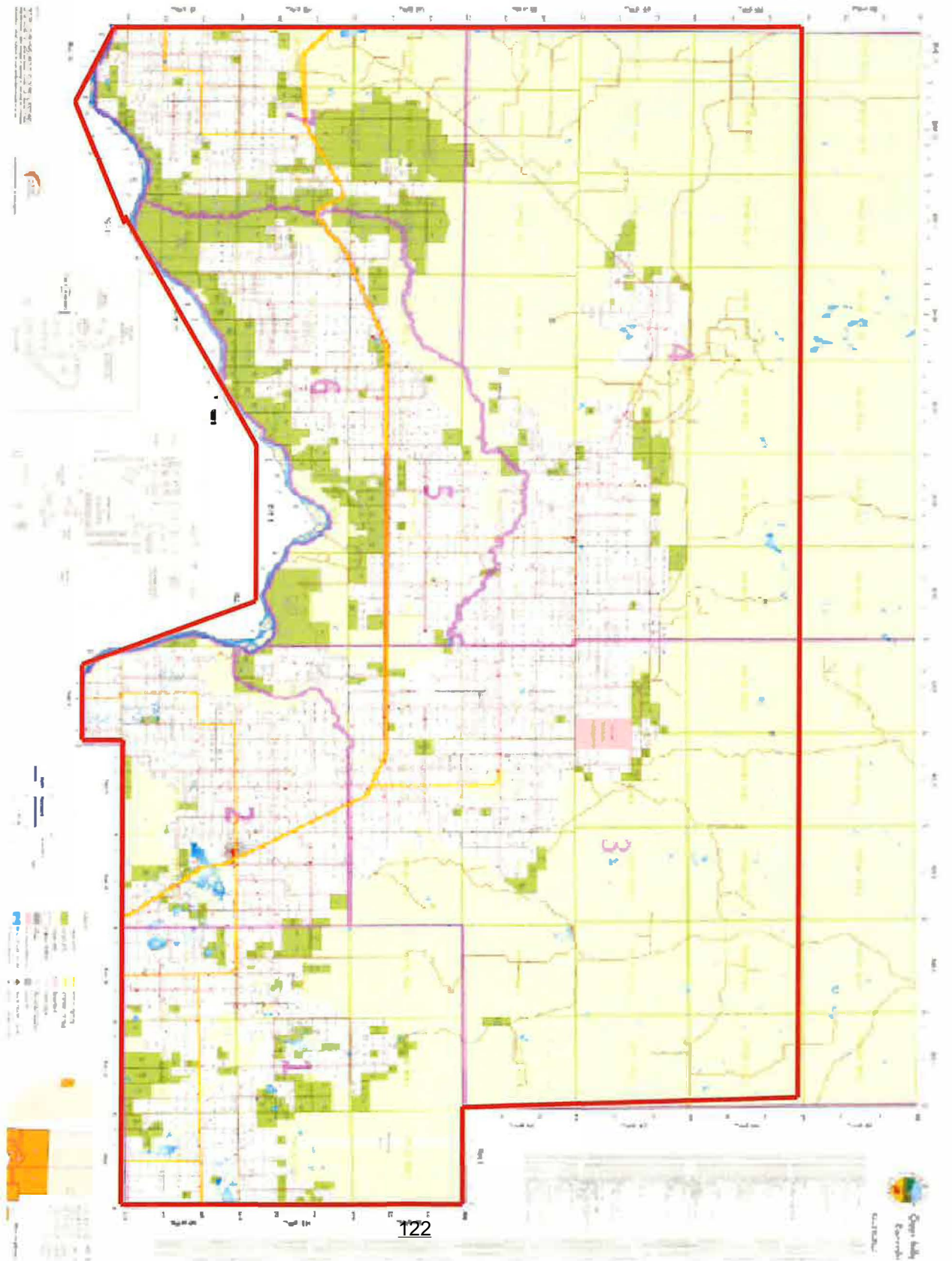
Allan Rowe, Chief Administrative Officer

Bylaw 285-24 Schedule A
FireControl Zone 32 Map Clear Hills County



Schedule A.1

TWP 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:	June 11, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Tender Awarding- Tender 2024-08 Hines Creek Fire Fighter Turnout Gear
File:	23-25-02

DESCRIPTION:

Tender 2024-08 Hines Creek Fire Fighter Turnout Gear was opened on Tuesday, May 28, 2024 at 9:35 a.m. Council is presented with an analysis of the results.

BACKGROUND:

C303-24(5-28-24) RESOLUTION by Councillor Hansen 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. CARRIED.

Company	Amount for 13 sets
Brogan Fire and Safety	\$68,250.00

ATTACHMENTS:

- Tender 2024-08 Hines Creek Fire Fighter Gear Analysis
- Turnout Gear data sheets

OPTIONS:

1. Reject tender due to tender being over budget.
2. Award Brogan for the amount of \$68,250.00 plus GST, with \$56,500,00 being allocated from the 2024 Operating Budget and the balance from the Fire Reserve.

RECOMMENDED ACTION:

RESOLUTION by ... to proceed with option

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

Tender 2024-08 Hines Creek Fire Fighter Turnout Gear				
	Bidder:	Brogen Safety	Second Helmut Quote	2022-16 Associated Fire
Coats		\$ 2,153.00	\$ 2,153.00	
1	Thermoplastic Zippers	✓		
2	3" Scotchlite Trim, Lime	✓		
3	Survivor Flashlight Holder	✓		
4	DEXFLEX Elbows	✓		
5	Semi- Bellow Handwarmer with Fleece & kevlar Lining	✓		
6	Modern Tapered Hem	✓		
7	Knit Wrist Thumb loops	✓		
8	Yellow	Yellow/Gold/Black		
Pants		\$ 1,688.00	\$ 1,688.00	
1	H-Back Padded Suspenders with Cam Lock	✓		
2	Low-Rise waist	✓		
3	Full-Bellow Pant Pockets with Rolled Flap	✓		
4	DEXFLEX Knees with Foam Padded Knee Patches	✓		
5	Reverse Tapered Cuffs	✓		
6	Yellow	Yellow/Gold/Black		
Helmets		\$ 589.00	\$ 412.00	
1	Yellow with Visor	✓	✓	
2	Light weight	✓	✓	
Boots		\$ 820.00	\$ 820.00	
1	14 inch Globe Pull on boot with leather pull straps	✓		
2	Light weight	✓		
3	Leather upper cross Stitch	✓		
4	Cambrelle moisture barrier	✓		
5	Kevlar and Nomex Thermal Liner	✓		
6	Synthetic rubber outsole and non metallic composite	✓		
7	Insole Safety Toe Box and Shank	✓		
Include the following information				
1	Estimated Time line for Attending Hines Creek and measuring Firefighter			
2	Delivery of Order after measuring of Fire Fighters is completed and sizing for the coats and pants being ordered has been determined.	14 Weeks		
3	Cost for Bidder to travel to Hines Creek For Fitting of Coats/Pants	✓		
Price	Sub total	\$68,250.00	\$ 65,949.00	\$ 22,753.92
	Shipping and Handling	\$0.00		\$ -
	GST	\$3,412.50	\$ 3,297.45	\$ 13,750.70
	Total	\$ 71,662.50	\$ 69,246.45	\$ 23,891.62
	Price Per Set (Coat,Pants,Helmut,Boots)	\$ 5,250.00	\$ 5,073.00	\$ 3,397.32
		\$68,250.00	\$ 65,949.00	
	Budgeted	\$ 56,500.00	\$ 56,500.00	
		\$ 11,750.00	\$ 9,449.00	



Lakeland[®]

**STEALTH COAT WITH
LAZERMAX™**

Two-tone PBI Model shown



Style ST32

Feature List

- Beveled Hem, 29" Front, 35" Back, graded to size.
- Plastic Delrin[®] YKK[®] Zipper/Velcro[®] Closure
- NYC Style Lime/Yellow 3M™ Scotchlite™ Reflective Material for enhanced visibility - Double Stitched
- Ergonomic Pleated Back/Shoulders
- Easy Grip™ DRD
- Internal Outer Shell Draw Cord to reduce bulk
- Napoleon Pocket under Storm Flap
- Low Profile 3" Collar with Hanger Loop
- Set-In Pleated Ergonomically Curved Sleeves
- 7" Black Kevlar[®] Thumbhole Wristers
- 5" Deep Black Stedprene Sleeve Wells
- Black Stedshield Coat Cuff Reinforcements – Double Stitched
- 2" x 3.5" x 8" Radio Pocket with Velcro[®] Antenna Opening on each side of Flap
- Self Mic Strap above Radio Pocket
- Universal Flashlight Holder
- 2" x 8" x 8" Coat Expansion Pockets with Handwarmer and Pull-Tabs on Flap
- Liner Inspection Velcro[®] Opening
- LazerMax™ Trim



Kevlar Nomex

Solid Color or Two-Tone Stealth™ available!

The Stealth can be ordered through our SCX Semi-Custom Program and will come with all the standard features shown. Stealth is available in a wide variety of materials, colors and options.

Two-tone Stealth has:

- Black Bottom Sleeve Panel in same base material as coat body.
- Black Lower Leg Panel in same base material as pant body.
- Colors separated by LazerMax™ Trim
- Includes all Standard features shown

Set in sleeves distribute the weight of the coat evenly over the shoulders, while contour cut gives greater freedom of movement.

Internal Draw-cord back reduces bulk in the front of the coat when donning an SCBA.

Long, beveled back provides additional overlap for protection. Add letters for identification too!



STEALTH PANTS WITH LAZERMAX™



Feature List

- Beveled Waist Design – Low front with slight rise towards rear
- Pant Closure: 2" Wide Black Kevlar® Belt with Belt Loop/Handle Grips, Snap and Velcro® Fly Closure
- Single Lower Leg Panel with center rear seam – no side seams exposed to abrasion
- 2" x 10" x 10" Pant Expansion Pocket with pocket pull-tabs, lined with Kevlar® Twill
- Black Stedshield Double Padded Knees with Side Kick Extension Panel
- Black Stedshield Pant Cuff Reinforcements – Double Stitched
- Lime/Yellow 3M™ Scotchlite™ Reflective Material for enhanced visibility – Double Stitched
- Reverse Boot Cut
- Black-Ops Multi Adjust Suspenders – No Metal Suspenders!
- LazerMax™ Trim

Compliant to the current 2018 Edition of NFPA 1971 Standard on Protective Ensembles for Structural Firefighting



Style ST33

Stealth Internal Harness (IH) Pants

Stealth pants available as an IH Internal Harness Pant using the RIT Class II Kevlar Harness. Also available is the Class 1 RIT Rescue Belt which easily fits into the existing standard Belt loops.

**IH Pant option: IH33
Harness option: PO-RITC2**



Our Black-Ops™ Suspenders... A Whole New Approach To Keeping Your Pants in Place!

We all know the well-worn joke "Why does a fireman wear suspenders?" (To keep his pants up!) Our radically designed approach keeps the suspenders up too! Our goal was two-fold: eliminate as much metal as possible, including snaps, and to create a new ergonomically shaped system that would eliminate suspenders slipping off the shoulders, and be comfortable at the same time. The result? Black-Ops™. Try them on for size... they are so comfortable you'll forget you are wearing suspenders!



Black-Ops™ Multi-Adjustment System

- Independent yoke system that curves around neck and front for better fit
- Adjustable center sternum strap keeps the suspenders in position
- Vertical tabs for stowing mic or accessories
- Suspenders attach to pants with snap-tabs and segregated MOLLE style loops
- Rip-cord style pulls easily adjust length and fit





Dräger HPS® SafeGuard NFPA Fire and Rescue Helmet

The Dräger HPS® SafeGuard is an NFPA compliant, dual certified helmet specifically engineered for fire and rescue services. With its sleek design and lightweight materials, the helmet provides robust protection while maximizing user comfort. Enhanced with customizable accessories, it excels in a wide range of challenging scenarios. It shields against environmental hazards without compromising either visibility or movement, offering unobstructed operation in demanding conditions.

Dräger HPS® SafeGuard NFPA



Face Guard
Integrated, multi coated,
optical class I

Eye Guard (optional)
Integrated, multi coated,
optical class I

Harness
Comes with adjustable
chin and neck straps in
different sizes

HPS® BuddyLight (optional)
3-color LED with different
modes

Reflective strips
For enhanced visibility under
poor conditions

Adjustment wheel
Tighten or loosen the head size
from the outside

Ear and Neck Protection
Optimal protection in the neck
and ear area

Benefits

Usability

Optimal wearing comfort

Weighing just around 3.2 lbs. in its basic configuration, the Dräger HPS® SafeGuard NFPA is one of the lightest helmets in its class. Its innovative design also ensures optimal weight distribution of the fire and rescue helmet. These two factors combined offer you exceptional wearing comfort and an excellent fit for all types of movement – even when crawling. The helmet is characterized by its advantageous weight distribution and the excellent climate characteristics. The robust thermal insulation helps to protect you when fighting fires, while guaranteeing a balanced climate inside the helmet even during longer rescue missions.

Ready for every challenge

The multifunctional and sleek design of this compact helmet offers you exceptional protection, without limiting your movements or perception. Vital senses such as sight, hearing, and sensitivity to heat are not impaired, while at the same time all essential parts of the head are protected. Functional elements enhance the helmet's safety and versatility, including integrated lighting and communication systems. Numerous configuration options and customizable markings further tailor each helmet, facilitating easy identification of role and function for each wearer.

Quick and easy helmet adjustment

One size fits a broad spectrum, accommodating head sizes from 19.7 to 26.3 inches. Adjusting the helmet is straightforward: the chin and neck straps are quick to fine-tune, and an easily accessible, external adjustment wheel on the back allows for resizing externally without having to remove the helmet.

Safety+

A helmet for all situations

Thanks to its universal design and multiple certifications, you can make use of the helmet for all key applications required in fire and rescue services. The special endurance testing conducted by Dräger also means that you can rely on the multifunctional helmet to consistently deliver a high degree of safety, reliability, and quality. With its fully integrated, optical quality visors, your face and eyes are protected. Moreover, the additional multi-coating feature prevents it from fogging and scratching.

For better visibility

The helmet is available in a wide range of colors, ensuring protection in low-light conditions and making it easily identifiable day or night. The HPS® BuddyLight on the back of the helmet provides additional safety, ensuring that you can be immediately recognizable from behind even in poor visibility. For illuminating your immediate workspace as needed, our integrated, explosion-proof helmet lamps can be fitted at the front or side and are designed for hands free operation.

Serviceability

Lots of options – easily fitted

For your convenience, the construction of the helmet is streamlined to just a small number of main components, thereby simplifying the spare-parts logistics. You can easily and intuitively attach individual parts and accessories. You don't need any tools to replace the parts. All electronic accessory components can be powered using standard commercial batteries. In addition, RFID transponders and barcode technology also support your logistics processes.

PX Series

Contemporary Style. Heavy Duty.

PX Series Fire Helmets are designed Bullard Tough for extreme conditions. With a low center of gravity for superior balance, the PX incorporates recommendations from veteran firefighters from around the world.

Contemporary Styling

The sleek design of the PX Fire Helmet offers lightweight comfort and a low center of gravity, which is vital to providing a stable and comfortable fit in the uncertain environment of a fire scene. The easy-turn ratchet sizing and leather ratchet cover increases the overall comfort and security of the helmet.

Tough and Durable

The outer shell of the PX is made of high-heat thermoplastic, formulated especially for Bullard. This material provides greater impact and penetration resistance than fiberglass and has a higher degradation resistance after repeated heat exposure. PX helmets have color pigment molded throughout the outer shell, so nicks and chips are less visible.

Maximum Visibility

PX helmets feature Scotchlite® striping, which retains reflectivity to 500°F (260°C). This makes Scotchlite the toughest material available for helmet markings.

Molded Inner Liner Impact Cap System

PX helmets are equipped with a molded inner liner impact cap system that provides superior durability, resistance to heat, and thermal rise protection. It also keeps the helmet shell secure and stable, and the molded goggle grommets allow for greater goggle comfort, support, and performance.

NFPA Approved

The PX Fire Helmet exceeds the NFPA 1971, Standard on Protective Ensemble for Structural Fire Fighting and Proximity Fire Fighting, Pertaining to Structural Fire Helmets.

Cost-Effective Maintenance

PX helmets make maintenance easy and cost-effective. Fewer helmet components and one of the lowest total costs of ownership in the industry make your PX helmet a long-term investment.

Custom Comfort

All Bullard fire helmets are equipped with the U-Fit System, offering 36 custom comfort settings. By engineering our helmets to include 36 points of adjustment, you can adjust the ride and balance of your helmet. It's like having a custom-fitted helmet, designed just for you.

Online Leather Front Ordering

Personalized leather front ordering has never been easier! Design your own leather front, right now online at www.BuildYourBullard.com.

ReTrak Integrated Visor

The ReTrak Helmet Series offers emergency responders a fire helmet with an integrated visor that easily accommodates eyewear and features a simple one-handed operation.

Integrated Helmet Lighting Available

The PX fire helmet is available with Bullard TrakLite® helmet lighting. TrakLite is integrated into the helmet design for excellent weight balance and illumination.



PX Fire Helmet

Technical Specifications

Dimensions: 14" L x 12" W x 7" H
 Outer Shell Material: Thermoplastic
 Inner Shell Material: Non-CFC Urethane foam
 Suspension: 6-point with soft crown pad
 Warranty: Date of Manufacture; five (5) years on shell, 10 years on non-electronic components

Optional Accessories

- 1A ReTrak Integrated Helmet Visor
- 2A TrakLite Integrated Helmet Lighting
- R325 6" Faceshield
- Red-Orange Reflective Scotchlite Striping
- R721YLW Yellow Nomex Ear/Neck Protector



1 Thermoplastic outer shell

The PX outer shell has color pigment molded throughout the shell. It offers a tough Ultem® Thermoplastic shell offering the ultimate in impact and penetration resistance.

2 M-PACT Plus Molded Inner Liner System

Protects head against heat rise and provides an extra layer of protection against falling objects.

3 4" optically correct faceshield

Optically correct faceshield eliminates distortion and reduces eye stress and fatigue.



4 Nomex® ear cover

Nomex is a heat and flame resistant fabric made by DuPont. Provides premium protection in high heat situations.

5 Chinstrap with postman's slide

Easy to adjust and secure.



6 Sure-Lock® ratchet headband with comfort brow pad

(leather brow pad optional)
 Sure-Lock is the top performing ratchet headband, made exclusively by Bullard. Comfort brow pad is removable and washable or replaceable.

7 Scotchlite® reflective markings

The highest quality reflective material available; retains reflectivity to 500° F (260° C). No burning, cracking or peeling.



8 Stainless steel D-ring

Large, durable D-ring allows you to hang your helmet on virtually any size hook.



9 Crown straps with crown pad

Comfortable 6-point suspension system with soft crown pad that provides an extra level of comfort while wearing the helmet.

10 Three position ratchet height adjuster (not shown)

The height adjuster is the base of our 36-point comfort system. Adjust to ride high, low, or somewhere in the middle for a custom fit.

2A TrakLite® Integrated Lighting

Available with Bullard TrakLite helmet lighting. Featuring multiple forward-facing, long lasting, bright LED lights, TrakLite is integrated into the helmet design for excellent weight balance and illumination. Added safety features include the rear buddy indicator light, long battery life (uses four AAA batteries) and easy on/off operation. Select models can also be retrofitted to include TrakLite.



1A ReTrak Integrated Visor (not shown)

Available with Bullard ReTrak Integrated Visor, featuring a simple one-handed operation in a design that accommodates eyewear.

PX Firedome Helmet NFPA 1971

- Ultem® Thermoplastic outer shell
- Urethane impact liner (R921)
- Black high-heat thermoplastic inner shell (R921)
- Sure-Lock ratchet headband and 6-point nylon crown strap (R637)
- Nomex chinstrap with quick-release buckle and postman's slide fastener (R144)
- Black rip-stop Nomex ear/neck protector (R721)
- 4" hard-coated optically correct faceshield (R330)
- Leather ratchet cover (R160)
- Removable fire resistant cotton brow pad (R635)
- Cotton crown pad (R636)
- Scotchlite reflective striping (R533)

PX Colors:



PXG Firedome Helmet NFPA 1971

- Same as PX, except with ESS FirePro or Inner Zone Goggles instead of faceshield (additional charges may apply)

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 Nomex is a registered trademark of E.I. DuPont de Nemours & Company.
 Scotchlite is a registered trademark of 3M.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Tender Awarding- Tender 2024-09 Worsley Firefighter Turnout Gear
File:	23-29-02

DESCRIPTION:

Tender 2024-09 Worsley Firefighter Turnout Gear was opened on Tuesday, May 28, 2024 at 9:35 a.m. Council is presented with an analysis of the results.

BACKGROUND:

C304-24(5-28-24) RESOLUTION by Councillor Giesbrecht to open tenders for Tender 2024-09 Worsley Fire Department Turnout Gear, analyze results and bring back a recommendation to the next Council meeting. CARRIED.

Company	Amount for 12 sets
Brogan Fire and Safety	\$63,000.00

ATTACHMENTS:

- Tender 2024-09- Worsley Fire Fighter Turnout Gear analysis
- Turnout Gear data sheets

OPTIONS:

1. Reject tender due to tender being over budget.
2. Award Brogan for the amount of \$63,000.00 plus GST, with \$53,000,00 being allocated from the 2024 Operating Budget and the balance from the Fire Reserve.

RECOMMENDED ACTION:

RESOLUTION by ... to proceed with option

Initials show support - Reviewed by:	Manager:	CAO:	
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Tender 2024-09 Worsley Fire Fighter Turnout Gear		Bidder:	Brogen Safety	Second Helmut Quote	Whole Sale Fire 2021-05
Coats			\$ 2,153.00	\$ 2,153.00	
	1 Thermoplastic Zippers		✓		
	2 3" Scotchlite Trim, Lime		✓		
	3 Survivor Flashlight Holder		✓		
	4 DEXFLEX Elbows		✓		
	5 Semi- Bellow Handwarmer with Fleece & kevlar Lining		✓		
	6 Modern Tapered Hem		✓		
	7 Knit Wrist Thumb loops		✓		
	8 Radio Holder		✓		
	9 Gold		✓		
Pants			\$ 1,688.00	\$ 1,688.00	
	1 H-Back Padded Suspenders with Cam Lock		✓		
	2 Low-Rise waist		✓		
	3 Full-Bellow Pant Pockets with Rolled Flap		✓		
	4 DEXFLEX Knees with Foam Padded Knee Patches		✓		
	5 Reverse Tapered Cuffs		✓		
	6 3" Scotchlite Trim, Lime		✓		
	7 Gold		✓		
Helmets			\$ 589.00	\$ 412.00	
	1 Yellow with Visor		✓	✓	
	2 Light weight		✓	✓	
Boots			\$ 820.00	\$ 820.00	
	1 16 inch Globe Pull on boot with leather pull straps		✓		
	2 Light weight		✓		
	3 Leather upper cross Stitch		✓		
	4 Cambrelle moisture barrier		✓		
	5 Kevlar and Nomex Thermal Liner		✓		
	6 Synthetic rubber outsole and non metallic composite		✓		
	7 Insole Safety Toe Box and Shank		✓		
Include the following information					
	1 Estimated Time line for Attending Hines Creek and measuring Firefighter		No		
	2 Delivery of Order after measuring of Fire Fighters is completed and sizing for the coats and pants being ordered has been determined.		14 weeks		
	3 Cost for Bidder to travel to Hines Creek For Fitting of Coats/Pants		✓		
Price	Sub total		\$ 63,000.00	\$ 60,876.00	\$ 45,114.67
	Shipping and Handling				
	GST		\$ 3,150.00	\$ 3,043.80	\$ 2,255.73
	Total		\$ 66,150.00	\$ 63,919.80	\$ 47,370.40
	Price Per Set(Coat,Pants,Helmut,Boots)		\$ 5,250.00	\$ 5,073.00	\$ 2,457.39
			\$ 63,000.00	\$ 60,876.00	
	Budgeted		\$ 53,000.00	\$ 53,000.00	
			\$ 10,000.00	\$ 7,876.00	



Lakeland[®]

**STEALTH COAT WITH
LAZERMAX™**

Two-tone PBI Model shown



Style ST32



3M Scotchlite™
Reflective Material



Kevlar Nomex

Feature List

- Beveled Hem, 29" Front, 35" Back, graded to size.
- Plastic Delrin® YKK® Zipper/Velcro® Closure
- NYC Style Lime/Yellow 3M™ Scotchlite™ Reflective Material for enhanced visibility - Double Stitched
- Ergonomic Pleated Back/Shoulders
- Easy Grip™ DRD
- Internal Outer Shell Draw Cord to reduce bulk
- Napoleon Pocket under Storm Flap
- Low Profile 3" Collar with Hanger Loop
- Set-In Pleated Ergonomically Curved Sleeves
- 7" Black Kevlar® Thumbhole Wristers
- 5" Deep Black Stedprene Sleeve Wells
- Black Stedshield Coat Cuff Reinforcements – Double Stitched
- 2" x 3.5" x 8" Radio Pocket with Velcro® Antenna Opening on each side of Flap
- Self Mic Strap above Radio Pocket
- Universal Flashlight Holder
- 2" x 8" x 8" Coat Expansion Pockets with Handwarmer and Pull-Tabs on Flap
- Liner Inspection Velcro® Opening
- LazerMax™ Trim

Solid Color or Two-Tone Stealth™ available!

The Stealth can be ordered through our SCX Semi-Custom Program and will come with all the standard features shown. Stealth is available in a wide variety of materials, colors and options.

Two-tone Stealth has:

- Black Bottom Sleeve Panel in same base material as coat body.
- Black Lower Leg Panel in same base material as pant body.
- Colors separated by LazerMax™ Trim
- Includes all Standard features shown

Set in sleeves distribute the weight of the coat evenly over the shoulders, while contour cut gives greater freedom of movement.

Internal Draw-cord back reduces bulk in the front of the coat when donning an SCBA.

Long, beveled back provides additional overlap for protection. Add letters for identification too!



STEALTH PANTS WITH LAZERMAX™



Feature List

- Beveled Waist Design – Low front with slight rise towards rear
- Pant Closure: 2" Wide Black Kevlar® Belt with Belt Loop/Handle Grips, Snap and Velcro® Fly Closure
- Single Lower Leg Panel with center rear seam – no side seams exposed to abrasion
- 2" x 10" x 10" Pant Expansion Pocket with pocket pull-tabs, lined with Kevlar® Twill
- Black Stedshield Double Padded Knees with Side Kick Extension Panel
- Black Stedshield Pant Cuff Reinforcements – Double Stitched
- Lime/Yellow 3M™ Scotchlite™ Reflective Material for enhanced visibility – Double Stitched
- Reverse Boot Cut
- Black-Ops Multi Adjust Suspenders – No Metal Suspenders Buttons!
- LazerMax™ Trim

Compliant to the current 2018 Edition of NFPA 1971 Standard on Protective Ensembles for Structural Firefighting



Stealth Internal Harness (IH) Pants

Stealth pants available as an IH Internal Harness Pant using the RIT Class II Kevlar Harness. Also available is the Class 1 RIT Rescue Belt which easily fits into the existing standard Belt loops.

**IH Pant option: IH33
Harness option: PO-RITC2**

Style ST33

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Black-Ops™ Multi-Adjustment System

- Independent yoke system that curves around neck and front for better fit
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- Vertical tabs for stowing mic or accessories
- Suspenders attach to pants with snap-tabs and segregated MOLLE style loops
- Rip-cord style pulls easily adjust length and fit





Dräger HPS® SafeGuard NFPA Fire and Rescue Helmet

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Dräger

Technology for Life

Dräger HPS® SafeGuard NFPA



Face Guard
Integrated, multi coated,
optical class 1

Eye Guard (optional)
Integrated, multi coated,
optical class 1

Harness
Comes with adjustable
chin and neck straps in
different sizes

HPS® Buddylight (optional)
3-color LED with different
modes

Reflective strips
For enhanced visibility under
poor conditions

Adjustment wheel
Tighten or loosen the head size
from the outside

Ear and Neck Protection
Optimal protection in the neck
and ear area

Benefits

Usability

Optimal wearing comfort

Weighing just around 3.2 lbs. in its basic configuration, the Dräger HPS® SafeGuard NFPA is one of the lightest helmets in its class. Its innovative design also ensures optimal weight distribution of the fire and rescue helmet. These two factors combined offer you exceptional wearing comfort and an excellent fit for all types of movement – even when crawling. The helmet is characterized by its advantageous weight distribution and the excellent climate characteristics. The robust thermal insulation helps to protect you when fighting fires, while guaranteeing a balanced climate inside the helmet even during longer rescue missions.

Ready for every challenge

The multifunctional and sleek design of this compact helmet offers you exceptional protection, without limiting your movements or perception. Vital senses such as sight, hearing, and sensitivity to heat are not impaired, while at the same time all essential parts of the head are protected. Functional elements enhance the helmet's safety and versatility, including integrated lighting and communication systems. Numerous configuration options and customizable markings further tailor each helmet, facilitating easy identification of role and function for each wearer.

Quick and easy helmet adjustment

One size fits a broad spectrum, accommodating head sizes from 19.7 to 26.3 inches. Adjusting the helmet is straightforward: the chin and neck straps are quick to fine-tune, and an easily accessible, external adjustment wheel on the back allows for resizing externally without having to remove the helmet.

Safety+

A helmet for all situations

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For better visibility

The helmet is available in a wide range of colors, ensuring protection in low-light conditions and making it easily identifiable day or night. The HPS® BuddyLight on the back of the helmet provides additional safety, ensuring that you can be immediately recognizable from behind even in poor visibility. For illuminating your immediate workspace as needed, our integrated, explosion-proof helmet lamps can be fitted at the front or side and are designed for hands free operation.

Serviceability

Lots of options – easily fitted

For your convenience, the construction of the helmet is streamlined to just a small number of main components, thereby simplifying the spare-parts logistics. You can easily and intuitively attach individual parts and accessories. You don't need any tools to replace the parts. All electronic accessory components can be powered using standard commercial batteries. In addition, RFID transponders and barcode technology also support your logistics processes.



PX Series

Contemporary Style. Heavy Duty.

PX Series Fire Helmets are designed Bullard Tough for extreme conditions. With a low center of gravity for superior balance, the PX incorporates recommendations from veteran firefighters from around the world.

Contemporary Styling

The sleek design of the PX Fire Helmet offers lightweight comfort and a low center of gravity, which is vital to providing a stable and comfortable fit in the uncertain environment of a fire scene. The easy-turn ratchet sizing and leather ratchet cover increases the overall comfort and security of the helmet.

Tough and Durable

The outer shell of the PX is made of high-heat thermoplastic, formulated especially for Bullard. This material provides greater impact and penetration resistance than fiberglass and has a higher degradation resistance after repeated heat exposure. PX helmets have color pigment molded throughout the outer shell, so nicks and chips are less visible.

Maximum Visibility

PX helmets feature Scotchlite® striping, which retains reflectivity to 500°F (260°C). This makes Scotchlite the toughest material available for helmet markings.

Molded Inner Liner Impact Cap System

PX helmets are equipped with a molded inner liner impact cap system that provides superior durability, resistance to heat, and thermal rise protection. It also keeps the helmet shell secure and stable, and the molded goggle grommets allow for greater goggle comfort, support, and performance.

NFPA Approved

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ReTrak Integrated Visor

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Integrated Helmet Lighting Available

The PX fire helmet is available with Bullard TrakLite³ helmet lighting. TrakLite is integrated into the helmet design for excellent weight balance and illumination.



www.bullard.com

PX Fire Helmet

Technical Specifications

Dimensions: 14"L x 12"W x 7"H
 Outer Shell Material: Thermoplastic
 Inner Shell Material: Non-CFC Urethane foam
 Suspension: 6-point with soft crown pad
 Warranty: Date of Manufacture; five (5) years on shell, 10 years on non-electronic components

Optional Accessories

- 1A ReTrak Integrated Helmet Visor
- 2A TrakLite Integrated Helmet Lighting
- R325 6" Faceshield
- Red-Orange Reflective Scotchlite Stripping
- R721YLW Yellow Nomex Ear/Neck Protector



1 Thermoplastic outer shell

The PX outer shell has color pigment molded throughout the shell. It offers a tough Ultem® Thermoplastic shell offering the ultimate in impact and penetration resistance.

2 M-PACT Plus Molded Inner Liner System

Protects head against heat rise and provides an extra layer of protection against falling objects.

3 4" optically correct faceshield

Optically correct faceshield eliminates distortion and reduces eye stress and fatigue.



4 Nomex® ear cover

Nomex is a heat and flame resistant fabric made by DuPont. Provides premium protection in high heat situations.

5 Chinstrap with postman's slide

Easy to adjust and secure.



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(leather brow pad optional)
 Sure-Lock is the top performing ratchet headband, made exclusively by Bullard. Comfort brow pad is removable and washable or replaceable.

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The highest quality reflective material available; retains reflectivity to 500° F (260° C). No burning, cracking or peeling.



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Large, durable D-ring allows you to hang your helmet on virtually any size hook.



9 Crown straps with crown pad

Comfortable 6-point suspension system with soft crown pad that provides an extra level of comfort while wearing the helmet.

10 Three position ratchet height adjuster (not shown)

The height adjuster is the base of our 36-point comfort system. Adjust to ride high, low, or somewhere in the middle for a custom fit.

2A TrakLite® Integrated Lighting

Available with Bullard TrakLite helmet lighting. Featuring multiple forward-facing, long lasting, bright LED lights, TrakLite is integrated into the helmet design for excellent weight balance and illumination. Added safety features include the rear buddy indicator light, long battery life (uses four AAA batteries) and easy on/off operation. Select models can also be retrofitted to include TrakLite.



1A ReTrak Integrated Visor (not shown)

Available with Bullard ReTrak Integrated Visor, featuring a simple one-handed operation in a design that accommodates eyewear.

PX Firedome Helmet NFPA 1971

- Ultem® Thermoplastic outer shell
- Urethane impact liner (R921)
- Black high-heat thermoplastic inner shell (R921)
- Sure-Lock ratchet headband and 6-point nylon crown strap (R637)
- Nomex chinstrap with quick-release buckle and postman's slide fastener (R144)
- Black rip-stop Nomex ear/neck protector (R721)
- 4" hard-coated optically correct faceshield (R330)
- Leather ratchet cover (R160)
- Removable fire resistant cotton brow pad (R635)
- Cotton crown pad (R636)
- Scotchlite reflective stripping (R533)

PX Colors:



PXG Firedome Helmet NFPA 1971

- Same as PX, except with ESS FirePro or Inner Zone Goggles instead of faceshield (additional charges may apply)

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 Nomex is a registered trademark of E.I. DuPont de Nemours & Company.
 Scotchlite is a registered trademark of 3M.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Crystal Dei, Community Service Coordinator
Title:	Running Lake Campground Day Use Shelter
File:	71-10-34

DESCRIPTION:

Council is presented with options to have the day use shelter at Running Lake campground sanded and refinished.

BACKGROUND:

The day use shelter at Running Lake campground is in need of repairs.

- Sanding
- Refinishing

OPTIONS:

1. Hire a contractor to complete this project.
 - a. Contractor provides all products and equipment to complete project.
2. Make a fundraising opportunity for the local societies and groups to complete this project.
 - a. Clear Hills County will supply product to refinish the shelter.
 - b. Society or group will supply equipment for sanding shelter.

RECOMMENDED ACTION:

RESOLUTION byto proceed with option

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

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

- Federation of Canadian Municipalities (FCM) Conference – June 6-10
- North Peace Regional Landfill – May 29th
- Derek young – Alberta Transportation Regional Director - Update
- Wildfire/Fire Ban update

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for June 11, 2024, as presented.

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	June 11, 2024
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- Graders have completed a full grade of their beat.
- The graders will be regrading problem areas caused due to the rain.

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.
- Waiting for schedule confirmation from Griffin Contracting Ltd. for the repair of Bridge File 80666 on Range Road 80, North of the Worsley Water Treatment Plant. Once the repairs begin, the road will be closed for approximately one week.
- Rip Rap rock was installed to repair wash outs on Township Road 860 and Highway 726 as well as Township Road 862 and Range Road 75.
- WSP Canada Inc. advertised the retendering of Range Roads 25, 124, and 64 individually. All three tenders will be closing on Friday, June 21, 2024.

Hamlet of Cleardale Projects

- WSP Canada Inc. working on completing a preliminary design for the proposed sewer and street upgrade.
- Borderline Surveys is working to complete property lot and title changes in the North part of the Hamlet of Cleardale for the proposed sewer and street upgrade project.

2024 Worsley Water Well

- Saville Drilling Ltd. is scheduled to begin drilling the 2024 Worsley Water Well at the end of June.
- Waters levels at the Worsley Water Treatment Plant are currently holding steady but are still lower than previous years.

Other

- Sign replacement for faded signs and signs with broken posts is ongoing.
- Repairs have been done to the gates at the Hines Creek and Whitelaw Transfer Stations.

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:



**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	TWP832				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
May 22/2024	3	A-Pipe	Driedger	Worsley	Rge 70	x		x	New Field app
May 22/2024	3	A-Pipe	Clear Hills County	Worsley	Rge 65		x	x	Replace damaged field app pipes x2
May 24/2024	3		Clear Hills County	Eureka River	Rge 55			x	Take out abandoned oil field pipe
May 24/2024	3	A-Pipe	David Gillett	Eureka River	Rge 52		x	x	Old concrete pipe failed
May 27/2024	5	C-Pipe	Clear Hills County	Worsley	TWP 854		x	x	Old pipe failed put in new pipe

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	June 11, 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:

Bill 21: Emergency Statutes Amendment Act

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the June 11, 2024, Regular Council Meeting.

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



RMA
RURAL MUNICIPALITIES
of ALBERTA

Bill 21: Emergency Statutes Amendment Act

RMA Member Resource

May 2024

[Bill 21: Emergency Statutes Amendment Act, 2024](#) was introduced to the Legislative Assembly on May 9, 2024. The bill makes a wide range of changes to six pieces of legislation, which will be explored in the following section. Many of these changes will impact how municipalities operate during an emergency, and the RMA is seeking clarification from the government to understand how these changes will be implemented.

Bill 21 – A Summary

As mentioned, Bill 21 proposes a wide array of changes to six pieces of legislation. The degree to which these changes will impact municipalities varies. This summary highlights all changes that RMA views as relevant to rural municipalities:

Emergency Management Act

- ◆ The Lieutenant Governor may make regulations requiring a municipality to report the following to the Minister during a state of local emergency:
 - ◇ Any information requested by the Minister.
 - ◇ Any information specified in the forthcoming regulation.
- ◆ The Minister is not required to make compensation to damaged or destroyed real or personal property for any action, or lack of action, taken under the *Forest and Prairie Protection Act*. The Minister may choose to pay compensation at their discretion.
- ◆ When municipalities declare a state of local emergency, they will be required to specify the nature of the emergency, the area of the municipality the emergency exists in, and what specific powers they anticipate they will be using.
- ◆ The Minister may issue a Ministerial Order to amend or cancel a state of local emergency (SOLE). Previously the Minister could only cancel a SOLE.
- ◆ Currently, if the Lieutenant Governor declares a state of emergency order in an area with an existing SOLE, the provincial order may cancel the SOLE. Bill 21 would give the Minister the power to modify or cancel a SOLE in this scenario if the provincial order did not cancel the SOLE. This appears to be an addition to give the Minister powers to clarify the different levels of states of emergency if this was not specified in the provincial order.
- ◆ Bill 21 requires municipalities to notify the Minister after terminating a SOLE.
- ◆ Bill 21 gives the Minister the power to assume control of any or all powers of a municipality during a SOLE.
 - ◇ If the Minister assumes control of a SOLE, the municipality cannot cancel it.
 - ◇ The termination of the SOLE is now at the discretion of the Minister, or it automatically lapses after 28 days unless multiple ministerial actions are ordered. It is unclear why in this scenario the length is extended to 28 days, but a SOLE under the control of the municipality still expires after seven days.
 - ◇ The Minister may delegate powers assumed in this manner to the Alberta Emergency Management Agency (AEMA).
- ◆ Bill 21 specifies that municipalities remain responsible for paying compensation for damaged or destroyed personal property due to actions taken by the Minister if the Minister takes control of the SOLE. The Minister may compensate the municipality for some or all of these expenses, but is under no obligation to do so.

Forest and Prairie Protection Act

- ◆ Definitions are modified; instead of referring to rural municipalities specifically, now the Act refers to both rural and urban municipalities.
- ◆ Bill 21 requires municipalities to report to the Minister information on any fires within the municipality and what fire control activities are being employed.
- ◆ The Act is amended to allow the Minister to fight fires within a municipality if they deem it in the public interest. Before the amendment the Minister had to be satisfied that appropriate firefighting actions were not being taken.
- ◆ The Minister may require a municipality to:
 - ◇ Follow Ministerial directions with respect to fighting a fire within the municipal boundaries
 - ◇ Turn over control of firefighting to the Minister
 - ◇ Place firefighters and equipment under Ministerial control
 - ◇ Instruct firefighters or municipal staff engaged in firefighting activities to follow Ministerial direction
- ◆ The Minister may fight a fire on federal lands if requested by the Government of Canada or if there is a fire control agreement in place.
- ◆ If a fire is being fought and there is a state of emergency declared under the *Emergency Management Act*, the Minister is not deemed to be acting under that Act unless specifically authorized.
- ◆ The Minister may authorize the removal of trees, structures, or crops to control the spread of a fire.
- ◆ When responding to a fire, work to control or delay the spread of the fire undertaken by the Minister or designate is exempt from authorization under the *Environmental Protection and Enhancement Act*, *Forests Act*, *Provincial Parks Act*, *Public Lands Act*, *Water Act* or *Wilderness Areas, Ecological Reserves, Natural Areas and Heritage Rangelands Act*. This is a new power granted by Bill 21.
- ◆ Bill 21 grants the Minister and all designated persons protection from legal actions for decisions made when responding to a fire.

Water Act

- ◆ Bill 21 grants the Lieutenant Governor expanded powers during a water emergency. Original powers include suspending a water licence, suspending water diversion, and designating the purpose and volume of water to be used by a diversion licence. Bill 21 adds the ability to install water measurement devices, carry out monitoring, and allow for specified, temporary, inter-basin water transfers. These inter-basin transfers are specified to be for human health, raising livestock, or public safety needs.
- ◆ Bill 21 grants the Minister the power to acquire or use any property required to address an emergency, including entry into a building or land without a warrant.
 - ◇ The Minister may provide compensation for damaged property, but is not required to.
- ◆ Bill 21 exempts decisions made during a water emergency from appeal.

Election Act, Alberta Senate Election Act, and Election and Finances Disclosure Act

- ◆ The *Election Act* is modified to change the date of fixed elections from the last Monday in May to the third Monday in October.
 - ◇ In practice this means the next provincial election will be held in October 2027 instead of May 2027.
 - ◇ The corresponding date to request a special ballot is also amended to align with the new election date.

- ◆ As Senate elections in Alberta are typically held in conjunction with the provincial election, Bill 21 amends the *Alberta Senate Election Act* to change the date that the Lieutenant Governor in Council has to issue instructions for a Senate election to be in line with the provincial election date.
- ◆ The *Election and Finances Disclosure Act* is amended to change the election advertising period. Previously, this began January 1 of an election year. It would be amended to begin on the fourth Monday in May.

RMA Analysis

Bill 21 provides additional powers to the provincial government under various acts during emergencies. The RMA is concerned about several of these changes, notably that the changes expand the Minister's powers, limit transparency, or remove decision-making authority from municipalities. Specific areas of concern are outlined below.

Provincial control of a SOLE

The *Emergency Management Act* currently allows for the Minister to declare a state of emergency, which could be regional or provincewide, and subsequently supersede an existing SOLE within the same area. Bill 21 expands this power, and if passed the Minister would be able to assume control of a SOLE without making any provincial level declaration. It is unclear to the RMA why this power would be granted and what purpose it serves. If there is an emergency warranting provincial intervention, the powers already exist. Bill 21 appears to give the Minister powers to become involved without the usual provincial declaration process.

RMA's interpretation of this change is that it could give the Minister control over local response while creating a perception within the impacted community and elsewhere that the emergency is still being managed at the local level. As emergency response is often contentious and could include damage to private property, it is possible that this could be used by the Minister to limit provincial accountability for decisions made in the emergency response process.

Communications and public-facing decisions

In the case where the Minister assumes control of a SOLE by using their new powers under Bill 21, the RMA is concerned that communications with the public will become unclear. Bill 21 amends the *Emergency Management Act* to require the Minister to publish and distribute to the local population that they have taken control of local emergency operations. However, it is unclear how this communication will be effectively relayed to the local community. The RMA is concerned that the Minister will make decisions without consulting the municipality, and that people living in the area will not have clear information about who is making the decisions or who to contact with questions or concerns.

Additionally, the RMA is concerned about who will take public accountability for decisions made during a provincially-controlled SOLE. During a SOLE, residents frequently receive information from their local elected officials and administrators. If the Minister assumes control of a SOLE, it is not clear who will be responsible for communicating decisions to residents. This is particularly concerning if the Minister makes decisions contrary to the local municipality and local elected officials are left to explain the situation to their residents.

Provincial action, municipal payment

Bill 21 adds language specifying that if the Minister takes control of a SOLE and in the use of their powers causes damage to private or real property, municipalities are financially responsible for paying compensation. The Minister may order corresponding compensation to the municipality but are not required to do so. The RMA is concerned that the Minister's expanded role under Bill 21 creates an imbalance of power; the Minister could hypothetically act in a SOLE when help was not requested and leave municipalities with the responsibility to cover any damages caused, regardless of whether the municipality supported or agreed with the actions taken by the Minister.

Public interest

The *Forest and Prairie Protection Act* allows the Minister to respond to fires outside the Forest Protection Area if it is deemed to be in the public interest. Bill 21 does not provide any criteria for how the public interest will be determined, and the lack of clarity leaves municipalities in an unclear position regarding when or if the Minister will decide to intervene. Given that the Minister already had the ability to intervene if they believed that the local response was inadequate, it is again unclear what purpose this change is intended to serve. From RMA's perspective, this allows the province to become involved in local response at any point, and adds unnecessary complexity to the municipal planning process.

Liability

If the Minister assumes control of a SOLE under the *Emergency Management Act*, Bill 21 does not specify if the local municipality is absolved of liability from decisions made by the Minister. However, the *Forest and Prairie Protection Act* is amended to specifically provide liability exemptions for the Minister and other acting under this Act. This potentially leaves a gap for fires fought outside the jurisdiction of the *Forest and Prairie Protection Act* where the Minister takes action while in command of a SOLE.

Next Steps

RMA will continue to update members as they advocate on this issue. As RMA learns more about the notable changes and other aspects of Bill 21, we will share updates with members.

Suggested Member Actions

In the interest of seeking clarity around the intention and operationalization of Bill 21, RMA members may wish to engage with their local MLA. To support this conversation, the RMA has created the following questions for members to consider asking.

- ◆ What is the purpose of Bill 21 allowing the Minister to assume control of a state of local emergency without declaring a provincial level state of emergency?
- ◆ If the Minister assumes control of a state of local emergency or responds to fire outside the Forest Protection Area, why are municipalities responsible for paying the costs and damages?
- ◆ Why does Bill 21 make decisions made in a water emergency exempt from appeal?
- ◆ What specific scenario do the changes proposed in Bill 21 seek to address?

Have Questions?

Contact Policy Advisor Warren Noga at warren@RMAAlberta.com.

Clear Hills County

Request For Decision (RFD)

Meeting Date:	Regular Council Meeting June 11, 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
Alberta Forest Products Association AGM and Conference	September 25-27 2024	Jasper, AB	
Alberta CARE Fall Conference 2024	September 11 – 13, 2024	MD of Bonnyville, Alberta	
Rural Community Health Provider Attraction and Retention Conference	October 8 - 10th, 2024	Wainright, Alberta	
Alberta Recycling Conference	Oct 30-Nov 1, 2024	Banff, Alberta	

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

RESOLUTION by to accept for information June, July and August 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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JUNE 2024

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

AUGUST 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6 Policy & Priority	7	8	9	10
11	12	13 Council	14 Joint Mtg-ALL	15	16	17
18	19	20	21	22	23	24
25	26	27 Council	28	29	30	31

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
NPRLF	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