

**AGENDA  
CLEAR HILLS COUNTY  
POLICY & PRIORITY COUNCIL MEETING  
TUESDAY, FEBRUARY 4, 2025**

The Policy & Priority meeting of the Council for Clear Hills County will be held on Tuesday, February 4, 2025, commencing at 9:30 a.m. in the Clear Hills County Council Chambers, 313 Alberta Ave, Worsley Alberta.

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**1. CALL TO ORDER**

**2. AGENDA**

**3. DELEGATIONS:**

**4. NEW BUSINESS**

**a. COUNCIL**

1. Recreation Boards Operating Grant Program .....2
2. Peace River School Division Trades Training Funding ..... 81
3. Grader Beat Contracts .....99
4. Draft Policy 3220 Community Facility Grader Services..... 148

**5. ADJOURNMENT**

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policies &amp; Priorities Meeting</b>
Meeting Date:	February 4, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>RECREATION BOARDS OPERATING GRANT PROGRAM</b>
File:	71-10-02

DESCRIPTION:

Council is presented with the Draft 2025 Recreation Boards Operating (RBO) Grant disbursement information.

BACKGROUND:

Council has reviewed several County grant programs including the Recreational Boards Operating Grant Program. At the January 14, 2025 Regular Council Meeting, Council requested to have the RBO Grant Program brought back to a future meeting for further discussion.

BUDGET: \$400,000

ATTACHMENTS:

- Draft 2025 Recreation Boards Point Distribution Summary
- Multi Year Summary of RBO Grants & Donations 2015 - 2025
- 2025 Recreation Board Operating Grant Applications
- Policy 7001 – Operational Grant for Recreation Boards
- Recreation Boards Agreements
- October 29, 2024 Special Council Meeting Agenda Package

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

<b>Initials show support - Reviewed by:</b>	<b>Manager:</b>		<b>CAO:</b>	
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**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	Points	Dollars
<b>BURNT RIVER RECREATION BOARD</b>		
AUTOMATIC ADDITIONAL POINTS (Policy 7001 3.2)	2,000	\$ 9,905
<b>David Thompson Bible Camp</b>	<b>500</b>	<b>2,476</b>
Bible Camp (semi-private)	500	\$ 2,476
<b>David Thompson Hall</b>	<b>2,700</b>	<b>13,371</b>
Community Hall	2,000	\$ 9,905
Campground (1-14 stalls, with rental)	500	\$ 2,476
Ball Diamond	100	\$ 495
Playground	100	\$ 495
<b>Burnt Lee Park</b>	<b>700</b>	<b>3,467</b>
Campground (1-14 stalls)	500	\$ 2,476
Ball Diamond	100	\$ 495
Playground	100	\$ 495
<b>Points</b>	<b>5,900</b>	<b>\$ 29,219</b>

**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

Points      Dollars

**HINES CREEK AND DISTRICT RECREATION BOARD**

<b>George Lake Recreation Area</b>	<b>1,550</b>	<b>\$</b>	<b>7,676</b>
Boat Dock & Beach	-	\$	-
Fire Pits	-	\$	-
Picnic Area	100	\$	495
Overflow Campground	-	\$	-
Cross Country Ski Trail (maintained)	100	\$	495
Nature Walking Trail	-	\$	-
Entertainment Stage	150	\$	743
Camp Shelter	100	\$	495
Camp Stalls (15+)	1,000	\$	4,952
Playground x 1	100	\$	495
<b>Hines Creek Golf Club</b>	<b>2,800</b>	<b>\$</b>	<b>13,867</b>
18 Hole Golf Course (grass greens)	1,500	\$	7,429
Camping Stall (15+)	1,000	\$	4,952
Club House & Kitchen (Minor Use Hall, <100)	300	\$	1,486
Group Camping Stalls	-	\$	-
<b>Carter's Camp</b>	<b>1,300</b>	<b>\$</b>	<b>6,438</b>
Camp Stalls (15+stall)	1,000	\$	4,952
Boat Dock	-	\$	-
Playground & Swings	100	\$	495
Camp Shelter x 2	200	\$	990
<b>Dave Shaw Arena</b>	<b>20,750</b>	<b>\$</b>	<b>102,762</b>
Playschool	-	\$	-
Community Room (<100)	300	\$	1,486
Ice Cleaning Equipment	-	\$	-
Stage	150	\$	743
Arena Artificial Ice	17,500	\$	86,667
Craft Room	-	\$	-
Community Room (with kitchen, <100)	300	\$	1,486
Fitness Centre (walking track, Pickle Ball, Basketball, Instructor lead exercise area, Weights, C	500	\$	2,476
Summer Ice Surface (has been rented for events, >400)	-	\$	-
Community Hall (>350)	2,000	\$	9,905
<b>End of Steel Museum</b>	<b>1,550</b>	<b>\$</b>	<b>7,676</b>
Museums/Historical Sites (11+)	1,000	\$	4,952
Bathroom Facilities	-	\$	-
Community Room (with kitchen)	300	\$	1,486
Entertainment Stage	150	\$	743
Playground x1	100	\$	495
<b>Royce</b>	<b>100</b>	<b>\$</b>	<b>495</b>
Ball Diamond	100	\$	495
<b>Seniors Drop-In Center</b>	<b>300</b>	<b>\$</b>	<b>1,486</b>

stalls? Points?

**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	<u>Points</u>	<u>Dollars</u>	
Community Room (with kitchenette)	300	\$ 1,486	
<b>Hines Creek Composite School</b>	<b>2,900</b>	<b>\$ 14,362</b>	
Gymnasium	500	\$ 2,476	
Community Hall (>300)	2,000	\$ 9,905	
Playground x 2	200	\$ 990	
Ball Diamonds x 2	200	\$ 990	
<b>Village of Hines Creek</b>	<b>1,450</b>	<b>\$ 7,181</b>	
Community Library	-	\$ -	
Picnic Grounds (no camping stalls, ball diamonds)	200	\$ 990	
Ball Diamonds x 2	200	\$ 990	
Day Use Meeting Room	-	\$ -	
Kitchen Area & Bathroom Facilities	-	\$ -	
Splash Park	250	\$ 1,238	
Bathroom Facilities (with water & sewer)	-	\$ -	
Playground	100	\$ 495	
Walking Trail (located between Hwy Ave & CN areas)	-	\$ -	
Bathroom Facilities	-	\$ -	
Tobogganing Hill	-	\$ -	
Outdoor Rink (with ice cleaning equipment)	500	\$ 2,476	
Picnic Areas x 8	100	\$ 495	one location?
Fire Pits x 5	-	\$ -	
Bike Mogals	-	\$ -	
18 Hole Frisbee Golf	-	\$ -	
Picnic Area (located along the Hines Creek Walking Trail, Canfor)	100	\$ 495	
Snowmobile Trail	-	\$ -	
Playschool	-	\$ -	
<b>Points</b>	<b>32,700</b>	<b>\$ 161,943</b>	

**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	<u>Points</u>	<u>Dollars</u>	
<b>WORSLEY RECREATION BOARD</b>			
<b>Worsley Ag Society Grounds</b>	<b>3,500</b>	<b>\$ 17,333</b>	
Arena (natural ice)	3,500	\$ 17,333	
<b>Worsley Central School</b>	<b>1,650</b>	<b>\$ 8,171</b>	
Gymnasium	500	\$ 2,476	
Outdoor Basketball Court (2)	200	\$ 990	
Community Library	-	\$ -	
Community Room & Kitchen	300	\$ 1,486	capacity?
Fitness Center (workout room)	200	\$ 990	with equipment?
Stage	150	\$ 743	
Long Jump Pit	-	\$ -	
Playground Shed (stocked with equipment to use on playground)	-	\$ -	
Ball Diamond x2	200	\$ 990	
Outdoor Volleyball Nets	-	\$ -	
Outdoor Soccer Field	100	\$ 495	
<b>Centennial Park/RV Park</b>	<b>700</b>	<b>\$ 3,467</b>	
Playground	100	\$ 495	
Skateboard Park	-	\$ -	
Picnic Tables	100	\$ 495	
Outdoor Washrooms	-	\$ -	
RV Park (10 sites, 7 with power)	500	\$ 2,476	
<b>Pioneer Club</b>	<b>300</b>	<b>\$ 1,486</b>	
Senior Hall (with kitchen, shuffleboard tables, floor curling, dartboards)	300	\$ 1,486	
<b>Many Islands</b>	<b>2,050</b>	<b>\$ 10,152</b>	
Playground x 3	300	\$ 1,486	
Camp Grounds (15+ stalls)	1,000	\$ 4,952	
Stage	150	\$ 743	
Concession	-	\$ -	
Dance Floor	-	\$ -	
Group Areas x 2	200	\$ 990	same as picnic grounds?
Boat Launch	300	\$ 1,486	
Outhouse Washrooms & Flushable Toilets	-	\$ -	
Sewer Dump	-	\$ -	
Caretaker area	-	\$ -	
Outdoor Basketball Court	100	\$ 495	
Volleyball Nets	-	\$ -	
Playing area	-	\$ -	
Water Tanks (non-potable for toilets)	-	\$ -	
<b>Eureka River Ag Hall &amp; Rodeo Grounds</b>	<b>4,450</b>	<b>\$ 22,038</b>	
Community Hall (with kitchen, bar, washrooms, & stage)	2,000	\$ 9,905	
Rodeo Grounds	1,500	\$ 7,429	
Playground	100	\$ 495	

**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	<u>Points</u>	<u>Dollars</u>
Dance Floor/Basketball Court	100	\$ 495
Camping Sites (10)	500	\$ 2,476
Stage	150	\$ 743
Ball Diamond	100	\$ 495
<b>Worsley Historical &amp; Cultural Association</b>	<b>1,150</b>	<b>\$ 5,695</b>
Museum	1,000	\$ 4,952
Stage	150	\$ 743
<b>Whispering Pines Ski Club</b>	<b>6,100</b>	<b>\$ 30,210</b>
Ski Hill	6,000	\$ 29,714
Cross country ski trail (maintained)	100	\$ 495
<b>Clear Prairie Ag Grounds</b>	<b>300</b>	<b>\$ 1,486</b>
Picnic Tables	100	\$ 495
Playground	100	\$ 495
Ball Diamond	100	\$ 495
<b>Worsley</b>	<b>2,100</b>	<b>\$ 10,400</b>
JFW Camp Shelter	100	\$ 495
CHAMPS riding arena/rodeo grounds	1,500	\$ 7,429
Picnic Grounds (no camping stalls, Town Centre Park)	100	\$ 495
Community Room (minor use, Andy Hudak Room)	300	\$ 1,486
Ball Diamond (Worsley Ratepayers)	100	\$ 495
<b>Clear Hills County Community Room</b>	<b>200</b>	<b>\$ 990</b>
Fitness Centre (equipment only)	200	\$ 990
<b>Points</b>	<b>22,500</b>	<b>\$ 111,429</b>

**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	Points	Dollars
<b>CLEARDALE RECREATION BOARD</b>		
AUTOMATIC ADDITIONAL FUNDS (Policy 7001 3.3)		\$ 10,000
<b>Golf Course</b>	<b>1,300</b>	<b>\$ 6,438</b>
Campgrounds (1-14 stalls)	500	\$ 2,476
Picnic area	100	\$ 495
Golf Course (sand greens)	700	\$ 3,467
<b>Cleardale Campsite</b>	<b>1,550</b>	<b>\$ 7,676</b>
Playground	100	\$ 495
Picnic Area	100	\$ 495
Music Festival Staging & Shelter	150	\$ 743
Outdoor Basketball Court	100	\$ 495
Pavillion	100	\$ 495
Campground (20 stalls, formerly OHV Park)	1,000	\$ 4,952
<b>Clear River Campground</b>	<b>3,100</b>	<b>\$ 15,352</b>
Campground (15+ stalls)	1,000	\$ 4,952
Campgrounds (1-14 stalls, 10 & 2 group sites, rodeo grounds)	500	\$ 2,476
Rodeo Grounds	1,500	\$ 7,429
Picnic area	100	\$ 495
<b>Menno Simons School</b>	<b>3,300</b>	<b>\$ 16,343</b>
Community Room (with Kitchen)	2,000	\$ 9,905
Community Library	-	\$ -
Picnic Area	100	\$ 495
2 Ball diamonds	200	\$ 990
Playground	100	\$ 495
Tennis Court	100	\$ 495
Outdoor Basketball Court	100	\$ 495
Fitness Center (equipment only)	200	\$ 990
Gymnasium	500	\$ 2,476
<b>Cleardale</b>	<b>1,700</b>	<b>\$ 8,419</b>
Skating Rink (outdoor, heated change room, indoor washroom)	1,700	\$ 8,419
<b>Points</b>	<b>10,950</b>	<b>\$ 64,229</b>

camp shelter? located at campground?



**CLEAR HILLS COUNTY  
DRAFT 2025 OPERATIONAL GRANT FOR RECREATION BOARDS**

	Points	Dollars	
<b>CHERRY CANYON RECREATION BOARD</b>			
<b>Bear Canyon Rec Centre</b>	<b>4,550</b>	<b>\$ 22,533</b>	
Community Hall	2,000	\$ 9,905	capacity?
Stage	150	\$ 743	
Gymnasium	500	\$ 2,476	
Fitness centre	200	\$ 990	
Craft Room	-	\$ -	
Curling Rink (2 sheets)	1,000	\$ 4,952	natural ice?
Playground	100	\$ 495	
Picnic Area	100	\$ 495	
Ball Diamonds x2	200	\$ 990	
Outdoor Basketball Court	100	\$ 495	
Outdoor Soccer Field	100	\$ 495	
Community Library	-	\$ -	
Cross Country Ski Trails	100	\$ 495	
<b>Cherry Point Ball Diamond</b>	<b>200</b>	<b>\$ 990</b>	
Ball Diamond	100	\$ 495	
Picnic Area	100	\$ 495	
<b>Cherry Point Community Hall</b>	<b>550</b>	<b>\$ 2,724</b>	
Community Hall	300	\$ 1,486	capacity?
Stage	150	\$ 743	
Picnic Area	100	\$ 495	
<b>Ole's Lake</b>	<b>1,400</b>	<b>\$ 6,933</b>	
Campground (22 stalls)	1,000	\$ 4,952	
Boat Launch	300	\$ 1,486	
Playground	100	\$ 495	
<b>Points</b>	<b>6,700</b>	<b>\$ 33,181</b>	

TOTAL POINTS

**78,750 \$ 400,000**

TOTAL BUDGET

	400,000
Less Cleardale \$10,000	10,000
	390,000
Funding per point	4.952

**Multi Year Summary of Recreation Board Operating Grants & Donations**

**2015-2025**

last updated: January 31, 2025

	2025			2024			2023			2022			2021			2020			2019			2018			2017			2016		2015			
	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Donations	Points	RBO Grant	Points	RBO Grant					
Burnt River Recreation Board	5,900	\$ 29,219	\$ -	5,900	\$ 28,980	\$ -	5,900	\$ 29,201	\$ -	5,500	\$ 27,430	\$ 680	5,500	\$ 20,396	\$ -	5,500	\$ 20,396	\$ -	5,500	\$ 20,396	\$ -	5,600	\$ 20,955	\$ 247	5,600	\$ 21,064	\$ 575	5,600	\$ 17,231	5,600	\$ 16,350		
Hines Creek & District Recreation Board	32,800	\$ 161,943	\$ -	26,700	\$ 131,146	\$ -	26,100	\$ 129,175	\$ -	26,000	\$ 129,668	\$ 680	26,100	\$ 96,790	\$ -	26,100	\$ 96,790	\$ -	26,100	\$ 96,790	\$ -	27,000	\$ 101,032	\$ 1,856	26,900	\$ 101,180	\$ 4,299	26,900	\$ 82,769	33,800	\$ 98,686		
Worsey Recreation Board	22,500	\$ 111,429	\$ -	25,900	\$ 127,217	\$ -	25,800	\$ 127,690	\$ -	25,800	\$ 128,670	\$ 680	25,700	\$ 95,307	\$ -	25,700	\$ 95,307	\$ -	25,700	\$ 95,307	\$ -	24,600	\$ 92,052	\$ 1,691	24,300	\$ 91,401	\$ 3,883	24,300	\$ 74,769	24,400	\$ 71,241		
Cleardale Recreation Board	10,950	\$ 64,229	\$ -	11,900	\$ 68,451	\$ -	12,000	\$ 69,391	\$ -	11,900	\$ 69,348	\$ 680	11,900	\$ 54,130	\$ -	11,900	\$ 54,130	\$ -	11,900	\$ 54,130	\$ -	11,400	\$ 52,658	\$ 784	11,400	\$ 52,879	\$ 1,821	12,300	\$ 47,846	9,500	\$ 37,737		
Cherry Canyon Recreation Board	6,700	\$ 33,181	\$ -	9,000	\$ 44,207	\$ -	9,000	\$ 44,543	\$ -	9,000	\$ 44,885	\$ 680	9,000	\$ 33,376	\$ -	9,000	\$ 33,376	\$ -	9,000	\$ 33,376	\$ -	8,900	\$ 33,303	\$ 612	8,900	\$ 33,476	\$ 1,423	8,900	\$ 27,385	8,900	\$ 25,985		
<b>TOTALS</b>	<b>78,850</b>	<b>\$ 400,001</b>	<b>\$ -</b>	<b>79,400</b>	<b>\$ 400,001</b>	<b>\$ -</b>	<b>78,800</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>78,200</b>	<b>\$ 400,001</b>	<b>\$ 3,400</b>	<b>78,200</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>78,200</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>78,200</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>77,500</b>	<b>\$ 300,000</b>	<b>\$ 5,190</b>	<b>77,100</b>	<b>\$ 300,000</b>	<b>12,000</b>	<b>78,000</b>	<b>250,000</b>	<b>82,200</b>	<b>249,999</b>		
<b>Donations Summary</b>												Sharp Enironmental	\$ 1,000												Shell Canada Ltd	\$ 5,190	Orphan Wells Association	\$ 9,000					
												McIntosh Perry	\$ 2,400														Harvest RBOerations Corp	\$ 3,000					

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>Burnt River Recreation Association</b>
<b>Contact Person:</b>	<b>Janette Meston</b>
<b>Mailing Address:</b>	<b>Box 1921 Fairview, AB T0H1L0</b>
<b>Telephone Number:</b>	<b>780-596-2115</b>
<b>Email Address:</b>	<b>burntriver.rec@gmail.com</b>

List all current board members. Add lines as required.

<b>Board Members</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
DON KEHLER	President	780-596-2877
JOHAN FRIESEN	Vice President	780-618-9243
JAN MESTON	Secretary/Treasurer	780-596-2115
CARRI-ANNE KEHLER	DIRECTOR	780-596-2877
MIRON CROY	DIRECTOR	780-596-2187
KEVIN MORRISON	DIRECTOR	780-596-3756
DEBBIE MORRISON	DIRECTOR	780-596-3756
DANAE WALMSLEY	CLEAR HILLS REPRESENTATIVE	780-596-2858

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Burnt River Recreation Association
<b>Contact Person:</b>	Janette Meston
<b>Mailing Address:</b>	Box 1921 Fairview, AB TOH 1L0
<b>Telephone Number:</b>	780-596-2115
<b>Email Address:</b>	<a href="mailto:burntriver.rec@gmail.com">burntriver.rec@gmail.com</a>

List all current Facilities. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
	David Thompson Bible Camp	Bible Camp (semi-private)		
	David Thompson Hall	Community Hall Campground (1-14) (With Rental) Ball Diamond Playground		
	Burnt Lee Park	Campground (1-14) Ball Diamond Playground		

Completed by: \_\_\_\_\_

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

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

Applicant:		Burnt River Recreation Association				
List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions						
Requestor's Name	Program/Activity	Amount Requested	Approved (✓)	Denied (X)	Amount Granted	Reason:
Crossroads	Recreation equipment for children in shelter	2,000.00	X		2,000.00	
David Thompson Bible Camp	Kitchen Upgrade	Open	X		3,000.00	
David Thompson Hall	Assistance with Operational Costs	Open	X		10,300.00	
David Thompson Hall - Family Day	Family Day Dine & Dance	Open	X		2,000.00	
Fairview Aquatic Centre	Free Swlm Sponsorship	\$400/free swim Saturday	X		1,600.00	
Fairview Minor Soccer	Replacng Goal Posts	Open	X		2,000.00	
Kidsport	Financial support registration fees for Youth in sport	Open	X		2,500.00	
Redneck Riders	Rodeo	Open	X		1,000.00	
Whitelaw Ag Society	Curling Club Repairs	Open	X		3,000.00	
Whitelaw Ag Society	Timeless Traditions Event	Open	X		2,000.00	
North Peace 4H District	District Events (Funday, skiling, swimming)	Open	X		1,500.00	
Fairview 4H Multiclub	Purchase of Year-end Awards	900.00	-	X	-	Support provided through NP 4H District
Worsley Central School	Level Up Basketball Summer Camp	500.00	X		500.00	
Hines Creek Pond Hockey	2023 Funding - PD In 2024				1,500.00	
David Thompson Bible Camp	2024 Funding - PD In 2024				2,500.00	
Kidsport	2025 Funding - PD In 2024				1,500.00	
					<b>36,900.00</b>	

Completed by: \_\_\_\_\_

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

**CLEAR HILLS COUNTY  
2024 RECREATION BOARDS FINANCIAL REPORT**

<b>Applicant:</b>	<b>Burnt River Recreation Association</b>	
<b>Opening Balance as of January 1, 2024:</b>	<b>44,975.34</b>	
<b>Add lines as required</b>		
<b>Income:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Interest	14.78	
Grants:	28,980.00	
Donations:	1,000.00	
Other Income:		
<b>Total Revenue</b>	<b>29,994.78</b>	
<b>Expenses &amp; Disbursements:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Fees	-	
Grant Distributions	36,900.00	
Insurance	1,825.16	
Office Expenses		
Honorariums		
Other Expenses:		
Advertising & Operating	260.72	
Equipment & Maintenance	1,666.12	
Gounds Maint. & Improvements	1,449.00	
Event Expenses	947.24	
Capital Expenses	500.00	
<b>Total Expenses</b>	<b>43,548.24</b>	
<b>Closing Balance as of December 31, 2024</b>	<b>31,421.88</b>	

Completed by: \_\_\_\_\_

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

# BURNT RIVER RECREATION

Recreation Operating Grant - Funding Request for 2025

	2024 Actual	2025 Budget	Notes
Operating Expenses	1,667.00	4,000.00	Insurance, Signage, Office Expenses
Grant Distributions	36,900.00	30,000.00	Actual incl. some late 2023 Funding 2024 funding \$31400.00
Ground Maint. & Improvements	1,449.00	2,000.00	Lawn, Yard & Building Care
Event Expenses	948.00	2,000.00	
<b>Total Budgeted Expenses</b>		<b>38,000.00</b>	

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Hines Creek and District Ag Society
<b>Contact Person:</b>	Stacey Basnett
<b>Mailing Address:</b>	PO Box 421 Hines Creek, AB TOH2A0
<b>Telephone Number:</b>	780-494-3690
<b>Email Address:</b>	<a href="mailto:assistantcao@hinescreek.com">assistantcao@hinescreek.com</a>

List all current board members. Add lines as required.

<b>Board Members</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
Megan Bjornson	Chairperson / Village Member	Cell: 780-835-0860 Box 98, Hines Creek, AB TOH 2A0 <a href="mailto:meganbjornson@hotmail.com">meganbjornson@hotmail.com</a>
Alison Bjornson	Village Council Member	Cell: 780-772-2467 Box 325, Hines Creek, AB TOH 2A0 <a href="mailto:afrixel@gmail.com">afrixel@gmail.com</a>
Len Rimmer	Alternate Member:	Cell: 780-835-8519 Box 269, Hines Creek, AB TOH 2A0 <a href="mailto:lrin@telus.net">lrin@telus.net</a>
Dallas Bjornson	Village Member	Cell: 780-772-2378 Box 325, Hines Creek, AB TOH 2A0 <a href="mailto:dbjornson@gmail.com">dbjornson@gmail.com</a>
Sherri Larson	County Member	Cell: 780-835-1743 Box 574, Hines Creek, AB TOH 2A0 <a href="mailto:sherri@globalrestorationcorp.ca">sherri@globalrestorationcorp.ca</a>
Ed Walmsley	County Member	Cell: 780-835-1465 Res: 780-494-2143 Box 54, Hines Creek, AB TOH 2A0 <a href="mailto:walmsleyed@yahoo.ca">walmsleyed@yahoo.ca</a>
Susan Hansen	Council Member	Cell: 780-834-7977 Box 608, Hines Creek, AB TOH 2A0 <a href="mailto:Susan-hansen@live.com">Susan-hansen@live.com</a>
Amber Bean	Alternate Council Member	Cell: 780-830-9786 Box 596, Hines Creek, AB TOH 2A0 <a href="mailto:True_North_Strong@outlook.com">True_North_Strong@outlook.com</a>
Stacey Basnett	Secretary	Cell: 780-772-2407 Bus: 780-494-3690 Box 421, Hines Creek, AB TOH 2A0 <a href="mailto:assistantcao@hinescreek.com">assistantcao@hinescreek.com</a>

Completed by: \_\_\_\_\_

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



**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Hines Creek and District Ag Society
<b>Contact Person:</b>	Stacey Basnett
<b>Mailing Address:</b>	PO Box 421 Hines Creek, AB TOH2A0
<b>Telephone Number:</b>	780-494-3690
<b>Email Address:</b>	<a href="mailto:assistantcao@hinescreek.com">assistantcao@hinescreek.com</a>

**Facilities:**

List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
George Lake	George Lake Recreation Area	boat dock & beach fire pits, picnic area Overflow Campground Cross Country Ski Trail (groomed) Nature Walking Trail Entertainment Stage Camp Shelter Camp Stalls ( 15+ ) Playground(1)		
NW 16-83-4-W6M	Hines Creek Golf Course	18 Grass greens Camping Stall(>15) Minor Use Hall – Club House & Kitchen < 100 Group Camping Stalls		
Royce NW 31-83-7-W6M	Royce Carter's Camp	Ball Diamonds Camp Stalls (15+) Boat Dock Playground and swings Camp Shelter ( 2)		
Village of Hines Creek	Dave Shaw Arena	Playschool Community Room < 100 Ice Cleaning Equipment Stage Arena Artificial Ice Crafts Room Community Room and Kitchen < 100 Fitness Center - Walking track, Pickle Ball, Basketball, Instructor lead exercise area, weights, cardio area, Summer Ice Surface has been rented for events > 400 Community Hall >350	Operational in 2025	
Village of Hines Creek	End of Steel Museum	Museum/ Historical Sites 11+ Bathroom Facilities Community Room and Kitchen Entertainment Stage Playground (1)		
Village of Hines Creek	Seniors Drop-In Center	Community room and kitchenette		
Village of Hines Creek	Hines Creek Composite School	Gymnasium Minor use Hall > 300 Playground( 2) Ball Diamonds x 2		
Village of Hines Creek	Village of Hines Creek	Community Library Picnic Ground (No camping stalls) ball diamonds Ball Diamond(2) Day Use Meeting Room Kitchen Area & Bathroom Facilities Splash Park		

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Hines Creek and District Ag Society
<b>Contact Person:</b>	Stacey Basnett
<b>Mailing Address:</b>	PO Box 421 Hines Creek, AB TOH2AO
<b>Telephone Number:</b>	780-494-3690
<b>Email Address:</b>	<a href="mailto:assjstantcao@hinescreek.com">assjstantcao@hinescreek.com</a>

**Facilities:**

**List all facilities by their location. Add lines as required.**

Location	Facility Name	Details	Date Added	Notes
		Bathroom Facilities w/ water and sewer		
		Playground	October 1, 2023	
		Walking Trail (located between Hwy Ave and CN Areas )	October 1, 2023	
		Bathroom Facilities		
		Tobogganing hill	November 1, 2024	
		Ice Cleaning Equipment for outdoor rink		
		outdoor rink	November 1, 2024	
		5 fire pits & 8 picnic areas	November 1, 2024	
		bike mogals		
		18 hole frisby golf		
		Picnic Area located along the Hines Creek Walking Trail (Canfor)		
		Snowmobile Trail		
		Tobogganing hill		
		Snowmobile trail		
		Playschool		
		Bike Mogals	Operational in 2025	
		Frisby Golf (18 holes)	Operational in 2025	

Completed by: Stacey Basnett

Date: November 15, 2024

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

Applicant: Hines Creek & District Ag Society

List all grant requests received during 2024. Add lines as required.

**Grant Requests & Distributions**

Requestor's Name	Program/Activity	Amount Requested	Approved ( ✓ )	Denied (X)	Amount Granted	Reason:
Hines Creek Figure Skating Club	Ice fees and coaching fees, private skate	5,000.00	✓		3,500.00	Do not pay for private lessons
Hines Creek Figure Skating Club	Ice Fees and Coaching Fees	5,000.00			1,500.00	Asked twice in 1 year
Hines Creek Pond Hockey	Ice fees and goal equipment	5,000.00	✓		3,500.00	Did not present a bank statement
Hines Creek Pond Hockey	Operating costs, updating equipment and supplies, training	5,000.00			1,500.00	follow up with audited financial statements
Team & Athletes-Provincials	HC & Worsley Wildcats Joint Team	2,500.00	✓		1,500.00	Cap for provincials of \$1500
Senior's Day BBQ		569.72	✓		569.72	Cap for Seniors BBQ
Athletic Awards	\$75 each JR SR Girl and Boy	300.00	✓		300.00	\$75 each JR SR Girl and Boy
David Thompson Bible Camp	To replace the kitchen & dining hall.	10,000.00		x		Burnt River Rec Board as they are outside the boundaries of the Hines Creek and District Rec Board
Hines Creek Community Volleyball	Gym rental fees.	3,000.00	✓		3,000.00	Will have to present signed financial stmt or future funding
Hines Creek & District Arts & Crafts	Quilting & sewing supplies, ceramic supplies, storage cabinet & bins	5,000.00	✓		5,000.00	
End of Steel Heritage Society	Wages for adult to supervise summer students & bookkeeping fees.	14,302.59	✓		12,000.00	Prioritize funds
Carters Camp Recreation Society	Campground maintenance, landscaping, repairing fire pits & preparation of site for new playground.	40,000.00	✓		10,000.00	Financially stable - according to members on various boards
Hines Creek Golf & Country Club	Day to day operations, addition of new lots & tree maintenance.	15,000.00	✓		12,000.00	Financially stable - according to members on various boards
Village of Hines Creek-Park Project	Seating areas, fire pits, bike racks & washrooms	5,000.00	✓		5,000.00	
Village of Hines Creek-Fitness Center	Operating expenses & upgrading equipment	12,000.00	✓		10,000.00	limited funds had to split money accordingly
Village of Hines Creek-Dave Shaw Complex	Operating expenses	65,000.00	✓		65,000.00	
George Lake Aquatic Recreation Association	Maintenance Costs, replace baracades around overflow parking as the are rotten and falling over	5,000.00	✓		5,000.00	
		197,672.31			139,369.72	

Completed by: Stacey Basnett

Date: November 20, 2024

**CLEAR HILLS COUNTY  
2024 RECREATION BOARDS FINANCIAL REPORT**

<b>Applicant:</b>	Hines Creek and District Rec Boards	
<b>Opening Balance as of January 1, 2024:</b>	<b>14,881.44</b>	
<b>Add lines as required</b>		
<b>Income:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Interest		
Grants:		
2024 Rec Board Operating Grant	131,146.00	
Donations:	8.35	
Other Income:		
<b>Total Revenue</b>	<b>131,154.35</b>	
<b>Expenses &amp; Disbursements:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Fees		
Grant Distributions		
Hines Creek Figure Skating Club	3,500.00	
Hines Creek Figure Skating Club	1,500.00	
Hines Creek Pond Hockey	3,500.00	
Hines Creek Pond Hockey	1,500.00	
Senior's Day BBQ	569.72	
Athletic Awards	300.00	
Hines Creek Wildcats Senior Basketball Tea	1,500.00	
Hines Creek Community Volleyball	3,000.00	
Hines Creek & District Arts & Crafts	5,000.00	
End of Steel Heritage Society	12,000.00	
Carters Camp Recreation Society	10,000.00	
Hines Creek Golf & Country Club	12,000.00	
Village of Hines Creek-Park Project	5,000.00	
Village of Hines Creek-Fitness Center	10,000.00	
Village of Hines Creek-Dave Shaw Complex	65,000.00	
George Lake Aquatic Rec. Assoc.	5,000.00	
<b>Total Expenses</b>	<b>139,369.72</b>	
<b>Closing Balance as of December 11, 2024</b>	<b>6,666.07</b>	

Completed by: Stacey Basnett

Date: December 11, 2024

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Worsley & District Recreation Board	
<b>Contact Person:</b>	Kimberly Sizer. kimberly.sizer@gmail.com	Melissa Kamphuis. Kamphuism@prsd.ab.ca
<b>Mailing Address:</b>	Box 333 Worsley, AB T0H 3W0	
<b>Telephone Number:</b>	780-835-0448	
<b>Email Address:</b>	worsleyrecboard@gmail.com	

**List all current board members. Add lines as required.**

**Board Members**

Name	Position	Contact Information
Melissa Kamphuis	Chairperson	780-835-9377
Jody Dous	Director	780-835-0185
Ang Rossworm	Director	780-835-6930
Julie Watchorn	Director	780-685-3035
Cate Cox	Director	780-834-7669
Jenn Daniel	Director	780-685-3842
Jason Ruecker	County Rep	780-685-2144
Kimberly Sizer	Sec/Treas	780-835-0448

Completed by: \_\_\_\_\_

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

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>Worsley &amp; District Recreation Board</b>
<b>Contact Person:</b>	<b>Kimberly Sizer</b>
<b>Mailing Address:</b>	<b>Box 264 Worsley, AB T0H 3W0</b>
<b>Telephone Number:</b>	<b>780-835-0448</b>
<b>Email Address:</b>	<b>worsleyrecboard@gmail.com</b>

**Facilities:**  
List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
Plan 7920712, Lot A	Worsley Agricultral Society Grounds	Built in 1982. The arena is regulation size natural ice with concrete base. Hockey, Curling and Figure Skating all occur at the arena. Has 4 change rooms, Public and Player washrooms, office, kitchen, and concession area. Large viewing areas inside the arean, or in the foyer with nice large benches. In the arena natural gas heaters for spectators. The arena has a zamboni machine for scraping or flooding ice during and after events. During winter, Curling ice is also put in with the appriate lines, hacks and has rocks and brooms in their inventory. 2023 the Society started to build a tobogganing hill, for community use.	1981	Used by many people, from our ward and Cleardale ward for hockey purposes. THhe Worsley Mini Cats, have a Hockey team that practices weekly and hosts games with other towns such as Hines Creek and Nampa.
Pt. SW-6-87-7-W6M	Worsley Central School Facilities	Holds students in Kindergarten to Grade 12. Worsley School has a gymnasium, Community room, Commercial kitchen, Fitness Center (Workout Room) Stage, Long Jump pit, Playground Shed ( Stocked with equioment to use on the playground , accesible all year long). Baseball Diamond (2), Outdoor volleyball nets, Outdoor soccer field, 2 basketball courts outside, and a community library.		The school gym, community room, and kitchen are used for numerous and many occasions year round, from funerals, wedding/receptions, banquets, auctions, and fundraisers, which is all accesible to our community and surrounding communities that all use it.
Lot R, Block 4, Plan802KS	Centennial Park/RV Park	Grassed park area, entirely fenced, Brand New Playground and skateboard park. Includes picnic tables, flower planters, mens and womens outdoor washrooms.  RV Park has ten sites, 7 are powered. picnic tables for all sites. Circular area is gravelled. Sewer dump and water fill is located close by.		
Lot 13 & 14, Block 4, Plan 802KS	Pioneer Club	Two shuffloe board tables, floor curling, dartboards Serves as a community meeting place, and		The Club hosts many different kinds of events for the community such as

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>Worsley &amp; District Recreation Board</b>
<b>Contact Person:</b>	<b>Kimberly Sizer</b>
<b>Mailing Address:</b>	<b>Box 264 Worsley, AB T0H 3W0</b>
<b>Telephone Number:</b>	<b>780-835-0448</b>
<b>Email Address:</b>	<b>worsleyrecboard@gmail.com</b>

**Facilities:**  
List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
NW-22-87-10-W6M	Clear Prairie Ag Grounds	recreation area for seniors. Has a community kitchen.  Ball diamonds that consist of dirt infield and grass outfield. Backstop is made of 3" pipe. Picnic tables, fire pits and playground available.		dances, meetings, services, funerals, receptions and serves a voting area for the Worsley ward.
NE-26-84-4-W6M	Many Islands Playground	Family camping and fishing area. 3 playgrounds, 44 seasonal lots, 26 regular lots, stage, concession, dance floor, 2 group areas, boat launch, picnic tables and fire pits for each site. Outhouse washrooms and flushable toilets onsite. Sewer dump. Caretakers area, basketball court, volleyball nets and playing area. Water tanks on site (non potable) for toilets.		
NE-11-86-6-W6M	Eureka River Ag Hall & Rodeo Grounds	Building is 100x40'. Storage of 12x40'. Has a kitchen Bar area, stage, and bathrooms and potable water. Outside area includes, spectator stands, pens and chutes, outdoor bathroom facilities, and a baseball diamond. Pole shed. 15 acres, and leases 4 from Provincial Gov't. Also includes, Playground, outdoor stage, Dance floor/basketball court. 10 camping sites, 3 seacans,		So many of the areas groups meet in at the hall, to host their meetings, it is widely used for funerals, weddings, reunions, public engagements, voting area, bingos. Serves so many groups in the area.
NW-31-87-7-W6M	Worsley Ratepayers Baseball Diamonds	Consists of a infield and outfield. Backtop and fence around are constructed of chain link fencing.		
Plan 762-0347, Block 4 Lot D	Worsley Historical & Cultural Association	10 buildings that include historical & Antuque machinery. Also includes a 60x80 Large shop containing machinery and antiques. A pole shed for storage and a fully finished, heated Workshop. Includes a music stage, and many pieces of machinery antiques on the property. Has large barn on property .		Museum serves as a meeting area for groups. The grounds are used as a source of people that use it for reunions, and weddings and grad/family photos.

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>Worsley &amp; District Recreation Board</b>
<b>Contact Person:</b>	<b>Kimberly Sizer</b>
<b>Mailing Address:</b>	<b>Box 264 Worsley, AB T0H 3W0</b>
<b>Telephone Number:</b>	<b>780-835-0448</b>
<b>Email Address:</b>	<b>worsleyrecboard@gmail.com</b>

**Facilities:**

List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
LSD-16-87-9-W6M	Forestry Shelter	Log cabin built by the Junior Forest Wardens. Remote location and is available to be used by groups and organizations.		
County Fire Hall	Community Room/Fitness Center	Community room that has a kitchen and washrooms. Fitness Center that has 10 pieces of workout equipment. Equipped with showers.		Used many times for groups for showers meetings, church, etc.
Worsley Health Center	Andy Hudak Room	Available to use by any community groups. Equipped with a washroom and sink.		
SW-6-87-8-W6M	Riding Arena	15 acres, Outdoor riding arena with bleachers. Announcers booth, storage sheds. Fully fenced with pipe fencing.		
Plan 802KS, Lot P	Town Center Park	Bridge, near the Welcome to Worsley Sign. Firepit area, benches has been installed. Worsley Christmas Tree Light up area every year.		
Sec. 5-80-9-W6M	Whispering Pines Ski Club	Features a Chair lift, T-Bar, and conveyor. 15 novice, Intermediate, and expert runs. 2 snowboard runs. Main chalet with restaurant. Rental Shop, upper Chalet. 2 parking lots. Cross County ski trails. Snow cat building. Generator Building that stores the argo and mowers Snowmobile Shed Shop (Stores tractor & trax machine) Power Distribution Shed Fuel/Oil Shed 2 Operator shed. (top of Chair & T Bar) Engine Shed (Bottom of tbar) Drive Station (Bottom of Chair Lift)		

Completed By: Kimberly Sizer

January 14 2025.



**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

Applicant:						
List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions						
Requestor's Name	Program/Activity	Amount Requested	Approved ( V )	Denied (X)	Amount Granted	Reason:
Worsley Central School	Swimming Lessons	5,800.00	Yes		5,500.00	Was not paying for all .
Worsley Pioneer Club	Maintenance, Utilities, Insur, Bus Driver.	18,000.00	Yes		14,000.00	Had a roof to fix, so Councillor Ruecker told them to apply for the Capital Grant.
Worsley Skl Club	Help offset of Cost of Running Ski Hill	15,000.00	Yes		13,500.00	Trying to budget for everyone.
Worsley ECEF	Secretary, office/class supplies. accountant	5,000.00	Yes		5,000.00	
Worsley Museum	Utility Bills, Insurance, Wages, Pioneer Days	12,000.00	Yes		11,000.00	Kimberly said they could take \$1000 off to help other clubs
MIRDS	Picnic Tables, upkeep, Insurance	12,000.00	Yes		10,000.00	Group thinks its becoming to privatized.
Eureka River Local Mo.1053	Trapping programs, teachable clinics on fur	4,000.00	Yes		4,000.00	
Worsley Health Society	Firefighter gifts, staff/recep gifts, office Exp	2,500.00	Yes		2,000.00	Firefighter gifts but they receive honorariums from county
Worsley Volunteer Fire Soc.	Janitor & Insurance	3,000.00	Yes		3,000.00	
Valley Riders Saddle Club	Insurance, Clinics, Supplies, & Gates	3,000.00	Yes		2,500.00	Not seeing the involvement and its such a small group.
Worsley AG Society	Utilites, Insurance, Wages	14,000.00	Yes		14,000.00	
Worsley Library Society	Books, Reading Programs, Contests	4,000.00	Yes		3,000.00	Melissa said they could shave off the library.
WCS Parent Society	Hot lunch, Art & Sports Supplies, Roasters	15,500.00	Yes		14,000.00	We were not going to pay fully for Basketball camp, since they were asking other sources.
Montagneuse 4H	Supplies, 4H Day prizes, Courses	3,000.00	Yes		3,000.00	
Eureka River Ag Society	Maintenance	12,000.00	Yes		12,000.00	
Worsley Chamber of Commerce	Flowers, Granary Gazebo, Bridge Repair	5,000.00	Yes		4,000.00	Wanted to see projects on the go, before glving more
Shane Kamphuis	Track and Field Provincials	450.00	Yes		450.00	
Zack Wiebe	Track and Field Provincials	300.00	Yes		300.00	
Grady Ruecker	Basketball Provincials	300.00	Yes		300.00	
Shane Kamphuis	Basketball Provincials	300.00	Yes		300.00	
Zack Wiebe	Basketball Provincials	300.00	Yes		300.00	
Jacob Zacharias	Basketball Provincials	300.00	Yes		300.00	
Maia Rossworm	Basketball Provincials	300.00	Yes		300.00	
Ethan Rossworm	Basketball Provincials	300.00	Yes		300.00	
Lily Sather	Basketball Provincials	300.00	Yes		300.00	
Alexa Cox	Basketball Provincials	300.00	Yes		300.00	
Arianna Yatchotay	Basketball Provincials	300.00	Yes		300.00	
		137,25000			123,950.00	

Completed by: Kimberly Slzer

Date: January 3/25

**CLEAR HILLS COUNTY  
2024 RECREATION BOARDS FINANCIAL REPORT**

<b>Applicant:</b>		<b>Worsley &amp; District Recreation Board</b>
<b>Opening Balance as of January 1, 2024:</b>		
	<b>21,638.81</b>	
<b>Add lines as required</b>		
<b>Income:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Interest	11.42	ATB Bank Interest
Grants:	127,217.00	Clear Hills County Recreation Grant
Donations:		
Other Income:		
<b>Total Revenue</b>	<b>127,228.42</b>	
<b>Expenses &amp; Disbursements:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Fees		
Grant Distributions	125,350.00	
Insurance		
Office Expenses	238.00	File Folder, Stamps, Envelopes, Ink
Honorariums	2,400.00	
Other Expenses:	150.00	Retirement Gift Card, Auditor.
<b>Total Expenses</b>	<b>128,138.00</b>	
<b>Closing Balance as of December 31, 2024</b>		
	<b>20,729.23</b>	

Completed by: Kimberly Sizer

Date: January 6/2024

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>CLEARDALE AGRICULTURAL SOCIETY</b>
<b>Contact Person:</b>	<b>EDITH GIESBRECHT</b>
<b>Mailing Address:</b>	<b>BOX 18 CLEARDALE T0H 3Y0</b>
<b>Telephone Number:</b>	<b>780-834-7844</b>
<b>Email Address:</b>	<a href="mailto:cleardaleag@live.com">cleardaleag@live.com</a>

List all current board members. Add lines as required.

<b>Board Members</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
David Janzen	President	Box 179, Cleardale, AB T0H 3Y0 <a href="mailto:denovember5@gmail.com">denovember5@gmail.com</a> 780-834-0197
Simon Zacharias	Vice President	Box 199, Cleardale, AB T0H 3Y0 780-834-7311
Josh Braun	Second Vice President	Box 56, Cleardale, AB T0H 3Y0 <a href="mailto:braunjoshua404@gmail.com">braunjoshua404@gmail.com</a> 780-834-8663
Abe Giesbrecht	Director	Box 18, Cleardale, AB T0H 3Y0 <a href="mailto:abeg87@hotmail.com">abeg87@hotmail.com</a> 780-834-7369
Murray Lewis	Director	Box 171, Cleardale, AB T0H 3Y0 <a href="mailto:murray@6lewis.com">murray@6lewis.com</a> 780-834-8134
Marion Roessler	Director	Box 23, Cleardale, AB T0H 3Y0 780-685-3902
Laura Lewis	Director	Box 171, Cleardale, AB T0H 3Y0 <a href="mailto:lewisla@prsd.ab.ca">lewisla@prsd.ab.ca</a> 780-834-8194
Amos Driedger	Director	Box 50, Cleardale, AB T0H 3Y0 780-835-1773
Corny Giesbrecht	Director	Box 89, Cleardale, AB T0H 3Y0 <a href="mailto:1ruth@telus.net">1ruth@telus.net</a> 780-835-9403
Nettie Giesbrecht	Secretary/Treasurer	Box 76, Cleardale, AB T0H 3Y0 <a href="mailto:skylite@me.com">skylite@me.com</a> 780-835-6921
Peter Giesbrecht	Director	Box 76, Cleardale, AB T0H 3Y0 <a href="mailto:skylitefarms@gmail.com">skylitefarms@gmail.com</a> 780-835-1306
Judy Zacharias	Director	Box 199, Cleardale, AB T0H 3Y0 <a href="mailto:judygiesbrecht97@gmail.com">judygiesbrecht97@gmail.com</a> 780-834-6404
Edith Giesbrecht Abe Friesen George Fehr		

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>CLEARDALE AGRICULTURAL SOCIETY</b>
<b>Contact Person:</b>	<b>EDITH GIESBRECHT</b>
<b>Mailing Address:</b>	<b>BOX 18 CLEARDALE TOH 3Y0</b>
<b>Telephone Number:</b>	<b>780-834-7844</b>
<b>Email Address:</b>	<a href="mailto:cleardaleag@live.com">cleardaleag@live.com</a>

**Facilities:**  
List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
Cleardale Crescent	Skating Rink	Outdoor skating rink heated change room indoor washroom		
Clear River Campground	Clear River Campground	Campground (>15 stalls)		
Menno Simons Community School	Gymnasium			
Cleardale Golf & Country Club	Golf Course	Sand Greens Campground (1-14 stalls) Picnic Area		
Clear River	Clear River Rodeo Grounds	Rodeo Grounds Picnic Area Campground (1-14 stalls)		
Cleardale	Menno Simons Community School	Community Room/Kitchen	June 2021	
Cleardale Campsite	Cleardale Campsite	Campground (20 stalls) Playground Picnic Area Music Festival Staging and Shelter Outdoor Basketball Court Pavilion	June 2022? May 2024	
Cleardale	Menno Simons Community School	Ball Diamonds North Ball Diamond South Ball Diamond Picnic Area		
Cleardale	Menno Simons Community School	Courts Tennis Court Playground Outdoor Basketball Court		
Cleardale	Menno Simons Community School	Library		
Cleardale	Menno Simons Community School	Community Fitness Center (Fitness Equipment Only)		

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

**Applicant:** CLEARDALE AGRICULTURAL SOCIETY

List all grant requests received during 2024. Add lines as required.

**Grant Requests & Distributions**

Requestor's Name	Program/Activity	Amount Requested	Approved (✓)	Denied (X)	Amount Granted	Reason:
CLEAR RIVER RIDING CLUB	COMMUNITY HORSE EVENTS	5,000.00	YES		5,000.00	
MSCS LIBRARY	COMMUNITY LIBRARY OPERATION	5,000.00	YES	NO	5,000.00	
LEVEL UP BASKETBALL	SUMMER BASKETBALL CAMP	2,000.00	YES		500	SAME AMOUNT AS LAST YEAR
BASKETBALL PROVINCIALS	TRAVEL COSTS (\$150 PER ATHLETE)	900	YES		900	
MSCS	MSCS GRAD	500	YES		500	
MSCS	MSCS BASKETBALL ZONES	100	YES		100	
		13,500.00			12,000.00	

Completed by: \_\_\_\_\_

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

**CLEAR HILLS COUNTY  
2024 RECREATION BOARDS FINANCIAL REPORT**

<b>Applicant:</b>	<b>CLEARDALE AGRICULTURAL SOCIETY</b>	
<b>Opening Balance as of January 1, 2024:</b>	<b>75,774.45</b>	
<b>Add lines as required</b>		
<b>Income:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Interest	571.18	
Grants:	76,345.63	
Donations:	-	
Other Income:		
RANCH RODEO	26,780.00	
CLEARFEST	1,740.00	
GOLF TOURNAMENT	3,910.00	
MOWING HOURS	8,835.00	
HOT LUNCH	18,835.00	
SPACE RENT	11,030.00	
HISTORY BOOK SALES	100.00	
CAMPSITE	21,360.00	
GOLF COURSE	1,440.00	
<b>Total Revenue</b>	<b>170,946.81</b>	
<b>Expenses &amp; Disbursements:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Fees	28.00	
Grant Distributions	10,000.00	
OTHER DONATIONS/BURSARIES	3,760.00	
Insurance	7,000.00	
Office Expenses	220.00	
Honorariums	12,000.00	
Other Expenses:		
EVENT EXPENSES	20,400.00	CLEARFEST, RANCH RODEO
GRAVEL	7,085.00	CAMPSITES
FUEL	2,500.00	PROPANE, DIESEL, GAS
HOT LUNCH PROGRAM	20,985.00	GROCERIES, WAGES
CAMPSITE BUILDINGS	28,000.00	BUILT NEW PAVILION
REPAIR & MAINTENANCE	6,560.00	
UTILITIES	10,000.00	
GARBAGE	960.00	
WAGES	44,000.00	CARETAKER, SUMMER STUDENTS
ACCOUNTING	4,600.00	
OTHER EXPENSES	2,300.00	
<b>Total Expenses</b>	<b>180,398.00</b>	
<b>Closing Balance as of December 31, 2024</b>	<b>66,323.26</b>	

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

**Cleardale Agricultural Society and Recreation Board - 2024 Recreational Facilities**

<b>Facility Name and Description</b>	<b>2024 Points</b>	<b>Amount Recieved /Facility</b>	<b>Money Allocated</b>
1 Skating Rink (Outdoor, Heated Change Room)	1500		
	1500	\$7,367.77	
2 Clear River Campground			
Campground (>15 Stalls)	1000		
Playground	100		
	1100	\$5,403.03	
3 Gymnasium	1000		
	1000	\$4,911.85	
4 Golf Course			
Sand Greens	700		
Campground (1-14 Stalls)	400		
Picnic Area	100		
	1200	\$5,894.22	
5 Rodeo Grounds	1500	\$7,367.77	\$7367.77 x (2/3)=
Picnic Area	100		\$4,911.85
Campground (1-14 Stalls)	400		
	2000	\$2,455.92	RIDING CLUB AMOUNT
6 Community Room/Kitchen	2000		
	2000	\$9,823.70	
7 OHV Park			
Campground (20 Stalls)	1000		
Playground	100		
Picnic Area	100		
Music Festival Staging and Shelter	0	\$0.00	\$0.00
	1200	\$5,894.22	
8 Ball Diamonds			
North Ball Diamond	100		
South Ball Diamond	100		
Picnic Area	100		
	300	\$1,473.55	
9 Courts			
Tennis Court	100		
Playground	100		
Outdoor Basketball Court	100		
	300	\$1,473.55	
10 Library	1200		\$5894.22 x (2/3)=
	1200	\$5,894.22	\$3,929.48
			LIBRARY AMOUNT
11 Community Hall (Minor Use) Seniors	100		
	100	\$491.18	
<b>TOTAL POINTS</b>	<b>11900</b>		
TOTAL GRANT RECIEVED \$58451 + \$10000	\$68,451.00	\$58,451.00	<b>\$8,841.33</b>
- (TOP-OFF AMOUNT \$10,000)	\$58,451.00	AMOUNT SPLIT	TOTAL PAY OUT
/(TOTAL POINTS 11900)	\$4.91	DOLLAR/POINT	

**CLEAR HILLS COUNTY**

**2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Cherry Canyon Rec Board
<b>Contact Person:</b>	Candice Stevenson
<b>Mailing Address:</b>	Box 60, Bear Canyon, AB T0H 0B0
<b>Telephone Number:</b>	780-897-5361
<b>Email Address:</b>	<a href="mailto:cjames938@hotmail.com">cjames938@hotmail.com</a>

List all current board members. Add lines as required.

<b>Board Members</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Information</b>
Sharon Chalmers	President	780-933-6877
Marion Maxwell	Vice President	780-595-2146
Racheal Armstrong	Director	250-261-1798
Candice Stevenson	Secretary	780-897-5361
Trudy Roy	Treasurer	780-835-9214
Twila Clay	Director	780-595-2105
Cindy Clay	Director	780-835-1047

Completed by: Candice Stevenson

Date: January 2, 250



**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	<b>Cherry Canyon Rec Board</b>
<b>Contact Person:</b>	<b>Candice Stevenson</b>
<b>Mailing Address:</b>	<b>Box 60, Bear Canyon, AB T0H 0B0</b>
<b>Telephone Number:</b>	<b>780-897-5361</b>
<b>Email Address:</b>	<a href="mailto:cjames938@hotmail.com">cjames938@hotmail.com</a>

**Facilities:**

List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes
Bear Canyon	Bear Canyon Rec Centre	Community Hall Gymnasium Fitness Centre Craft Room two sheet curling rink playground picnic area two ball diamonds outdoor basketball court outdoor soccer field stage in hall cross country ski trails community library		
Cherry Point	Cherry Point Community Hall	community hall stage in hall picnic area		
Cherry Point	Cherry Point Ball Diamond	ball diamond picnic area		
Ole's Lake	Ole's Lake Campground	campground 22 sites boat launch playground		

Completed by: Candice Stevenson

Date: January 2, 2025

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

Applicant:		Cherry Canyon Rec Board				
List all grant requests received during 2024. Add lines as required.						
Grant Requests & Distributions						
Requestor's Name	Program/Activity	Amount Requested	Approved ( ✓ )	Denied (X)	Amount Granted	Reason:
Cherry Canyon Ag Society	Maintaining all community facilities	550,000	x		39,000.00	Gave as much as we could after examining other requests
Cleardale Riders	Sponsorship	1,000.00	x		1,000.00	We requested the money be used as sponsorship funds at their year end awards.
Worsley Central School	Basketball Camp	1,500.00		X		We already give to local youth individually to use as they wish. Our local population attends many camps - volleyball, hockey, rodeo etc. We cannot give to them all.
Sullivan Maxwell	kickboxing	250.00	x		250.00	Eligible youth grant
Raleigh Maxwell	kickboxing	250.00	x		250.00	Eligible youth grant
Preston Johnson	hockey	250.00	x		250.00	Eligible youth grant
Eli Johnson	hockey	200.00	x		250.00	Eligible youth grant
Ava Johnson	bootcamp	200.00	X		250.00	Eligible youth grant
Wylie Jeffries	swimming	250.00	x		250.00	Eligible youth grant
Rocky Jeffries	swimming	250.00	x		250.00	Eligible youth grant
Octavia Zacharias	piano	250.00	x		250.00	Eligible youth grant
Aziah Zacharias	gymkhana	250.00	x		250.00	Eligible youth grant
Theo Zacharias	gymkhana	250.00	x		250.00	Eligible youth grant
Bentley Klassen	rodeo	250.00	x		250.00	Eligible youth grant
Brixten Klassen	gymkhana	250.00	x		250.00	Eligible youth grant
Olivia Stevenson	hockey	250.00	x		250.00	Eligible youth grant
Noah Stevenson	swimming	250.00	x		250.00	Eligible youth grant
Jamie Jensen	Basketball	250.00	x		250.00	Eligible youth grant
Ryder Jensen	basketball	250.00	x		250.00	Eligible youth grant
Zachary Jensen	basketball	250.00	x		250.00	Eligible youth grant

Completed by: Tru & Roy

Date: 02-Jan-25

**CLEAR HILLS COUNTY  
2024 RECREATION BOARDS FINANCIAL REPORT**

<b>Applicant:</b>	Cherry Canyon Rec Board	
<b>Opening Balance as of January 1, 2024:</b>	\$ 556.43	
<b>Add lines as required</b>		
<b>Income:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Interest	\$ 1.40	
Grants:		
Clear Hills County	\$ 44,207.00	
Donations:		
Other Income:		
<b>Total Revenue</b>	<b>\$ 44,208.40</b>	
<b>Expenses &amp; Disbursements:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Fees	\$ 5.00	
Grant Distributions		
Cleardale Riders	\$ 1,000.00	
Cherry Canyon Ag	\$ 39,000.00	
Youth Grants	\$ 4,250.00	17 kids @\$250 each
Insurance		
Office Expenses		
Honorariums		
Other Expenses:		
Equipment	\$ 17.84	straps for the ski racks
<b>Total Expenses</b>	<b>\$ 44,272.84</b>	
<b>Closing Balance as of December 31, 2024</b>	<b>\$ 491.99</b>	

Completed by: \_\_\_\_Trudy Roy\_\_\_\_

Date: January 2 2024



# Clear Hills County

Effective: **October 29, 2024**

Policy Number **7001**

Title **OPERATIONAL GRANT FOR RECREATION BOARDS**

## 1. Policy Statement

- 1.1. Clear Hills County will develop a system for allocating annual recreation operating funds to County Recreation Boards.
- 1.2. Clear Hills County shall annually, in the interim and final budget, allocate recreation operating funding for the County.

## 2. Responsibilities

- 2.1. The Recreation Board and Clear Hills County shall enter into an agreement outlining rights and responsibilities.
- 2.2. The Recreation Board shall use the following guideline to distribute money based on the following priorities
  - 1<sup>st</sup> Maintenance of existing facilities
  - 2<sup>nd</sup> Existing recreation / cultural programs
  - 3<sup>rd</sup> Intent to access matching grants
  - 4<sup>th</sup> New recreation / cultural programs

## 3. Funding Based on

- 3.1. Facilities located within the Village of Hines Creek will be included in the calculation of funding for the Hines Creek and District Recreation Board.
- 3.2. In recognition of the fact that there are very few recreation facilities located within the Burnt River Recreation Board area, and the fact that the community is active in terms of recreation programs, and the fact that the community mainly utilizes other recreation facilities located outside of Clear Hills County, an additional 2000 points will be allocated to the Burnt River Recreation Board to secure additional funding under the facility point system.
- 3.3. In recognition of the fact that there are few recreation facilities located within the Cleardale Recreation Board area, and the community is active in terms of recreation programs with approximately 40% of the total County population \$10,000 annually will be allocated to the Cleardale Recreation Board to secure additional funding under this operating grant.

## 4. Funding Point System

- 4.1. Recreation Boards must submit a facilities list, the most recent financial

statement and name and contact information for the Executive to Clear Hills County by January 15 annually in order to receive grant funding.

4.2. Each Recreation Board shall prioritize distribution of funds using this policy as a guideline and will have the power to disperse the grant funds within the parameters of the Board’s annual budget, unless otherwise directed from time to time by the County.

4.3. Facilities must have been active in the past year, to qualify for points.

**5. Funding Distribution Based on Points**

5.1. The following points will be assigned to each facility.

Arena (artificial ice)	17500	
Arena (natural ice)	3500	
Bible Camp (semi-private)	500	
Outdoor rink	500	
Outdoor rink w/heated change rooms, ice cleaning equipment, etc.	1700	
Curling Rink (artificial ice)	1,750	per sheet
Curling Rink (natural ice)	500	per sheet
Community Hall	2,000	
Community Hall Capacity of 100 people or less	300	
Senior's Hall	300	
Public Campground (does not include seasonal lots)		
1 - 14 stalls	500	
15 + stalls	1,000	
Boat launch	300	
Swimming Pool	6,000	
Swimming Pool, semi-private	1,500	
Rodeo Grounds	1,500	
Ball Diamond	100	
Playground	100	
Tennis Court	100	
Outdoor Basketball Court	100	
Outdoor Soccer Field	100	
Golf Course (grass greens)	1500	
Golf Course (sand greens)	700	

Historical Site	100
Museum 1 – 10 exhibit buildings	500
Museum 11 or more exhibit buildings	1000
Craft Room	100
Ski Hill	6,000
Public Picnic Ground (No camp stalls)	100
Gymnasium	500
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
Community Fitness Centre fitness equipment only	200
Community Fitness Centre that includes other indoor amenities i.e. walking trail, courts	500
Splash Park	250
Stage	150

**6. End of Policy**

ADOPTED	DATE
Resolution #C193-02	March 25, 2003
AMENDED	DATE
Resolution #C876-03	November 25, 2003
Resolution #C241-04	March 23, 2004
Resolution# C626-04	September 23, 2008
Resolution #C707-11	August 23, 2011
Resolution C326-12(05/22/12)	May 22, 2012
Resolution C060-13(01/22/13)	January 22, 2013
Resolution C091-14(02/11/14)	February 11, 2014
Resolution C45-19(01/22/19)	January 22, 2019
Resolution C46-19(01/22/19)	January 22, 2019
Resolution C283-20(06/09/20)	June 9, 2020
Resolution C583-22(11-01-22)	November 1, 2022
Resolution S572-24(10-29-24)	October 29, 2024

RECEIVED

AUG 13 2020

MEMORANDUM OF AGREEMENT

CLEAR HILLS COUNTY

**BETWEEN: CLEAR HILLS COUNTY**  
Box 240  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "County")

OF THE FIRST PART

**BURNT RIVER RECREATION ASSOCIATION**  
Box 1695  
Fairview, Alberta, Alberta  
T0H 1L0  
(hereinafter referred to as the "Recreation Board")

OF THE SECOND PART

**WHEREAS IT HAS BEEN AGREED**, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

**THE PARTIES** to this Agreement, in consideration of the premises hereinafter continued agree as follows:

**DEFINITIONS:**

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
  - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
  - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus seven (7) members at large.
  - c) Members-at-large shall be residents from within the recreation area.
  - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
  - e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.
  
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board shall be held each year.
  - b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
  - c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
  - d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
  - e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
  - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
  - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
  - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
  - e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.





- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT, THE FOLLOWING GENERAL TERMS**, form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the Aug 17, 2020

CLEAR HILLS COUNTY:

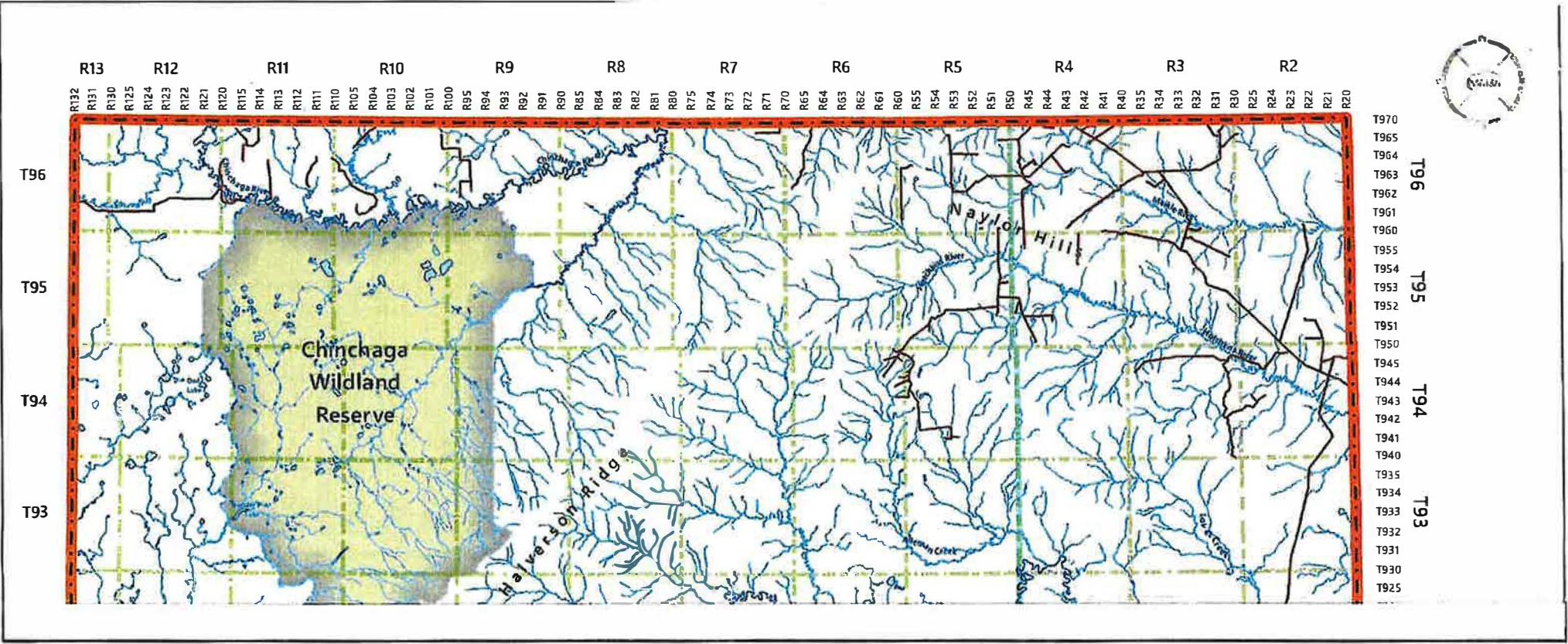
  
Miron Croy, Reeve

  
Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

  
Don Kehler, President

  
Jean Duplisea, Secretary Treasurer



## Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- |                                |                          |
|--------------------------------|--------------------------|
| <b>Municipal Boundary</b>      | <b>Recreation Boards</b> |
| <b>Owned or leased parcel</b>  | <b>Cherry Canyon (1)</b> |
| <b>Township boundary</b>       | <b>Cleardale (2)</b>     |
| <b>Provincial Road</b>         | <b>Worsley (3)</b>       |
| <b>Municipal Road (Paved)</b>  | <b>Hines Creek (4)</b>   |
| <b>Municipal Road (Gravel)</b> | <b>Burnt River (5)</b>   |

**Disclaimer**

Information on this map is provided solely for the users information and while thought to be accurate is provided "as is" and without warranty of any kind, either expressed or implied.

Clear Hills County, its agents, employees, or contractors will not be liable for any damages, either direct or indirect, arising from the use of any information provided on this map.

Revised and Updated in July 2020



**MEMORANDUM OF AGREEMENT**

**BETWEEN: CLEAR HILLS COUNTY**  
Box 240  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "County")

**OF THE FIRST PART**

**VILLAGE OF HINES CREEK**

Box 421  
Hines Creek, Alberta, Alberta  
T0H 2A0  
(hereinafter referred to as the "Village")

**OF THE SECOND PART**

**WHEREAS IT HAS BEEN AGREED**, by the Parties of the first and second part, to appoint a regional recreation board to be known as the Hines Creek and District Recreation Board to foster, create and operate recreation and culture programs and services within the cooperating municipalities.

**THE PARTIES** to this Agreement, in consideration of the premises hereinafter continued agree as follows:

**DEFINITIONS:**

Recreation – Activity done for enjoyment when one is not working.

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
  - a) The Recreation Board will represent the Village and the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
  - b) The Recreation Board will consist of six (6) members, of which three (3) members shall be appointed by the Council of the Village, of which one (1) shall be a member of the Village Council and three (3) members shall be appointed by the Council of the County, of which one (1) shall be a member of the County Council.
  - c) Members-at-large shall be appointed from within the recreation area and the municipal jurisdiction of the cooperating municipality conducting the appointment.
  - d) The three appointments conducted by the Village shall be confirmed in accordance with the following outline of terms of service:
 

i) Council Member	One Year Term
ii) Members at Large	Four Year Term
  - e) The three appointments conducted by the County shall be confirmed in accordance with the following outline of terms of service:

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- i) Council Member                      One Year Term
  - ii) Members at Large                      Four Year Term
- f) No member at large shall serve for more than three consecutive terms. A one year time period must lapse following completion of the third term before that individual can be considered for reappointment to the Board, in any capacity.
- If a member at large is appointed to fill a vacancy and complete the duration of a term said appointment shall:
- i) Be considered an appointment for one full term, if over one half of the term is remaining at the date of appointment.
  - ii) Not be considered an appointment for one full term, if less than one half of the term is remaining at the date of appointment.
- g) The Village of Hines Creek has agreed to provide general administrative and recording secretary duties for the board and shall appoint a recording secretary for the Board.
- h) The recording secretary for the Board shall notify the respective municipal authority of any vacancies on the Board immediately upon receipt of a resignation or a disqualification from the Board.
- i) The respective municipal authority shall immediately provide the recording secretary for the Board with the names and contact information for any new appointees to the Board.

**2. THAT THE "RECREATION BOARD" and each member thereof shall be governed and subject to the following:**

- a) A person who is a member of the Board ceases to be a member of the board if, without being authorized by a resolution of the Board, the member is absent from 3 consecutive regular meetings of the Board.
- b) A vacancy on the board does not impair the right of the remiaingn members to act as long as a majority of the members remain.
- a) An organizational meeting of the Recreation Board shall be held each year, on the first regular meeting for the Board immediately following the annual organizational meetings of the Village and County Councils.
- b) At the organization meeting of the Board in each year a Chairperson and Vice-Chairperson shall be chosen to hold office until the next organization meeting of the Board in the subsequent year.
- c) Regular meetings of the Recreation Board will be held at the discretion of the Board to review funding applications and disperse funding. The time and place of such meetings to be determined by the Board at its organizational meeting. Time and place of meetings may be changed by consensus of the Board, if necessary.
- d) A quorum of the Board shall be a majority of the members of the Board.
- e) The Chairperson shall have a vote on any questions and in the event of a tie, a motion shall be lost.
- f) A minute book shall be kept by the Village of Hines Creek, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.

*dkr  
RW*

- g) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.

**3. THAT THE "RECREATION BOARD" shall be charged with the following duties and responsibilities:**

- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. The Village of Hines Creek, as part of the general administration for the Board, shall ensure copies of all such rules, regulations or policies are filed with the County.
- b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Village of Hines Creek, as part of the general administration for the Board.
- c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
- d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
- e) Annually, before the last day of March, the the Village of Hines Creek, as part of the general administration for the Board, shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.

**4. THAT THE "RECREATION BOARD" shall be governed by the following financial guidelines:**

- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.
- b) Annually, before the last day of March, the the Village of Hines Creek, as part of the general administration for the Board shall submit to the County, the Recreation Board financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

**5. THAT THE "RECREATION BOARD" shall be governed by the following financial guidelines:**

- a) Each of the parties hereto, shall contribute to the expenditures of the said Recreation Board, in each year, and the sums to be contributed by each cooperating municipality shall be established annually be each cooperating municipality.
- b) The Village shall:
  - i) Be the representative municipality and shall be the signing authority for all cheques, vouchers and monies received or spent. Any monies spent from the

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established budget for the Recreation Board, shall only be done by official recommendation of the Board.

- ii) Provide general administration and recording secretary duties as their financial contribution.
  - c) Neither the Board nor any member thereof, shall have the power to pledge the credit of the Village and/or County in connection with any matters whatsoever, nor shall the Board nor any member thereof have any power to authorize any expenditures to be charged against the Village or County with the exception of those expenditures which form part of the approved annual budget.
6. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:
- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
  - b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the January 25 2021

CLEAR HILLS COUNTY:

  
\_\_\_\_\_  
~~Miron Croy, Reeve~~ Amber Bean

  
\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

VILLAGE OF HINES CREEK

  
\_\_\_\_\_  
Hazel Reintjes, Mayor

  
\_\_\_\_\_  
Leanne Walmsley, Chief Administrative Officer

REC.  
AUG 28 2021  
CLEAR  
# 192  
JC

**MEMORANDUM OF AGREEMENT**

**BETWEEN: CLEAR HILLS COUNTY**  
Box 240  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "County")

**OF THE FIRST PART**

**WORSLEY & DISTRICT RECREATION BOARD**

Box 264  
Worsley, Alberta,  
T0H 3W0  
(hereinafter referred to as the "Recreation Board")

**OF THE SECOND PART**

**WHEREAS IT HAS BEEN AGREED**, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

**THE PARTIES** to this Agreement, in consideration of the premises hereinafter continued agree as follows:

**DEFINITIONS:**

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
  - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
  - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus seven (7) members at large.
  - c) Members-at-large shall be residents from within the recreation area.
  - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
  - e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.

2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

*HLW*

8c

- a) An organizational meeting of the Recreation Board shall be held each year.
- b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
- c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
- d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
- e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.

3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:

- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
- b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
- c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
- d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
- e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.

4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:

- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.

*hler*



*[Handwritten mark]*

- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the 8 of Sept, 2020

CLEAR HILLS COUNTY:

*[Signature]*  
Miron Croy, Reeve

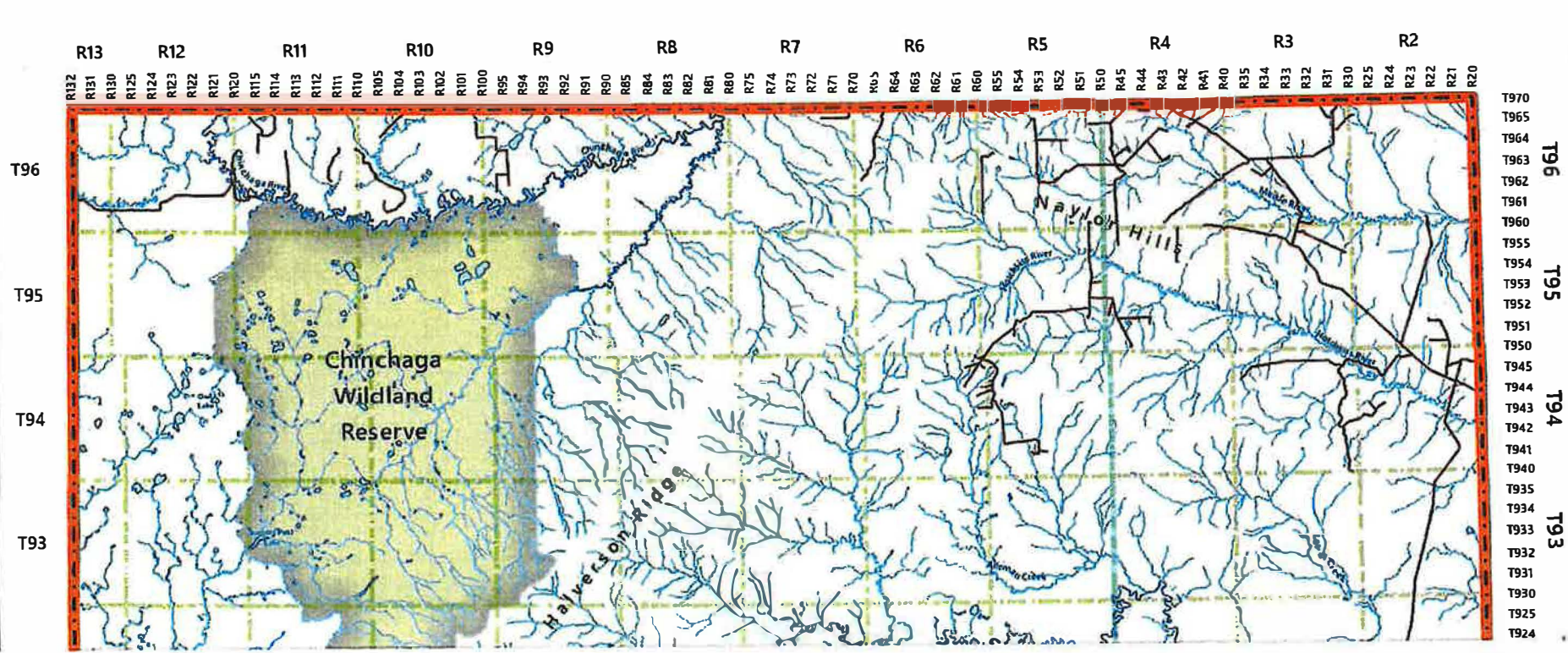
*[Signature]*  
Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

*[Signature]*  
Judy Cox, President

*[Signature]*  
Karen Wasyliw, Secretary Treasurer

*[Handwritten mark]*



## Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- |                                |                          |
|--------------------------------|--------------------------|
| <b>Municipal Boundary</b>      | <b>Recreation Boards</b> |
| <b>Owned or leased parcel</b>  | <b>Cherry Canyon (1)</b> |
| <b>Township boundary</b>       | <b>Clairdale (2)</b>     |
| <b>Provincial Road</b>         | <b>Worsley (3)</b>       |
| <b>Municipal Road (Paved)</b>  | <b>Hines Creek (4)</b>   |
| <b>Municipal Road (Gravel)</b> | <b>Burnt River (5)</b>   |

**Disclaimer**

Information on this map is provided solely for the users information and while thought to be accurate is provided "as is" and without warranty of any kind, either expressed or implied.

Clear Hills County, its agents, employees, or contractors will not be liable for any damages, either direct or indirect, arising from the use of any information provided on this map.

Revised and Updated in July 2020



# 528  
191

MEMORANDUM OF AGREEMENT  
AMENDMENT NO. 1

BETWEEN:

CLEAR HILLS COUNTY  
Box 240,  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "County")  
OF THE FIRST PART

- and -

CLEARDALE AGRICULTURAL SOCIETY AND RECREATION BOARD  
Box 77  
Cleardale, AB  
T0H 3Y0  
(hereinafter referred to as the "Organization")  
OF THE SECOND PART

WHEREAS, the Parties have entered into a Recreation Board agreement,

AND, for consistency and clarity the County has directed that the Recreation Board Agreements be amended to include that Recreation Boards that are combined with another organization must maintain separate meeting agendas and minutes for Recreation Board matters.

NOW THEREFORE, the parties to this agreement, in consideration of the following agree that:

1. Section 2. be expanded to include:
  - e) Recreation Boards that are blended with another organization will maintain separate agendas and minutes for Recreation Board matters.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the

January 11, 2010 ~~2011~~

CLEARDALE AGRICULTURAL  
SOCIETY & RECREATION BOARD:

(signature) [Signature]  
President

(signature) [Signature]  
Secretary/Treasurer

CLEAR HILLS COUNTY:

[Signature]  
Miron Croy, Reeve

[Signature]  
Allan Rowe, Chief Administrative Officer

**MEMORANDUM OF AGREEMENT**

**BETWEEN: THE MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21**

Box 240  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "Municipality")

**OF THE FIRST PART**

**CLEARDALE AGRICULTURAL SOCIETY & RECREATION BOARD**

Box 77  
Cleardale, Alberta  
T0H 3Y0  
(hereinafter referred to as the "Recreation Board")

**OF THE SECOND PART**

**WHEREAS IT HAS BEEN AGREED**, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the Municipality.

**THE PARTIES** to this Agreement, in consideration of the premises hereinafter continued agree as follows:

- 1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
  - a) The Recreation Board will represent the portion of the Municipality as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area",
  - b) The Recreation Board will consist of one (1) member appointed by the Council of the Municipality, who shall be a representative of the Council of the Municipality, plus 12 members at large.
  - c) Members-at-large shall be residents from within the recreation area.
  - d) The Municipality shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.

- e) **Annually, before the last day of March, the Recreation Board shall provide the Municipality with name and contact information, for executives of the Recreation Board.**

**2. THAT THE "RECREATION BOARD" and each member thereof shall be governed and subject to the following:**

- a) **An organizational meeting of the Recreation Board, shall be held each year.**
- b) **At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.**
- c) **Regular meetings of the Recreation Board will be held as deemed necessary by the Recreation Board.**
- d) **A minute book shall be kept and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the Municipality, within fourteen (14) days of their occurrence.**

**3. THAT THE "RECREATION BOARD" shall be charged with the following duties and responsibilities:**

- a) **The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the Municipality.**
- b) **The Recreation Board will prioritize distribution of funds using the current municipal policy as a guideline. The Municipality will distribute any amendments to policy to the Recreation Board.**
- c) **The Recreation Board shall manage and operate, or otherwise authorize to manage and operate, any recreation facilities, owned by the Municipality within the Recreation Area.**
- d) **The Recreation Board shall plan, promote and program a broad range of recreation activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.**

- e) The Recreation Board shall be consulted on all matters affecting the development, maintenance and use of recreation facilities, owned by the Municipality.
- f) The Recreation Board must be consulted whenever it is proposed to lease or to sell or to otherwise dispose of any land that is held by the Municipality, for public recreation and cultural purposes, and whenever it is proposed to purchase or otherwise acquire land for a public recreation purpose.
- g) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined recreation area, to support, promote and host recreation and cultural services.
- h) The Recreation Board shall hear and consider presentations by any individual, organization or delegation of citizens with respect to recreation and culture and act on such recommendations arising therefrom, as the Recreation Board shall deem to be in the general interest of all citizens.
- i) Annually, before the last day of March, the Recreation Board shall submit to the Municipality, an official list of recreational facilities that it manages and operates, or otherwise finances the management and operation of, within the Recreation Area.

4. **THAT THE "RECREATION BOARD" shall be governed by the following financial guidelines:**


- a) The Municipality shall contribute to the expenditures of the Recreation Board, in each year according to Municipal Policy, and the sums to be contributed shall be established annually.
- b) Annually, before the last day of March, the Recreation Board shall submit to the Municipality, an official budget and a five year capital plan of the estimated expenditures and revenues for the following year, with respect to all matters, under the Recreation Board's jurisdiction, and the financial statements for the previous year.
- c) The Recreation Board shall have the power to program and operate within the parameters of the approved annual budget, unless otherwise directed from time to time, by the Municipality.

5. **THAT, THE FOLLOWING GENERAL TERMS, form part of this agreement:**

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

**IN WITNESS THEREOF, THE RECREATION BOARD, has signed under the hands of its proper officers, AND THE MUNICIPALITY, has affixed its Corporate Seal under the hands of its proper officers, on the days and year hereunder written.**

**SIGNED, SEALED AND DELIVERED on behalf of THE Cleardale Agricultural Society & Recreation Board, this 17 day of May, A.D., 2004.**

  
\_\_\_\_\_  
President  
HERMAN KLASSEN

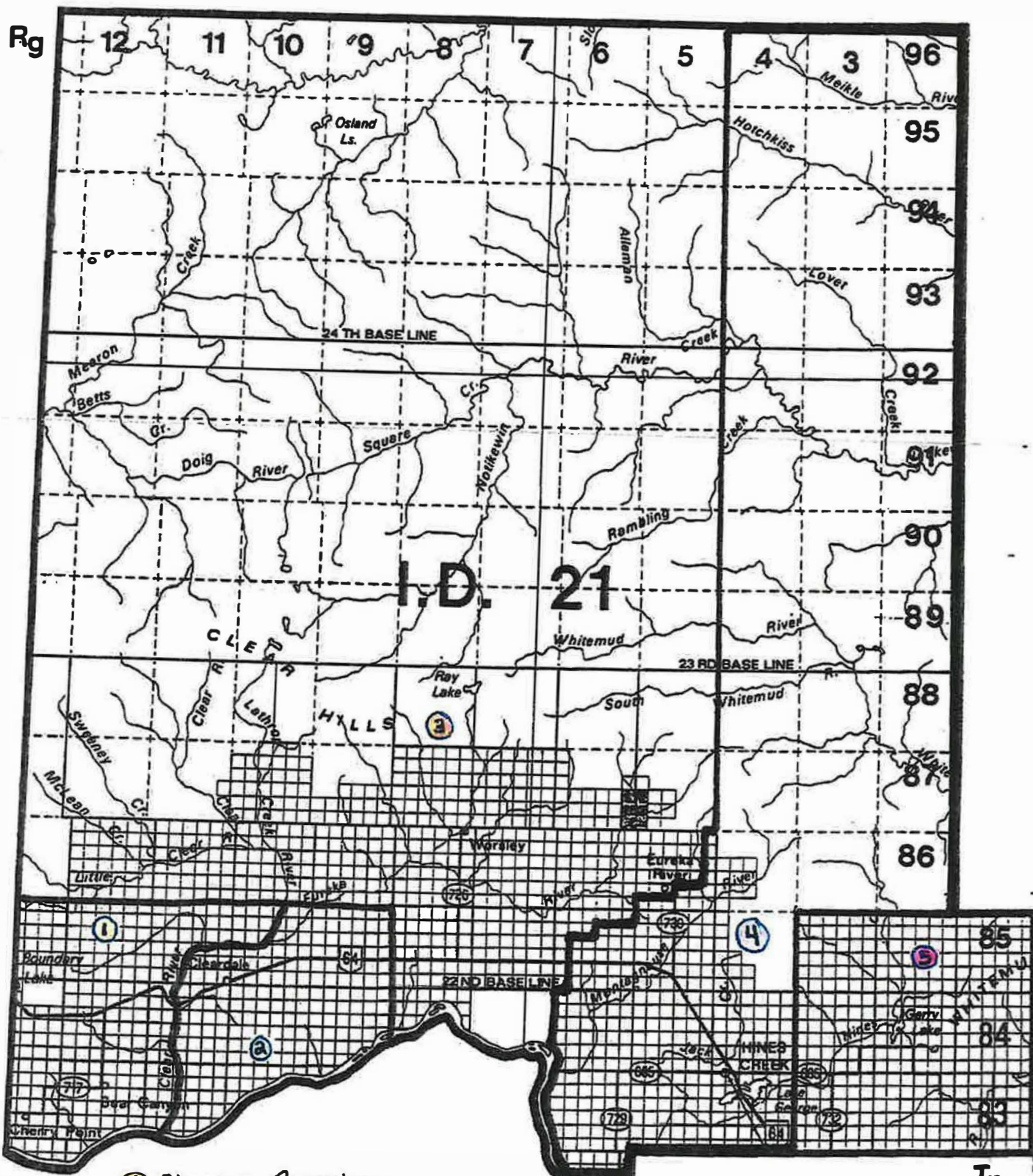
Lugh Leist  
\_\_\_\_\_  
Secretary

**SIGNED, SEALED AND DELIVERED on behalf of THE MUNICIPAL DISTRICT OF CLEAR HILLS NO. 21, this 26 day of may, A.D., 2004.**

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

  
\_\_\_\_\_  
Reeve

APPENDIX "A"  
Recreation Boards



- ① Cherry Canyon
- ② Cleardale
- ③ Worsley
- ④ Hines Creek
- ⑤ Burnt River

Tp  
W6M



New agreement  
sent for signing  
November 4, 2024

## MEMORANDUM OF AGREEMENT

**BETWEEN: CLEAR HILLS COUNTY**  
Box 240  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "County")

### OF THE FIRST PART

#### **CLEARDALE RECREATION BOARD**

Box 77  
Cleardale, Alberta  
T0H 3Y0  
(hereinafter referred to as the "Recreation Board")

### OF THE SECOND PART

**WHEREAS IT HAS BEEN AGREED**, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

**THE PARTIES** to this Agreement, in consideration of the premises hereinafter continued agree as follows:

#### **DEFINITIONS:**

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
  - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
  - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus twelve (12) members at large.
  - c) Members-at-large shall be residents from within the recreation area.
  - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
  - e) Annually, no later than January 15th, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board shall be held each year.
  - b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
  - c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
  - d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
  - e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
  - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
  - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
  - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
  - e) Annually, no later than January 15th, the Recreation Board shall submit to the County an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.

- b) Annually, no later than January 15th, the Recreation Board shall submit to the County the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months' notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.

IN WITNESS THEREOF, the parties hereto have affixed their hands on the \_\_\_\_\_, 2024

CLEAR HILLS COUNTY:

\_\_\_\_\_  
Amber Bean, Reeve

\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary Treasurer

**MEMORANDUM OF AGREEMENT**

**BETWEEN: CLEAR HILLS COUNTY**  
Box 240  
Worsley, Alberta  
T0H 3W0  
(hereinafter referred to as the "County")

**OF THE FIRST PART**

**CHERRY CANYON RECREATION BOARD**  
Box 60  
Bear Canyon, Alberta, Alberta  
T0H 0B0  
(hereinafter referred to as the "Recreation Board")

**OF THE SECOND PART**

**WHEREAS IT HAS BEEN AGREED**, by the Parties of the first and second part, to foster, create and operate recreation and culture programs and services within the County.

**THE PARTIES** to this Agreement, in consideration of the premises hereinafter continued agree as follows:

**DEFINITIONS:**

Recreation – Activity done for enjoyment when one is not working

Culture – Activity done to develop the intellectual and moral faculties by exposure to fine arts, humanities and broad aspects of science as distinguished from vocational and technical skills.

1. **THAT THE "RECREATION BOARD"** will be comprised as follows:
  - a) The Recreation Board will represent the portion of the County as outlined in Appendix "A" attached hereto (hereinafter referred to as the "Recreation Area"),
  - b) The Recreation Board will consist of one (1) member appointed by the Council of the County, who shall be a representative of the Council of the County, plus five (5) members at large.
  - c) Members-at-large shall be residents from within the recreation area.
  - d) The County shall immediately provide the Recreation Board, with the name and contact information, for any new appointee to the Recreation Board.
  - e) Annually, before the last day of March, the Recreation Board shall provide the County with name and contact information, for executives of the Recreation Board.
2. **THAT THE "RECREATION BOARD"** and each member thereof shall be governed and subject to the following:

- a) An organizational meeting of the Recreation Board shall be held each year.
  - b) At the organizational meeting of the Recreation Board, in each year, a Chairperson, and Vice-Chairperson shall be chosen to hold office, until the next organizational meeting of the Recreation Board, in the subsequent year.
  - c) Regular meetings of the Recreation Board will be held no more than three (3) times a year to review funding applications and disperse funding.
  - d) A minute book shall be kept, and minutes of all meetings shall be recorded therein. Copies of all unratified minutes shall be filed with the County, within fourteen (14) days of their occurrence.
  - e) Recreation Boards that are blended with another organization will maintain separate agendas, minutes, bank account and bookkeeping ledgers and files for Recreation Board matters.
3. **THAT THE "RECREATION BOARD"** shall be charged with the following duties and responsibilities:
- a) The Recreation Board shall prepare such rules, regulations and policies as it may deem necessary from time to time, provided such rules, regulations or policies are not inconsistent with the powers herein conferred. Copies of all such rules, regulations or policies shall be filed with the County.
  - b) The Recreation Board will prioritize distribution of funds using the current Clear Hills County Operational Grant for Recreation Boards Policy 7001 as a guideline. The County will distribute any amendments to the policy to the Recreation Board.
  - c) The Recreation Board shall seek applications and hear and consider presentations by any individual, organization or delegation of citizens within the Recreation Area with respect to recreation and culture and disperse funds to a broad range of recreation and cultural activities, to ensure opportunities for people of all ages and abilities, to use their leisure in a wholesome and satisfying manner.
  - d) The Recreation Board shall cooperate with and encourage all organizations, (public, private, civic, social and religious) within the defined Recreation Area, to support, promote and host recreation and cultural services.
  - e) Annually, before the last day of March, the Recreation Board shall submit to the County, an official list of recreational and cultural facilities that are within the Recreation Area.
4. **THAT THE "RECREATION BOARD"** shall be governed by the following financial guidelines:
- a) The County shall provide a grant to the Recreation Board, in each year according to County Policy, and the amount shall be established annually.

- b) Annually, before the last day of March, the Recreation Board shall submit to the County, the financial statements for the previous year.
- c) The Recreation Board shall have the power to disperse the grant funds within the parameters of the approved annual budget, unless otherwise directed from time to time, by the County.

5. **THAT THE FOLLOWING GENERAL TERMS** form part of this agreement:

- a) This agreement may be terminated by either party giving the other twelve (12) months notice in writing.
- b) Amendments to this agreement may be made at any time by mutual consent of both parties, to this agreement.


IN WITNESS THEREOF, the parties hereto have affixed their hands on the Aug 24, 2020

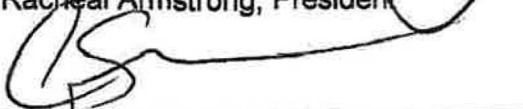
CLEAR HILLS COUNTY:

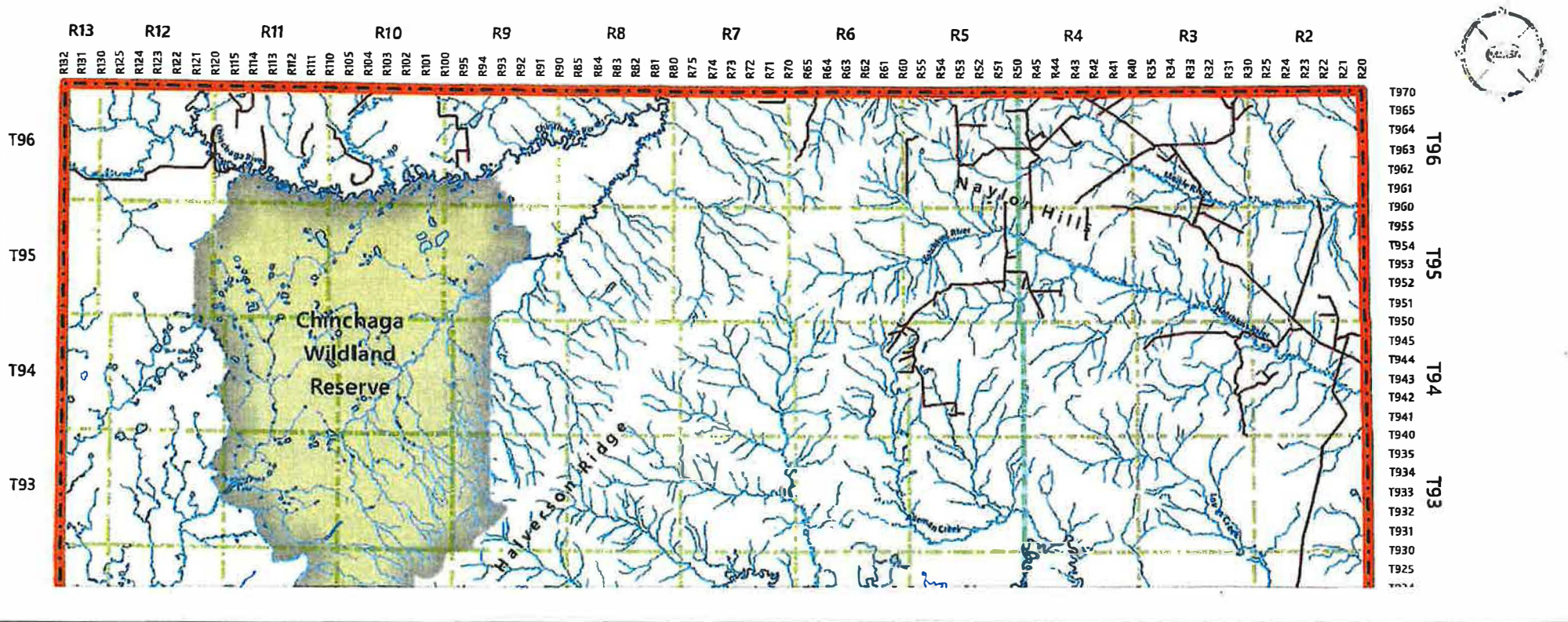
  
\_\_\_\_\_  
Miron Croy, Reeve

  
\_\_\_\_\_  
Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

  
\_\_\_\_\_  
Racheal Armstrong, President

  
\_\_\_\_\_  
Candace Stevenson, Secretary Treasurer



## Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- Municipal Boundary**
- Owned or leased parcel**
- Township boundary**
- Provincial Road**
- Municipal Road (Paved)**
- Municipal Road (Gravel)**

- Recreation Boards**
- Cherry Canyon (1)**
  - Cleardale (2)**
  - Worsley (3)**
  - Hines Creek (4)**
  - Burnt River (5)**

**Disclaimer**

Information on this map is provided solely for the users information and while thought to be accurate is provided "as is" and without warranty of any kind, either expressed or implied.

Clear Hills County, its agents, employees, or contractors will not be liable for any damages, either direct or indirect, arising from the use of any information provided on this map.

Revised and Updated in July 2020



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>SPECIAL COUNCIL MEETING</b>
Meeting Date:	October 29 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	<b>Policy 7001 – Operating Grant for Recreation Boards</b>
File:	71-10-02

### DESCRIPTION:

Policy 7001 – Operating Grant for Recreation Boards establishes a system for allocating annual recreation operating funds to the County Recreation Boards.

### BACKGROUND / PROPOSAL:

At the October 22, 2024 Regular Council Meeting, Council made the following motion:

**C542-24(10-22-24) RESOLUTION by Councillor Ruecker that Council amended Policy 7001 Operating Grant for Recreational Boards to adjust the scoring grid and application form, and bring back to the October 29, 2024 Special Council Meeting. CARRIED.**

### ATTACHMENTS

- Policy 7001 – Operating Grant for Recreation Boards Draft
- Policy 7001 – Operating Grant for Recreation Boards Final
- Draft Application for Operating Grant for Recreation Boards
- Revised 2024 Recreation Boards Point Distribution Summary (by Recreation Board)

### RECOMMENDED ACTION:

**RESOLUTION** by ... that Council ...

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





# Clear Hills County

Effective <del>November 4, 2022</del> <b>October 29, 2024</b>	Policy Number <b>7001</b>
Title <b>OPERATIONAL GRANT FOR RECREATION BOARDS</b>	

## 1. Policy Statement

- 1.1. Clear Hills County will develop a system for allocating annual recreation operating funds to County Recreation Boards.
- 1.2. Clear Hills County shall annually, in the interim and final budget, allocate recreation operating funding for the County.

## ~~2. DEFINITIONS~~

~~2.1.1.3. Capital projects and asset purchases are considered to be the following~~

Major Asset Class	Minor Asset Class	Capitalization Threshold	Useful Life
<b>Land</b>		<b>No minimum value</b>	<b>N/A</b>
<b>Land Improvements</b>		<b>\$5,000</b>	<b>25 years</b>
<b>Buildings</b>		<b>\$25,000</b>	<b>25 years</b>
<b>Engineered Structures</b>	Roadways	<b>\$50,000</b>	<b>25 years</b>
	Water Systems	<b>\$50,000</b>	Distribution—75 years Plant—30 years
	Wastewater Systems	<b>\$50,000</b>	Distribution—75 years Plant—30 years
<b>Machinery &amp; Equipment</b>		<b>\$5,000</b>	<b>15 years</b>
<b>Vehicles</b>		<b>\$5,000</b>	<b>10 years</b>

~~Table extracted from Clear Hills County Capitalization Policy 1207 Section 4.~~

~~2.2. Maintenance is considered to be projects and asset purchases that are below the capitalization threshold and/or useful life in 2.1, above.~~

## 3.2. Responsibilities

~~3.1.2.1. The Recreation Board and Clear Hills County shall enter into an agreement outlining rights and responsibilities.~~

~~3.2.2.2. The Recreation Board shall use the following guideline to distribute money based on the following priorities~~

- 1<sup>st</sup> Maintenance of existing facilities
- 2<sup>nd</sup> Existing recreation / cultural programs
- 3<sup>rd</sup> Intent to access matching grants

4<sup>th</sup> New recreation / cultural programs

**4.3. Funding Based on**

- 3.1. Facilities located within the Village of Hines Creek will be included in the calculation of funding for the Hines Creek and District Recreation Board.
- 3.2. In recognition of the fact that there are very few recreation facilities located within the Burnt River Recreation Board area, and the fact that the community is active in terms of recreation programs, and the fact that the community mainly utilizes other recreation facilities located outside of Clear Hills County, an additional 2000 points will be allocated to the Burnt River Recreation Board to secure additional funding under the facility point system.
- 3.3. In recognition of the fact that there are few recreation facilities located within the Cleardale Recreation Board area, and the community is active in terms of recreation programs with approximately 40% of the total County population \$10,000 annually will be allocated to the Cleardale Recreation Board to secure additional funding under this operating grant.

**6.4. Funding Point System**

- 4.1. Recreation Boards must submit a facilities list, the most recent financial statement and name and contact information for the Executive to Clear Hills County by January 15 annually in order to receive grant funding.
- 4.2. Each Recreation Board shall prioritize distribution of funds using this policy as a guideline, and will have the power to disperse the grant funds within the parameters of the Board’s annual budget, unless otherwise directed from time to time by the County.
- 4.3. Facilities must have been active in the past year, to qualify for points.

**6.5. Funding Distribution Based on Points**

5.1. The following points will be assigned to each facility.

Arena (artificial ice)	<del>16,000</del> <u>17500</u>	
Arena (natural ice)	<del>2,500</del> <u>3500</u>	
Bible Camp (semi-private)	500	
Outdoor rink	500	
Outdoor rink w/heated change rooms, ice cleaning equipment, etc.	<del>1,500</del> <u>1700</u>	
Curling Rink (artificial ice)	1,750	per sheet
Curling Rink (natural ice)	500	per sheet

Community Hall	2,000
Community Hall <del>(Minor Use)</del> <u>Capacity of 100 people or less</u>	<del>100</del> <u>300</u>
Senior's Hall	<del>100</del> <u>300</u>
<u>Public Campground (does not include seasonal lots)</u>	
1 - 14 stalls	<del>400</del> <u>500</u>
15 + stalls	1,000
<del>— c/w boat deck or beach regardless</del>	
<del>— of number of stalls</del> <u>Boat launch</u>	<del>1,000</del> <u>300</u>
Swimming Pool	6,000
Swimming Pool, semi-private	1,500
Rodeo Grounds	1,500
Ball Diamond	100
Playground	100
Tennis Court	100
<u>Outdoor Basketball Court</u>	<u>100</u>
<u>Outdoor Soccer Field</u>	<u>100</u>
Golf Course (grass greens)	<del>1,200</del> <u>1500</u>
Golf Course (sand greens)	700
<del>Museum</del> <u>Historical Site</u>	100
<u>Museum 1 – 10 exhibit buildings</u>	<u>500</u>
<u>Museum 11 or more exhibit buildings</u>	<u>1000</u>
Craft Room	100
Ski Hill	6,000
<u>Public</u> Picnic Ground (No camp stalls)	100
Gymnasium	<del>1,000</del> <u>500</u>
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
<del>Community Library</del>	<del>1,200</del>
Community Fitness Centre <u>fitness equipment only</u>	200
<u>Community Fitness Centre that includes other</u>	
<u>indoor amenities i.e. walking trail, courts</u>	<u>500</u>
<u>Splash Park</u>	<u>250</u>
<u>Stage</u>	<u>150</u>

**7.6. End of Policy**

ADOPTED	DATE
Resolution #C193-02	March 25, 2003
AMENDED	DATE
Resolution #C876-03	November 25, 2003
Resolution #C241-04	March 23, 2004
Resolution# C626-04	September 23, 2008
Resolution #C707-11	August 23, 2011
Resolution C326-12(05/22/12)	May 22, 2012
<b><del>AMENDED-CONTINUED</del></b>	
Resolution C060-13(01/22/13)	January 22, 2013
Resolution C091-14(02/11/14)	February 11, 2014
Resolution C45-19(01/22/19)	January 22, 0219
Resolution C46-19(01/22/19)	January 22, 2019
Resolution C283-20(06/09/20)	June 9, 2020
Resolution C583-22(11-01-22)	November 1, 2022
<u>Resolution C###-24(10-29-24)</u>	<u>October 29, 2024</u>



# Clear Hills County

Effective <b>October 29, 2024</b>	Policy Number <b>7001</b>
Title <b>OPERATIONAL GRANT FOR RECREATION BOARDS</b>	

## **1. Policy Statement**

- 1.1. Clear Hills County will develop a system for allocating annual recreation operating funds to County Recreation Boards.
- 1.2. Clear Hills County shall annually, in the interim and final budget, allocate recreation operating funding for the County.
- 1.3.

## **2. Responsibilities**

- 2.1. The Recreation Board and Clear Hills County shall enter into an agreement outlining rights and responsibilities.
- 2.2. The Recreation Board shall use the following guideline to distribute money based on the following priorities
  - 1<sup>st</sup> Maintenance of existing facilities
  - 2<sup>nd</sup> Existing recreation / cultural programs
  - 3<sup>rd</sup> Intent to access matching grants
  - 4<sup>th</sup> New recreation / cultural programs

## **3. Funding Based on**

- 3.1. Facilities located within the Village of Hines Creek will be included in the calculation of funding for the Hines Creek and District Recreation Board.
- 3.2. In recognition of the fact that there are very few recreation facilities located within the Burnt River Recreation Board area, and the fact that the community is active in terms of recreation programs, and the fact that the community mainly utilizes other recreation facilities located outside of Clear Hills County, an additional 2000 points will be allocated to the Burnt River Recreation Board to secure additional funding under the facility point system.
- 3.3. In recognition of the fact that there are few recreation facilities located within the Cleardale Recreation Board area, and the community is active in terms of recreation programs with approximately 40% of the total County population \$10,000 annually will be allocated to the Cleardale Recreation Board to secure additional funding under this operating grant.

**4. Funding Point System**

- 4.1. Recreation Boards must submit a facilities list, the most recent financial statement and name and contact information for the Executive to Clear Hills County by January 15 annually in order to receive grant funding.
- 4.2. Each Recreation Board shall prioritize distribution of funds using this policy as a guideline, and will have the power to disperse the grant funds within the parameters of the Board’s annual budget, unless otherwise directed from time to time by the County.
- 4.3. Facilities must have been active in the past year, to qualify for points.

**5. Funding Distribution Based on Points**

5.1. The following points will be assigned to each facility.

Arena (artificial ice)	17500	
Arena (natural ice)	3500	
Bible Camp (semi-private)	500	
Outdoor rink	500	
Outdoor rink w/heated change rooms, ice cleaning equipment, etc.	1700	
Curling Rink (artificial ice)	1,750	per sheet
Curling Rink (natural ice)	500	per sheet
Community Hall	2,000	
Community Hall Capacity of 100 people or less	300	
Senior’s Hall	300	
Public Campground (does not include seasonal lots)		
1 - 14 stalls	500	
15 + stalls	1,000	
Boat launch	300	
Swimming Pool	6,000	
Swimming Pool, semi-private	1,500	
Rodeo Grounds	1,500	
Ball Diamond	100	
Playground	100	
Tennis Court	100	
Outdoor Basketball Court	100	
Outdoor Soccer Field	100	

Golf Course (grass greens)	1500
Golf Course (sand greens)	700
Historical Site	100
Museum 1 – 10 exhibit buildings	500
Museum 11 or more exhibit buildings	1000
Craft Room	100
Ski Hill	6,000
Public Picnic Ground (No camp stalls)	100
Gymnasium	500
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
Community Fitness Centre fitness equipment only	200
Community Fitness Centre that includes other indoor amenities i.e. walking trail, courts	500
Splash Park	250
Stage	150

## 6. End of Policy

ADOPTED	DATE
Resolution #C193-02	March 25, 2003
AMENDED	DATE
Resolution #C876-03	November 25, 2003
Resolution #C241-04	March 23, 2004
Resolution# C626-04	September 23, 2008
Resolution #C707-11	August 23, 2011
Resolution C326-12(05/22/12)	May 22, 2012
Resolution C060-13(01/22/13)	January 22, 2013
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Resolution C46-19(01/22/19)	January 22, 2019
Resolution C283-20(06/09/20)	June 9, 2020
Resolution C583-22(11-01-22)	November 1, 2022
Resolution C <del>###</del> -24(10-29-24)	October 29, 2024

**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Burnt River Recreation Board
<b>Contact Person:</b>	
<b>Mailing Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

**Facilities:**

List all facilities by their location. Add lines as required.

Location	Facility Name	Details	Date Added	Notes

Completed by: \_\_\_\_\_

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



**CLEAR HILLS COUNTY  
2025 RECREATION BOARDS OPERATING GRANT APPLICATION**

<b>Applicant Name:</b>	Burnt River Recreation Board
<b>Contact Person:</b>	
<b>Mailing Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

List all current board members. Add lines as required.

Board Members		
Name	Position	Contact Information

Completed by: \_\_\_\_\_

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



**CLEAR HILLS COUNTY  
2024 RECREATION BOARDS FINANCIAL REPORT**

<b>Applicant:</b>	<b>Burnt River Recreation Board</b>	
<b>Opening Balance as of January 1, 2024:</b>		
<b>Add lines as required</b>		
<b>Income:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Interest		
Grants:		
Donations:		
Other Income:		
<b>Total Revenue</b>	-	
<b>Expenses &amp; Disbursements:</b>	<b>Amount</b>	<b>Notes:</b>
Bank Fees		
Grant Distributions		
Insurance		
Office Expenses		
Honorariums		
Other Expenses:		
<b>Total Expenses</b>	-	
<b>Closing Balance as of December 31, 2024</b>	-	

Completed by: \_\_\_\_\_

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

**CLEAR HILLS COUNTY  
2024 OPERATIONAL GRANT FOR RECREATION BOARDS**

	Original Points	Original Dollars	Revised Points	Revised Dollars
<b>BURNT RIVER RECREATION BOARD</b>				
AUTOMATIC ADDITIONAL POINTS (Policy 7001 3.2)	2,000	\$ 9,824	2,000	\$ 9,805
<b>David Thompson Bible Camp</b>	500	2,456	500	2,451
David Thompson Bible Camp (semi-private)	500	\$ 2,456	500	\$ 2,451
<b>David Thompson Hall</b>	2,700	13,262	2,800	13,727
Community Hall (David Thompson Hall) (includes Craft/Meeting room, Senior & Minor Use Hall)	2,000	\$ 9,824	2,000	\$ 9,805
Campground (1-14 stalls)	400	\$ 1,965	500	\$ 2,451
Ball Diamond	100	\$ 491	100	\$ 490
Playground	100	\$ 491	100	\$ 490
Camp Shelter	100	\$ 491	100	\$ 490
Community Message Centre no points	-	\$ -	-	\$ -
Horse shoe pits no points	-	\$ -	-	\$ -
<b>Burnt Lee Park</b>	700	3,438	800	3,922
Campground (1-14 stalls)	400	\$ 1,965	500	\$ 2,451
Ball Diamond	100	\$ 491	100	\$ 490
Camp Shelter	100	\$ 491	100	\$ 490
Playground	100	\$ 491	100	\$ 490
Horse shoe pits no points	-	\$ -	-	\$ -
<b>Points</b>	<b>5,900</b>	<b>\$ 28,981</b>	<b>6,100</b>	<b>\$ 29,906</b>

**CLEAR HILLS COUNTY  
2024 OPERATIONAL GRANT FOR RECREATION BOARDS**

	Original Points	Original Dollars	Revised Points	Revised Dollars
<b>HINES CREEK AND DISTRICT RECREATION BOARD</b>				
<b>George Lake</b>	<b>1,300</b>	<b>6,386</b>	<b>1,300</b>	<b>\$ 6,373</b>
George Lake Recreation Area	1,000	\$ 4,912	1,000	\$ 4,903
Cross Country ski trail (maintained)	100	\$ 491	100	\$ 490
Playground	100	\$ 491	100	\$ 490
Ball Diamond	100	\$ 491	100	\$ 490
<b>Hines Creek Golf Club</b>	<b>1,700</b>	<b>\$ 8,350</b>	<b>2,300</b>	<b>\$ 11,276</b>
Hines Creek Golf Course and Country Club (grass greens)	1,200	\$ 5,894	1,500	\$ 7,354
Golf Course Campground	400	\$ 1,965	500	\$ 2,451
Minor Use Hall - Club House	100	\$ 491	300	\$ 1,471
<b>Carter's Camp</b>	<b>1,200</b>	<b>\$ 5,894</b>	<b>1,200</b>	<b>\$ 5,883</b>
Carter's Camp (15+stall)	1,000	\$ 4,912	1,000	\$ 4,903
Playground x 2	200	\$ 982	200	\$ 981
<b>Dave Shaw Arena</b>	<b>18,400</b>	<b>\$ 90,381</b>	<b>20,200</b>	<b>\$ 99,032</b>
Arena Artificial Ice	16,000	\$ 78,592	17,500	\$ 85,795
Arts & Crafts Room (Upstairs at Dave Shaw Arena Side)	100	\$ 491	100	\$ 490
Playschool Room (upstairs at Dave Shaw curling rink/fitness centre side)	100	\$ 491	100	\$ 490
Fitness Centre	200	\$ 982	500	\$ 2,451
Community Hall (Dave Shaw Memorial Complex)	2,000	\$ 9,824	2,000	\$ 9,805
<b>End of Steel Museum</b>	<b>200</b>	<b>\$ 982</b>	<b>1,100</b>	<b>\$ 5,393</b>
Museums/Historical Sites	100	\$ 491	1,000	\$ 4,903
Playground	100	\$ 491	100	\$ 490
<b>School</b>	<b>1,100</b>	<b>\$ 5,403</b>	<b>600</b>	<b>\$ 2,942</b>
Gymnasium	1,000	\$ 4,912	500	\$ 2,451
Out Door Basketball Court (School) (same points as tennis court)	100	\$ 491	100	\$ 490
<b>Royce</b>	<b>100</b>	<b>\$ 491</b>	<b>100</b>	<b>\$ 490</b>
Ball Diamond	100	\$ 491	100	\$ 490
<b>Hines Creek &amp; ...?</b>	<b>2,700</b>	<b>\$ 13,262</b>	<b>1,750</b>	<b>\$ 8,580</b>
Snowmobile trail no points in policy	-	\$ -	-	\$ -
Ball Diamond x 2	200	\$ 982	200	\$ 981
Playground x 2	200	\$ 982	200	\$ 981
Splash Park	-	\$ -	250	\$ 1,226
Community Library	1,200	\$ 5,894	-	\$ -
Picnic Grounds	300	\$ 1,474	100	\$ 490
Walking Trail, maintained, same points as Cross County trail picnic area located along walking trail	100	\$ 491	100	\$ 490
Playschool no points in policy	-	\$ -	-	\$ -
Hall, Minor Use (Seniors Drop In Centre) (includes Community room & kitchenette)	100	\$ 491	300	\$ 1,471
Tobagganing Hill & Outdoor Rink	500	\$ 2,456	500	\$ 2,451
<b>Points</b>	<b>26,700</b>	<b>\$ 131,150</b>	<b>28,550</b>	<b>\$ 139,969</b>



**CLEAR HILLS COUNTY  
2024 OPERATIONAL GRANT FOR RECREATION BOARDS**

		Original Points	Original Dollars	Revised Points	Revised Dollars
<b>CLEARDALE RECREATION BOARD</b>					
AUTOMATIC ADDITIONAL FUNDS (Policy 7001 3.3)			\$ 10,000		\$ 10,000
<b>Golf Course</b>		<b>1,100</b>	<b>\$ 5,403</b>	<b>1,200</b>	<b>\$ 5,883</b>
Campgrounds	Golf Course 1-14 stalls 8 powered, 3 long term rent & 1 group	400	\$ 1,965	500	\$ 2,451
Golf Course (sand greens)		700	\$ 3,438	700	\$ 3,432
<b>OHV Park</b>		<b>1,100</b>	<b>\$ 5,403</b>	<b>1,100</b>	<b>\$ 5,393</b>
Playground		100	\$ 491	100	\$ 490
Campgrounds	Cleardale (aka OHV park) 15 + stalls (have 20)	1,000	\$ 4,912	1,000	\$ 4,903
<b>Clear River</b>		<b>3,000</b>	<b>\$ 14,736</b>	<b>3,100</b>	<b>\$ 15,198</b>
Campgrounds	Clear River 15+ stalls	1,000	\$ 4,912	1,000	\$ 4,903
Campgrounds	Rodeo Grounds 1-14 stalls (10 & 2 group sites)	400	\$ 1,965	500	\$ 2,451
Rodeo Grounds		1,500	\$ 7,368	1,500	\$ 7,354
Playground		100	\$ 491	100	\$ 490
<b>School</b>		<b>5,100</b>	<b>\$ 25,051</b>	<b>4,300</b>	<b>\$ 21,081</b>
Community Room / Kitchen (School)		2,000	\$ 9,824	2,000	\$ 9,805
Community Library		1,200	\$ 5,894	1,200	\$ 5,883
Picnic Grounds (no camp stalls) (1 @ ball diamonds)		400	\$ 1,965	100	\$ 490
2 Ball diamonds		200	\$ 982	200	\$ 981
Playground		100	\$ 491	100	\$ 490
Tennis Court		100	\$ 491	100	\$ 490
Outdoor Basket ball court		100	\$ 491	100	\$ 490
Gymnasium		1,000	\$ 4,912	500	\$ 2,451
<b>Cleardale</b>		<b>1,600</b>	<b>\$ 7,859</b>	<b>1,800</b>	<b>\$ 8,825</b>
Playground		100	\$ 491	100	\$ 490
Skating Rink (outdoor, heated change room)		1,500	\$ 7,368	1,700	\$ 8,334
<b>Points</b>		<b>11,900</b>	<b>\$ 68,453</b>	<b>11,500</b>	<b>\$ 66,380</b>

**CLEAR HILLS COUNTY  
2024 OPERATIONAL GRANT FOR RECREATION BOARDS**

	Original Points	Original Dollars	Revised Points	Revised Dollars
<b>CHERRY CANYON RECREATION BOARD</b>				
<b>Bear Canyon</b>	<b>7,600</b>	<b>37,331</b>	<b>5,900</b>	<b>\$ 28,925</b>
Community Room / Kitchen	2,000	\$ 9,824	2,000	\$ 9,805
Gymnasium	1,000	\$ 4,912	500	\$ 2,451
Fitness centre	200	\$ 982	200	\$ 981
Cardio room included with fitness centre	-	\$ -	-	\$ -
Community Hall/Kitchen (Cherry Point)	2,000	\$ 9,824	2,000	\$ 9,805
Moms& Tots playroom	100	\$ 491	100	\$ 490
Curling Rink/Skating rink	500	\$ 2,456	500	\$ 2,451
Playground	100	\$ 491	100	\$ 490
Picnic Area	100	\$ 491	100	\$ 490
Ball Diamonds x2	200	\$ 982	200	\$ 981
Storage Shed no point in policy	-	\$ -	-	\$ -
Health & Wellness Room	-	\$ -	-	\$ -
no points in Policy 7001				
Outdoor Basket ball court	100	\$ 491	100	\$ 490
Soccer Field w goal posts (same points as ball diamonds)	100	\$ 491	100	\$ 490
Community Library	1,200	\$ 5,894	-	\$ -
Horseshoe Pits (3)	-	\$ -	-	\$ -
no points in Policy 7001				
Garage no points in Policy	-	\$ -	-	\$ -
<b>Cherry Point</b>	<b>400</b>	<b>\$ 1,965</b>	<b>400</b>	<b>\$ 1,961</b>
Ball Diamonds	100	\$ 491	100	\$ 490
Picnic Area x2	200	\$ 982	200	\$ 981
Playground	100	\$ 491	100	\$ 490
Storage Shed no point in policy	-	\$ -	-	\$ -
<b>Ole's Lake</b>	<b>1,000</b>	<b>\$ 4,912</b>	<b>1,000</b>	<b>\$ 4,903</b>
Campground (Ole's Lake) 15+ stalls (have 22) w/dock	1,000	\$ 4,912	1,000	\$ 4,903
Storage Shed no point in policy	-	\$ -	-	\$ -
<b>Points</b>	<b>9,000</b>	<b>\$ 44,208</b>	<b>7,300</b>	<b>\$ 35,789</b>

**TOTAL POINTS**

**79,400    \$    400,013                      79,550    \$    400,000**

**TOTAL BUDGET**

Less Cleardale \$10,000

400,000                      400,000

10,000

10,000

390,000

390,000

Funding per point

4.912

4.903



# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy &amp; Priority Meeting</b>
Meeting Date:	February 4, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Peace River School Division – Trades Training Program
File:	11-02-03

DESCRIPTION:

Council is presented with information regarding the Clear Hills County Trades Training Program with Peace River School Division.

Starting in 2013, the Clear Hills County annual operating budget has included \$45,000 for this program. Council's original intent was to support the establishment of Trades Training in schools, with a commitment to contribute no more than \$45,000 per year.

BACKGROUND:

**C408-24(7-23-24)**

**RESOLUTION by Reeve Bean to approve a three-year annual conditional grant of \$70,000.00 to the Peace River School Division for their Trades Training Program, covering the years 2024 through 2026. Funding for each year is contingent upon the submission of Clear Hills County supplied annual reports and must be invoiced prior to the Clear Hills County year end. With the 2024 contribution being funded as follows; \$45,000.00 be allocated from the 2024 Operating budget and the remaining \$25,000.00 to come from the Rate Stabilization.**

**CARRIED.**

**Timeline of PRSD 2024 Funding Discussions with Clear Hills County**

- **July 9, 2024** – PRSD Superintendent Adam Murray and Secretary-Treasurer Rhonda Freeman attended a Clear Hills County Council meeting as a delegation.
- **July 10, 2024** – Council requested additional financial details.
- **July 11, 2024** – PRSD provided a financial breakdown for each school.
- **July 23, 2024** – Council passed a motion approving a three-year funding commitment, contingent upon the submission of Clear Hills County-supplied annual reports for each school, with invoicing required before the County's year-end.
- **August 13, 2024** – A formal letter outlining the motion and funding commitment and conditions was sent via email to Adam Murray and Rhonda Freeman.
- **September 4, 2024** – PRSD submitted a request for the release of \$80,000.00.
- **September 25, 2024** – An email was sent to Adam Murray and Chris Warne, reiterating the funding commitments & conditions and reattaching the official letter from August 13, 2024.
- **January 30, 2025** – An email was received from Chris Warne on behalf of Superintendent Jeff Thompson, including a letter summarizing a telephone conversation that took place on the morning of January 30, 2025.

ATTACHMENTS:

January 30, 2025 Correspondence from Peace River School Division  
2024/2025 Correspondence with PRSD RE: Trades Training  
Trades Training Payment History

RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**





## Peace River School Division

January 29, 2025

**Board of Trustees**

**Chair**  
Crystal Owens

**Vice Chair**  
Lacey Buchinski

**Trustees**  
Marie Dyck  
Lori Leitch  
David Rushton  
Edith Giesbrecht

**Superintendent of Schools**  
Jeff Thompson

**Deputy Superintendent  
(Acting)**  
Aleeta Ploc

**Secretary-Treasurer**  
Rhonda Freeman

Mr. Allan Rowe, CAO  
Clear Hills County  
Box 240  
Worsley, AB. T0H 3W0

via email: [allan@clearhillscounty.ab.ca](mailto:allan@clearhillscounty.ab.ca)

Dear Mr. Rowe:

Thank you for the opportunity for Ms. Rhonda Freeman and I to have a brief conversation with you and Ms. Bonnie Morgan regarding the CTS programming the division provides to schools on the west end of our division.

As discussed, we certainly appreciate the funding the Clear Hills County has provided to us over the years, and we have leveraged this money to provide enhances CTS programming that has cost the division approximately \$200,000 per year.

On July 9, 2024, Superintendent Adam Murray and Secretary-Treasurer Rhonda Freeman, attended a meeting with the Clear Hills County Council and shared a detailed presentation regarding the PRSD CTS programs in Worsley Central School, Menno Simons Community School, and Hines Creek Composite School. This presentation shared the significant number of CTS courses offered in the three schools for the 2023-2024 school year (in Agriculture, Construction and Home Economics/Cosmetology). The costs related to the provisions of these courses included internal costs and Northwestern Polytechnic contract costs for a total of \$203,511.00 for the school year. Given these significant costs, Superintendent Murray asked the County Council to consider providing \$80,000 in annual funding to help sustain an enhanced CTS program moving forward.

I understand that during the meeting Clear Hills County Councillors requested a more detailed breakout of funding costs for the various CTS programs. At that time, PRSD staff advised that our organization was not able to provide the level of detail being request, but that we could provide enough detail to show that the division spends significantly more money than the County's Grant provision.



I recently became aware of an undated letter from the Reeve of the County that had been sent our former Superintendent some time prior to his November 15, 2024, departure from the division. The contents of the letter revealed that in July 2024, the Council approved a 3-year grant of \$70,000 annually (2024-2026) on the condition that a more detailed breakdown of expenditures be provided. We have not received any funding from the County since our request on July 9, 2024, and my conversation with former Superintendent Murray and Secretary-Treasurer Freeman have revealed that it is very difficult for us to provide the specific breakdown of expenditures being asked for. As such, unless we can meet to further discuss a pathway forward that is achievable on our end and satisfactory to your Council, we will not be able to meet the conditions for the CTS Grant.

As earlier stated, the cost to provide the CTS program in Cleardale, Worsley and Hines Creek far exceeds the grant provided by the County. We are open to a further discussion about possible options that satisfy both parties, and if we are not able to identify a practical pathway forward, we will need to reassess our CTS programming for the 2025-2026 school year. This is purely an operational matter on our end, so we look forward to an opportunity for further discussions with you and any members of your operational team you wish to bring to the table.

Thank you for your attention to my correspondence and we look forward to an opportunity for further discussions on this matter.

Sincerely,



Jeff Thompson, PhD  
Superintendent of Schools

cc. Rhonda Freeman, Secretary-Treasurer

*Learning Together - Success for All*

## Bonnie Morgan

---

**From:** Bonnie Morgan  
**Sent:** July 10, 2024 8:57 AM  
**To:** Freeman, Rhonda; Adam Murray  
**Cc:** Allan Rowe  
**Subject:** Request for Additional Information on Trades Training Program Expenses

On behalf of the Clear Hills County Council, I would like to extend our thanks to you and Adam for the information you provided regarding the Trades Training Program during the Council meeting on July 9, 2024.

Council has carefully reviewed the request for financial support for the program. Before making any commitments, they have requested additional information to ensure a thorough understanding of the program's financial needs. Specifically, Council is requesting a detailed breakdown of the expenses incurred for each of the schools to provide the trades programs at Worsley, Hines Creek, and Menno Simons Schools.

Having a clear view of these expenses will facilitate the decision-making process and help move forward with potential funding.

Thank you for your attention to this matter.

Best regards,

### **Bonnie Morgan | Executive Assistant to CAO and Council**

Clear Hills County Box 240 Worsley, AB T0H 3W0 | Ph: (780)-685-3925 ext. 120 | Cell: (780)-834-7171 | Fax: (780)-685-3960  
[bonnie@clearhillscounty.ab.ca](mailto:bonnie@clearhillscounty.ab.ca) | [www.clearhillscounty.ab.ca](http://www.clearhillscounty.ab.ca)



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## Bonnie Morgan

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**From:** Freeman, Rhonda <freemanrh@prsd.ab.ca>  
**Sent:** July 11, 2024 2:55 PM  
**To:** Bonnie Morgan  
**Cc:** Adam Murray; Allan Rowe  
**Subject:** Re: Request for Additional Information on Trades Training Program Expenses  
**Attachments:** Summary of CTS Menno Worsley Hines Creek Trades Training Costs.pdf

Good afternoon Bonnie,

I am forwarding a copy of the breakdown of costs for the trades training by school.

Thanks,

*Rhonda Freeman CPA CGA CSBO*

Secretary-Treasurer  
Peace River School Division  
Phone (780) 624-3650 ex. 10110  
Fax (780) 624-5941  
Email address: [freemanrh@prsd.ab.ca](mailto:freemanrh@prsd.ab.ca)

*"Your mind is a powerful thing. When you fill it with positive thoughts, your life will start to change."*

*Learning Together - Success For All*

On Wed, Jul 10, 2024 at 8:57 AM Bonnie Morgan <[Bonnie@clearhillscounty.ab.ca](mailto:Bonnie@clearhillscounty.ab.ca)> wrote:

On behalf of the Clear Hills County Council, I would like to extend our thanks to you and Adam for the information you provided regarding the Trades Training Program during the Council meeting on July 9, 2024.

Council has carefully reviewed the request for financial support for the program. Before making any commitments, they have requested additional information to ensure a thorough understanding of the program's financial needs. Specifically, Council is requesting a detailed breakdown of the expenses incurred for each of the schools to provide the trades programs at Worsley, Hines Creek, and Menno Simons Schools.

Having a clear view of these expenses will facilitate the decision-making process and help move forward with potential funding.

Thank you for your attention to this matter.

**Trades Training Costs  
2023-2024 Costs by**

**Menno Simons**

Salary PRSD Staff	12,500.00
Salary NWP Semester 1	12,283.00
Salary NWP Semester 2	12,283.00
Supplies	8,842.88
Mileage - NWP Instructor	2,765.44
	<u>48,674.32</u>

**Worsley**

Salary PRSD Staff	7,800.00
Salary NWP Semester 1	12,283.00
Salary NWP Semester 2	12,283.00
Supplies	7,966.52
Mileage - NWP Instructor	3,185.54
Shop upgrade	60,000.00
Tools	10,000.00
	<u>113,518.06</u>

**Hines Creek**

Salary PRSD Staff	5,200.00
Salary NWP Semester 1	12,283.00
Salary NWP Semester 2	12,283.00
Supplies	6,696.07
Supplies	391.69
Mileage - NWP Instructor	2,765.43
Tools	1,700.00

Total

<u>41,319.19</u>
<u><b>203,511.57</b></u>

## Bonnie Morgan

---

**From:** Bonnie Morgan  
**Sent:** August 13, 2024 3:29 PM  
**To:** Adam Murray  
**Cc:** Freeman, Rhonda; Allan Rowe  
**Subject:** Request for Funding TTP - Clear Hills County  
**Attachments:** PRSD 2024 Trades Training request.pdf

Good afternoon,

Please see the attached letter from Clear Hills County Council regarding the request for funding for the Trades Training Program. If you have any question please feel free to contact myself or Allan.

### **Bonnie Morgan | Executive Assistant to CAO and Council**

Clear Hills County Box 240 Worsley, AB T0H 3W0 | Ph: (780)-685-3925 ext. 120 | Cell: (780)-834-7171 | Fax: (780)-685-3960  
[bonnie@clearhillscounty.ab.ca](mailto:bonnie@clearhillscounty.ab.ca) | [www.clearhillscounty.ab.ca](http://www.clearhillscounty.ab.ca)



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**CLEAR HILLS COUNTY**

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Peace River School Division  
Box 380, 4702 51 Street  
Grimshaw, AB  
T0H 1W0

File No. 68-02-02

Subject: Conditional Grant for Trades Training Program

At the Regular Council Meeting held on July 23, 2024, Clear Hills County Council discussed the request for the Peace River School Division's Trades Training Program. Council approved a conditional 3-year commitment of \$70,000.00 annually.

C408-24(7-23-24) Resolution by Reeve Bean to approve a three-year annual conditional grant of \$70,000.00 to the Peace River School Division for their Trades Training Program, covering the years 2024 through 2026. Funding for each year is contingent upon the submission of Clear Hills County supplied annual reports and must be invoiced prior to the Clear Hills County year-end. With the 2024 contribution being funded as follows; \$45,000.00 be allocated from the 2024 Operating budget and the remaining \$25,000.00 to come from the Rate Stabilization. CARRIED.

To ensure compliance with the funding conditions, Council requests that the Peace River School Division submit the previously supplied annual reports to Clear Hills County in a timely manner. Additionally, please ensure that invoices for each year are submitted prior to Clear Hills County's year end to facilitate the disbursement of funds if the conditions are not met within the specified timeline the annual commitment will not be carried forward to the following year and will be lost.

If you require the reporting documents to be sent to you, please reach out to Bonnie Morgan and she will resend them to you.

Should you have any questions or require further clarification, please do not hesitate to contact CAO, Allan Rowe at 780-685-3925 ext.121.

We look forward to a continued successful partnership with the Peace River School Division.

Sincerely,

A handwritten signature in blue ink that reads "Amber Bean".

Amber Bean  
Reeve

AB/bm

## Bonnie Morgan

---

**From:** Allan Rowe  
**Sent:** September 25, 2024 2:11 PM  
**To:** Bonnie Morgan  
**Subject:** FW: PRSD  
**Attachments:** 20240903\_Sep03\_Ltr\_to\_Clear\_Hills\_Req\_Funding.pdf

**From:** Warne, Chris <warnec@prsd.ab.ca>  
**Sent:** September 4, 2024 9:47 AM  
**To:** Allan Rowe <Allan@clearhillscounty.ab.ca>  
**Subject:** PRSD

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.

Good morning,

Please see the attached letter from Superintendent Adam Murray regarding funding.

Warmest Regards,

--  
*Mrs. Chris Warne*  
*Executive Assistant to the*  
*Superintendent and Secretary-Treasurer*  
*Peace River School Division*  
*Pb. 780-624-3650 ext. 10140*  
*Fax: 780-332-1050*

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## Peace River School Division

### Board of Trustees

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Moïse Dion  
Lori Leitch  
David Rushton  
Edith Giesbrecht

Superintendent of Schools  
Adam Murray

Deputy Superintendent  
Jeff Thompson

Secretary-Treasurer  
Rhonda Freeman

September 3, 2024

VIA Email: [allan@clearhillscounty.ab.ca](mailto:allan@clearhillscounty.ab.ca)

Mr. Allan Rowe, CAO  
Clear Hills County  
Box 240  
Worsley, AB.  
T0H 3W0

Dear Mr. Rowe:

Further to our letter dated July 24, 2024, Peace River School Division would like to request funds be released for the 2023-2024 school year, in the amount of \$80,000. Please forward the funds to the attention of Ms. Rhonda Freeman, Secretary-Treasurer of the Peace River School Division Central Operations office in Grimshaw.

We sincerely thank the County for its financial commitment which is instrumental in enabling each school to offer trades-related programming.

Sincerely,

Adam Murray M.Ed.,  
Superintendent of Schools

AM/rf



## Bonnie Morgan

---

**From:** Bonnie Morgan  
**Sent:** September 25, 2024 2:37 PM  
**To:** Warne, Chris; Adam Murray  
**Cc:** Allan Rowe  
**Subject:** RE: Letter from Clear Hills County Council  
**Attachments:** PRSD 2024 Trades Training request.pdf

Good afternoon,

On Tuesday, August 13, 2024, at 3:29 PM, an email with an attached letter from Clear Hills County Council was sent to Adam Murray and Rhonda Freeman, with a copy to Allan Rowe.

For your convenience, I have attached the letter again. It explains why the current letter you sent September 4, 2024 cannot be accepted.

Should you have any questions, please feel free to contact either myself or Allan Rowe.

Warm regards,

### Bonnie Morgan | Executive Assistant to CAO and Council

Clear Hills County Box 240 Worsley, AB T0H 3W0 | Ph: (780)-685-3925 ext. 120 | Cell: (780)-834-7171 | Fax: (780)-685-3960  
[bonnie@clearhillscounty.ab.ca](mailto:bonnie@clearhillscounty.ab.ca) | [www.clearhillscounty.ab.ca](http://www.clearhillscounty.ab.ca)



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**From:** Warne, Chris <[warnec@prsd.ab.ca](mailto:warnec@prsd.ab.ca)>  
**Sent:** September 4, 2024 9:47 AM  
**To:** Allan Rowe <[Allan@clearhillscounty.ab.ca](mailto:Allan@clearhillscounty.ab.ca)>  
**Subject:** PRSD

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Good morning,

Please see the attached letter from Superintendent Adam Murray regarding funding.

Warmest Regards,



**CLEAR HILLS COUNTY**

---

Peace River School Division  
Box 380, 4702 51 Street  
Grimshaw, AB  
T0H 1W0

File No. 68-02-02

Subject: Conditional Grant for Trades Training Program

At the Regular Council Meeting held on July 23, 2024, Clear Hills County Council discussed the request for the Peace River School Division's Trades Training Program. Council approved a conditional 3-year commitment of \$70,000.00 annually.

C408-24(7-23-24) Resolution by Reeve Bean to approve a three-year annual conditional grant of \$70,000.00 to the Peace River School Division for their Trades Training Program, covering the years 2024 through 2026. Funding for each year is contingent upon the submission of Clear Hills County supplied annual reports and must be invoiced prior to the Clear Hills County year-end. With the 2024 contribution being funded as follows; \$45,000.00 be allocated from the 2024 Operating budget and the remaining \$25,000.00 to come from the Rate Stabilization. CARRIED.

To ensure compliance with the funding conditions, Council requests that the Peace River School Division submit the previously supplied annual reports to Clear Hills County in a timely manner. Additionally, please ensure that invoices for each year are submitted prior to Clear Hills County's year end to facilitate the disbursement of funds if the conditions are not met within the specified timeline the annual commitment will not be carried forward to the following year and will be lost.

If you require the reporting documents to be sent to you, please reach out to Bonnie Morgan and she will resend them to you.

Should you have any questions or require further clarification, please do not hesitate to contact CAO, Allan Rowe at 780-685-3925 ext.121.

We look forward to a continued successful partnership with the Peace River School Division.

Sincerely,

A handwritten signature in blue ink that reads "Amber Bean".

Amber Bean  
Reeve

AB/bm

## Bonnie Morgan

---

**From:** Allan Rowe  
**Sent:** January 30, 2025 6:21 AM  
**To:** Bonnie Morgan  
**Subject:** FW: CTS Programming  
**Attachments:** 20250129\_Jan29\_Ltr\_to\_Clear\_Hills\_re\_Trades.pdf

**From:** Warne, Chris <warnec@prsd.ab.ca>  
**Sent:** January 29, 2025 4:00 PM  
**To:** Allan Rowe <Allan@clearhillscounty.ab.ca>  
**Cc:** Rhonda Freeman <freemanrh@prsd.ab.ca>  
**Subject:** CTS Programming

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Good afternoon,

Please see the attached letter regarding the CTS funding as discussed earlier with Superintendent Thompson and Secretary-Treasurer Freeman.

Regards,

--  
*Mrs. Chris Warne*  
*Executive Assistant to the*  
*Superintendent and Secretary-Treasurer*  
*Peace River School Division*  
*Pb. 780-624-3650 ext. 10140*  
*Fax 780-332-1050*

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## Peace River School Division

January 29, 2025

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David Rushton  
Edith Giesbrecht

**Superintendent of Schools**  
Jeff Thompson

**Deputy Superintendent  
(Acting)**  
Aleeta Ploc

**Secretary-Treasurer**  
Rhonda Freeman

Mr. Allan Rowe, CAO  
Clear Hills County  
Box 240  
Worsley, AB. T0H 3W0

via email: [allan@clearhillscounty.ab.ca](mailto:allan@clearhillscounty.ab.ca)

Dear Mr. Rowe:

Thank you for the opportunity for Ms. Rhonda Freeman and I to have a brief conversation with you and Ms. Bonnie Morgan regarding the CTS programming the division provides to schools on the west end of our division.

As discussed, we certainly appreciate the funding the Clear Hills County has provided to us over the years, and we have leveraged this money to provide enhances CTS programming that has cost the division approximately \$200,000 per year.

On July 9, 2024, Superintendent Adam Murray and Secretary-Treasurer Rhonda Freeman, attended a meeting with the Clear Hills County Council and shared a detailed presentation regarding the PRSD CTS programs in Worsley Central School, Menno Simons Community School, and Hines Creek Composite School. This presentation shared the significant number of CTS courses offered in the three schools for the 2023-2024 school year (in Agriculture, Construction and Home Economics/Cosmetology). The costs related to the provisions of these courses included internal costs and Northwestern Polytechnic contract costs for a total of \$203,511.00 for the school year. Given these significant costs, Superintendent Murray asked the County Council to consider providing \$80,000 in annual funding to help sustain an enhanced CTS program moving forward.

I understand that during the meeting Clear Hills County Councillors requested a more detailed breakout of funding costs for the various CTS programs. At that time, PRSD staff advised that our organization was not able to provide the level of detail being request, but that we could provide enough detail to show that the division spends significantly more money than the County's Grant provision.



I recently became aware of an undated letter from the Reeve of the County that had been sent our former Superintendent some time prior to his November 15, 2024, departure from the division. The contents of the letter revealed that in July 2024, the Council approved a 3-year grant of \$70,000 annually (2024-2026) on the condition that a more detailed breakdown of expenditures be provided. We have not received any funding from the County since our request on July 9, 2024, and my conversation with former Superintendent Murray and Secretary-Treasurer Freeman have revealed that it is very difficult for us to provide the specific breakdown of expenditures being asked for. As such, unless we can meet to further discuss a pathway forward that is achievable on our end and satisfactory to your Council, we will not be able to meet the conditions for the CTS Grant.

As earlier stated, the cost to provide the CTS program in Cleardale, Worsley and Hines Creek far exceeds the grant provided by the County. We are open to a further discussion about possible options that satisfy both parties, and if we are not able to identify a practical pathway forward, we will need to reassess our CTS programming for the 2025-2026 school year. This is purely an operational matter on our end, so we look forward to an opportunity for further discussions with you and any members of your operational team you wish to bring to the table.

Thank you for your attention to my correspondence and we look forward to an opportunity for further discussions on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Thompson', with a stylized flourish extending to the right.

Jeff Thompson, PhD  
Superintendent of Schools

cc. Rhonda Freeman, Secretary-Treasurer

*Learning Together - Success for All*



	Invoice Date	Payment Date	Amount/Requested	Motion
1	July 25, 2024	<b>NOT PAID</b>	\$80,000.00	
2	June 21, 2023	July 11, 2023	\$80,000.00	C383-22(08-16-22)
3	May 24, 2022		\$45,000.00	C313-22(06-14-22)
4	November 17, 2021	December 14, 2021	\$45,000.00	C461-21(11-09-21)
5	August 14, 2019	August 27, 2019	\$84,615.00	C361-19(07-16-19)
6	September 27, 2018	October 9, 2018	\$64,525.64	C443-18(09-25-18)
7	August 1, 2017	August 22, 2017	\$55,360.58	
8	June 29, 2016	July 26, 2016	\$34,906.54	
9	June 19, 2015	July 14, 2015	\$19,750.00	
10	September 5, 2014	September 23, 2014	\$45,000.00	
11	January 31, 2013	February 12, 2013	\$81,140.00	
12	2012		\$18,572.45	
	Amount <b>Paid</b> up to date		<b>\$573,870.21</b>	
<p><b>*Please note that the July 25, 2024, invoice has not been paid and is NOT included in the total amount Paid.</b></p>				

**C408-24(7-23-24)**

**RESOLUTION by Reeve Bean to approve a three-year annual conditional grant of \$70,000.00 to the Peace River School Division for their Trades Training Program, covering the years 2024 through 2026. Funding for each year is contingent upon the submission of Clear Hills County supplied annual reports and must be invoiced prior to the Clear Hills County year end. With the 2024 contribution being funded as follows: \$45,000.00 be allocated from the 2024 Operating budget and the remaining \$25,000.00 to come from the Rate Stabilization. CARRIED.**

**C383-22(08-16-22)**

**RESOLUTION by Councillor Hansen to receive the delegation from Peace River School Division, Superintendent Adam Murray and Secretary-Treasurer Rhonda Freeman regarding the Trades Training program and costs for information and approve funding for the Trades Training program for the 2022/2023 school year in the amount of \$80,000.00 with the funds to be allocated from the Rate Stabilization Reserve. CARRIED.**

**C313-22(06-14-22)**

**RESOLUTION by Reeve Bean to approve the release of the \$45,000.00 for Peace River School Division Trades Training that is included in the 2022 Operating Budget. CARRIED.**

**C461-21(11-09-21)**

**RESOLUTION by Deputy Reeve Janzen to release the Trades Training funding to the Peace River School Division in the amount of \$45,000.00 that is included in the 2021 Operating budget. Requests for additional Trade Training funding may be deliberated at a later date and allocated in the 2022 operating budget. CARRIED.**

- C343-20(08-04-20)** RESOLUTION by Councillor Ruecker to table the Peace River School Division's Trades Training funding request until the 2019/2020 conditional funding requirement is met by each school report on how they incorporated revenue generation through sale of products or services into their Trades Training Program. CARRIED.
- C361-19(07-16-19)** RESOLUTION by Deputy Reeve Fletcher to approve a General Grant for to the Peace River School Division for the 2019-2020 Trades Training program at the three schools – Worsley Central School, Hines Creek Composite School and Menno Simons Community School for the amount of \$84,615.00; \$45,000.00 is included in the 2019 annual operating budget, balance to be allocated from the Rate Stabilization Reserve; with the condition that a report be provided at the end of the school year on how each of the schools incorporated revenue generation through sale of products or services into their Trades Training Program, and how successful they were at this. CARRIED.
- C443-18(09-25-18)** RESOLUTION by Councillor Frixel to approve the funding request of \$64,525.64 to the 2018/2019 Trades Training Program (Worsley, Hines Creek and Menno Simons Schools) with the over budgeted amount of \$19,525.64 from the Rate Stabilization Reserve. CARRIED.
- C657-14(10/14/14)** RESOLUTION by Councillor Ruecker to maintain the 2015 Trades Training Budget at \$45,000.00 (forty-five thousand dollars). CARRIED.
- C538-13(09/10/13)** RESOLUTION by Councillor Ostrem to approve funding of \$15,000.00 (fifteen thousand dollars) for cosmetology and auto mechanics trades programs being offered in 2013/2014 at Hines Creek Composite School. CARRIED.
- C539-13(09/10/13)** RESOLUTION by Councillor Ostrem to approve funding of \$12,100.00 (twelve thousand, one hundred dollars) for the foods and auto mechanics programs being offered in 2013/2014 at Worsley Central School. CARRIED.
- C570-13(09/24/13)** RESOLUTION by Councillor Fletcher to approve \$9,310.00 (nine thousand, three hundred ten dollars) for the Menno Simons Community School 2013/2014 Junior High School Trades Program. CARRIED.
- C694-12(10/23/12)** RESOLUTION by Councillor Ostrem to include \$45,000.00 (forty-five thousand dollars) in the 2013 Operating Budget for the trades programs that Worsley Central School, Menno Simons Community School and Hines Creek Composite School provide. CARRIED.

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy &amp; Priority Meeting</b>
Meeting Date:	February 4, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	<b>Grader Beat Contracts</b>
File:	32-06-02

DESCRIPTION:

Council has requested a discussion regarding the Grader Beat contracts.

BACKGROUND:

**C37-25(1-28-25)**

**RESOLUTION** by Deputy Reeve Janzen to table the discussion regarding proceeding to tender for the Worsley, Montagneuse and Bear Canyon Grader Beats to the February 4, 2025, Policy & Priority Meeting. **CARRIED.**

Policy & Priority Meeting December 5, 2023

**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.**

The current agreements for Bear Canyon GB 09, Montagneuse Grader Beat 03, and Worsley Grader Beat 01 end October 31, 2025.

BUDGET:

\$2,377,000.00- 2025 Operating budget for all seven grader beats.

ATTACHMENT:

RFT 2021-13 Hines Creek Grader Beat

RECOMMENDED ACTION:

**RESOLUTION** by...

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



**Clear Hills County  
313 Alberta Ave.  
Box 240  
Worsley, AB  
T0H 3W0**

## **REQUEST FOR TENDER**

**DESCRIPTION:**

**Hines Creek Grader Beat**

**REFERENCE #: 2021-13**

**Tender Closing Time:**  
April 9, 2021  
4:00 p.m. Local Time

## Contents:

- 1.0 Invitation to Tender**
  - 1.1 Inquiries
  - 1.2 Tender Return
  - 1.3 RFT Schedule of Events
- 2.0 Scope of Work**
  - 2.1 Project Overview
  - 2.2 Term
- 3.0 Instructions to Bidders**
  - 3.1 Background
  - 3.2 Submission of Tenders
  - 3.3 Tender Form
  - 3.4 The Freedom of Information and Protection of Privacy Act
  - 3.5 Tender Documents
  - 3.6 Variation in Tender Documents and no Implied Obligation
  - 3.7 Addenda
  - 3.8 Tender
  - 3.9 Insurance
  - 3.10 Site Conditions
  - 3.11 Prime Cost and Contingency Sums
  - 3.12 Permit and Inspections
  - 3.13 Successful Bidder
  - 3.14 Workers Compensation
  - 3.15 Occupation Health and Safety
  - 3.16 Registration
  - 3.17 Equipment
  - 3.18 Tender Deposits
  - 3.19 Performance Bond
  - 3.20 Tender Exceeding Budget
  - 3.21 Agreement on Internal Trade and Trade Investment and Labour Mobility Agreement
  - 3.22 Acceptance or Rejection of Tenders
  - 3.23 Law and Forum Tender
  - 3.24 Acceptance Period
- 4.0 Evaluation**
- 5.0 Tender Form**
- 6.0 Draft Contract**
  - 6.1 Interpretation
  - 6.2 Grant and Conveyance
  - 6.3 Term
  - 6.4 Payment
  - 6.5 Owner's Operations
  - 6.6 Contractor's Operations
  - 6.7 Performance Bond
  - 6.8 Indemnity and Exemptions
  - 6.9 Insurance
  - 6.10 Taxes
  - 6.11 Expiration/Termination
  - 6.12 Arbitration
  - 6.13 Freedom of Information and Privacy Act
  - 6.14 General
- 7.0 Map**
- 8.0 Clear Hills County Policies and Procedures**

## 1.0 Invitation to Tender

Vendors are invited to submit a Tender for the provision of services as set out in this Request for Tender (RFT) document.

This RFT will be conducted with the objective of maximizing the benefit to Clear Hills County while offering vendors a fair and equitable opportunity to participate.

Vendors are advised to pay careful attention to the wording used throughout the RFT. Failure to satisfy any term or condition may result in an unacceptable Tender.

Vendors submitting a Tender are deemed to have accepted all the Tender Documents.

This RFT does not commit Clear Hills County to award a contract or to pay any costs incurred in the preparation of a Tender, or to attend a meeting with Clear Hills County staff.

The right to reject any or all Tenders is reserved by Clear Hills County and the lowest or any Tender will not necessarily be accepted.

Monitoring of the Service(s), will be performed by the County, or its designated representative, at a frequency to be determined by the County in its sole and unfettered discretion.

Submission of a tender by a bidder gives the County the right to require the Bidder to execute the contract for the Service(s) as set out within the tender documents. Tenders may not be withdrawn after the Tender Closing and will be irrevocable and open for acceptance by the County for a period of thirty (30) days following the end of the day the Tender Closing. The Successful Bidder will be notified in writing of the award of the Tender when the County delivers a letter of intent to the Successful Bidder.

### 1.1 Inquiries

1.1.1 Refer all Tender inquiries to Ron Jensen, Public Works Manager, by fax 780-685-3960 or by email to [ron@clearhillscounty.ab.ca](mailto:ron@clearhillscounty.ab.ca)

1.1.2 Indicate Tender # and project description on all correspondence.

1.1.2.1 **Request for Tender #: 2021-13**

**Description: Hines Creek Grader Beat**

### 1.2 Tender Return

1.2.1 Tenders will be received at Clear Hills County office no later than 4:00 p.m., local time, on April 9, 2021. Tender submissions shall be sealed and enclosed in envelopes marked with the RFT number and addressed to:

Clear Hills County

313 Alberta Ave

PO Box 240

Worsley, AB T0H 3W0

Attn: Ron Jensen, Public Works Manager

1.2.2 Faxed or electronic Tenders will not be accepted. Clear Hills County does not recommend sending Tenders by Courier due to limited Courier Services. Tender number must be clearly marked in the subject line or on coversheet.

1.2.3 Each Tender shall be addressed to Clear Hills County in a sealed envelope clearly marked with Organization's name, address and Tender number.

1.2.4 Clear Hills County is not responsible for the timeliness of documents delivered to the County.

### **1.3 RFT Schedule of Events**

1.3.1 RFT Issue Date:	March 18, 2021
1.3.2 RFT Closing Date:	April 9, 2021
1.3.3 Closing Time:	4:00 p.m. Local Time
1.3.4 Opening of Tenders:	April 13, 2021

## **2.0 Scope of Work**

### **2.1 Project Overview**

- 2.1.1 Clear Hills County (the "County") is seeking tenders for the Hines Creek Grader Beat.
- 2.1.2 The Service(s) to be supplied is as follows:
  - 2.1.2.1 Motorized Grader Services shall meet or exceed, the Specifications set out in the Request for Tender.
- 2.1.3 In order to determine if the Service(s) to be supplied are in conformity with the specifications, and with other contractual requirements, monitoring of the Service(s), will be performed by the County, or its designate representative, at a frequency to be determined by the County in its sole and unfettered discretion. The monitoring by the County shall in no way relieve the Successful Proponent from its obligations to meet the requirements of the specifications and other contractual requirements.

### **2.2 Term**

- 2.2.1 Term of the contract will start on November 1, 2021 and will expire October 31, 2026.

## 3.0 Instructions to Bidders

### 3.1 Background

- 3.1.1 Clear Hills County (the "County") is seeking tenders for Motorized Grader Service. The Service(s) shall meet, or exceed, the specifications described in the Request for Tender.
- 3.1.2 In order to determine if the Service(s) to be supplied are in conformity with the Specifications, and with other contractual requirements, monitoring of the Service(s), will be performed by the County, or its designate representative, at a frequency to be determined by the County in its sole and unfettered discretion. The monitoring by the County shall in no way relieve the Successful Bidder from its obligations to meet the requirements set out throughout the Request for Tender and other contractual requirements.
- 3.1.3 It is also understood and agreed by the Bidder that the Successful Bidder shall continue to provide service after the expiry of the Term, if required, for a minimum period of sixty (60) days, or for such other time as to be negotiated by the County's Public Works Manager, or order to allow the County to award the new contract for the Service(s).
- 3.1.4 The Tender shall provide motorized graders less than ten (10) years old. Motorized graders shall not exceed ten (10) years of age at any time during the Term of the Contract. A road worthiness safety inspection is required at seven (7) years of age. A copy of the inspection must be provided to the County.
- 3.1.5 The Tender shall be on an hourly basis which will cover all direct and indirect costs related to the performance of the Service(s) during the term.
- 3.1.6 As per the Terms of Payment in the Contract, the Hourly Rate will begin when the Grader begins the Service(s) in the Hines Creek Grader Beat. This **will not** include warm up and cool down time as well as travel from outside the Hines Creek Grader Beat to the Hines Creek Grader Beat and grader will arrive at the beat ready to perform work (fueled, blades in working order, etc.)
- 3.1.7 The Successful Bidder shall deliver the Service(s) to the County as follows:
  - 3.1.7.1 Clear Hills County ("the County") as the authority for the construction and maintenance of all local roads in the County, is requesting tenders for Motorized Grader Service for the Hines Creek Grader Beat areas within the County. The Service(s) shall meet, or exceed, the specifications described in the Request for Tender and the Contract. The term to be five (5) years.
- 3.1.8 The County will receive sealed tenders (tenders will be received, date and time stamped at the Clear Hills County office) until 4:00 p.m. local time on April 9, 2021. Faxed and/or emailed tenders will not be accept and will be returned to the bidder.

### 3.2 Submission of Tenders

- 3.2.1 Each Tender shall be addressed to Clear Hills County in a sealed envelope clearly marked with the Bidder's name, address and Tender Number. The sealed envelope containing the Tender shall be delivered before the Tender Closing time to the County in accordance with the Invitation to Tender and the Instructions to Bidders at:



Clear Hills County  
313 Alberta Avenue  
Box 240  
Worsley, Alberta  
T0H 3W0  
Attention: Ron Jensen, Public Works Manager  
780-685-3925

- 3.2.2 In the event of a dispute or issue about whether or not a Tender complies with the Instructions to Bidders, the County reserves the right to retain and open a copy of the Tender in question in order to seek and obtain a legal opinion in relation thereto.

### 3.3 Tender Form

- 3.3.1 Each Bidder shall submit a complete tender on the Tender Form which forms part of the Tender Documents with the blank spaces filled in. The Tender Price must be written in words as well as figures and must be for a sum in Canadian Dollars including all tariffs, freight, duties and taxes other than the Goods and Services Tax which must be shown as a separate amount unless otherwise specifically stipulated (hereinafter referred to as the "Tender Price"). In the event if a discrepancy between an amount written in words and an amount written in figures, the amount written in words shall be deemed the intended amount. Tender shall be written in English.
- 3.3.2 Each Bid Rate per year is to be one hourly bid only.
- 3.3.3 Notwithstanding the foregoing, the County shall be entitled to accept a Tender in such form as the County in its sole and unfettered discretion deems acceptable irrespective of irregularities whether of a trivial or substantial nature, or whether the Tender is noncompliant in a trivial or substantial manner.
- 3.3.4 The County shall not be obligated to accept Tenders that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, contain irregularities of any kind, or mathematical or calculation errors of any kind. On Unit Price Tenders, if there is a discrepancy found between the unit price and the extended amount, the unit price shall be deemed to represent the intention of the Bidder. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any figures and the correct sum thereof will be resolved in the favor of the correct sum. Any discrepancies between the Tender Form and a post Tender Closing submission required by the Tender Documents will be resolved in favour of the post Tender Closing Submission.
- 3.3.5 Tenders shall not be withdrawn, modified or clarified after being delivered in accordance with the Tender Documents unless such withdrawal, modification or clarification is made in writing and actually received by **Ron Jensen, Public Works Manager** of the County prior to Tender Closing. Any withdrawal, modification or clarification of the Tender must be followed by a letter of confirmation signed and sealed in the same manner as the Tender and delivered to the County in the Invitation to Tender within 48 hours of the Notice of the withdrawal, modification or clarification.

### **3.4 The Freedom of Information and Protection of Privacy Act**

3.4.1 All documents submitted to the County will be subject to the protection and disclosure provisions of *Alberta's Freedom of Information and Protection of Privacy Act ("FOIP")*. *FOIP* allows persons a right of access to records in the County's custody and control. It also prohibits the County from disclosing the Bidder's personal or business information where disclosure would be harmful to the Bidder's business interests or would be unreasonable invasion of personal privacy as defined in section 15 and 16 of *FOIP*. Bidders are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. However, the County cannot assure Bidders that any portion of the Bidder's documents can be kept confidential under *FOIP*.

### **3.5 Tender Documents**

3.5.1 By submitting its Tender, the Bidder acknowledges and agrees that it has received and reviewed the Tender Documents and that its Tender is subject to the terms and conditions of the Tender Documents.

### **3.6 Variation in Tender Documents and no Implied Obligation**

3.6.1 The Bidder shall carefully examine the Tender Documents. Any errors, omission, discrepancies or clauses requiring clarification shall be reported in writing to the County at least ten (10) calendar days prior to the Tender Closing. Where necessary the County shall respond to reported errors, omissions, discrepancies or clauses requiring clarification by way of Addenda.

3.6.2 Should a Bidder fail to report any such errors, omissions, discrepancies or clauses requiring clarification at least ten (10) calendar days prior to Tender Closing, the County shall be the sole judge as to the intent of the Tender Documents.

3.6.3 No implied obligation of any kind by or on behalf of the County shall arise from anything in the Tender Documents, and the express covenants and agreements contained in the Tender Documents and made by the County, are and shall be the only covenants and agreements that apply.

3.6.4 The Tender documents supersede all communication, negotiations, agreements, and representations and warranties either written or oral relating to the subject matter of the Tender prior to the Tender Closing, and no changes shall be made to the Tender Documents except by written addenda.

### **3.7 Addenda**

3.7.1 Any changes to the Tender shall be in writing in the form of Addenda. Any Addenda issued to the Tender shall form part of the Tender Documents, whether or not the receipt has been acknowledged by the Bidder, and the cost for doing the work therein shall be included in the Tender Sum. Verbal representations shall not be binding on the County nor form part of the Tender Documents. Technical inquiries into the meaning or intent of the Tender Documents must be submitted in writing to Ron Jensen, Public Works Manager of the County.

### **3.8 Tender**

3.8.1 Each Bidder shall review the Tender Documents provided by the County and confirm that it is in the possession of a full set of Tender Documents when preparing its Tender.

- 3.8.2 Tenders shall be properly executed in full compliance with the following requirements:
- 3.8.2.1 The signatures of persons executing the Tender must be in their respective handwriting; and
  - 3.8.2.2 If the Tender is made by a limited company, the full name of the company shall be accurately printed immediately above the signatures of its duly authorized officers and the corporate seal shall be affixed;
  - 3.8.2.3 If the Tender is made by a partnership, the firm name or business name shall be accurately printed above the signature of the firm and the Tender shall be signed by a partner or partners who have authority to sign for the partnership;
  - 3.8.2.4 If the Tender is made by an individual carrying on business under the name other than its own, its business name together with its name shall be printed immediately above its signature or
  - 3.8.2.5 If the Tender is made by a sole proprietor who carries on business in its own name, the proprietor shall print its name immediately below its signature.
- 3.8.3 Tenders received from agents representing the Bidder must be accompanied by a Power of Attorney signed by the said Bidder showing that the agents are duly authorized to sign and submit the Tender and have full power to execute the Contract. The execution of the Contract will be binding and have the same effect as if it were duly signed by the Owners.
- 3.8.4 Only one Tender from an individual, firm, partnership or corporation will be considered. By submitting its Tender, the Bidder acknowledges and agrees that if the County has reasonable grounds for believing that any Bidder is interested in more than one Tender for the Service(s), the County may, in its sole and unfettered discretion, reject all of the Tenders in which such Bidder is interested.
- 3.8.5 By submitting its Tender, the Bidder acknowledges and agrees that any or all Tenders will be rejected if the County has reasonable grounds for believing that collusion exists among the Bidders.

### **3.9 Insurance**

- 3.9.1 The Tender **shall be accompanied** by a Letter of Insurability or undertaking of Insurance in standard form from the Bidder's Insurance Broker certifying that the required insurance will be issued to the Bidder is the Successful Bidder as required in the Contract.
- 3.9.2 Thirty (30) days prior to the commencement of the Contract the Successful Bidder shall provide to the County a Letter of Insurability or Undertaking of Insurance in standard form from the Bidder's Insurance Broker certifying that the required insurance will be issued to the Bidder and be in place for the commencement of the Contract.
- 3.9.3 The Successful Bidder shall provide to the County a Certificate of Insurance, certifying that the insurance as required by the Contract is in place no later than the date of the commencement of the Contract.
- 3.9.4 The Successful Bidder shall be required to secure and maintain at its own expense the insurance provided for in the Contract.
- 3.9.5 to the Work and no separate or additional payment will be made.

### **3.10 Site Conditions**

- 3.10.1 The Bidder is responsible for inspecting the site of the work and for making whatever inquiries or arrangements necessary for it to become fully informed of the nature of the site of work, including the soil structure and topography of the site and of the work to be performed and all matters which may in any way affect the work. Without limiting the foregoing, by the submission of its Tender, the Bidder acknowledges that it has investigated and satisfied itself as to:
- 3.10.1.1 The nature of the work.
  - 3.10.1.2 The location and all conditions relating to the location of the work including, but no limited to, general character, surface and sub-surface condition, soil structure, utilities, road, uncertainties of seasonal weather and all other physical, topographical, geological and geographic conditions.
  - 3.10.1.3 The general character, conditions, laws and restrictions applicable to the work that might affect the performance of the work.
  - 3.10.1.4 All environmental risks, conditions, laws and restrictions applicable to the work that might affect the work.
  - 3.10.1.5 The magnitude of the service required to execute and complete the work.
- 3.10.2 The Bidder is fully responsible for obtaining all information required for the preparation of its Tender and for the execution of the Service(s). The County is not responsible for undertaking any investigations to assist the Bidder. Any information, or other documents which are not included or referred to in the Tender Documents (the "Non-Tender Information"), form no part of this Tender. The County and County's Consultants, if any, assume no responsibility of any kind whatsoever arising from or relating to its failure to include or refer to such Non-Tender Information. Bidders, who obtain or rely upon such Non-Tender Information or other documents, do so entirely at their own risk.
- 3.10.3 The Bidder further agrees that it shall not rely upon any oral information provided to it by the County, the County's Consultants, if any, or their representatives.

### **3.11 Prime Cost and Contingency Sums**

- 3.11.1 The Bidder shall include in its Tender Price any prime cost sums or contingency sums. The Goods and Services Tax shall be shown as a separate amount.
- 3.11.2 The Tender shall be on an hourly rate basis which will cover all direct and indirect costs related to the performance of the Service(s) during the term.
- 3.11.3 As per the Terms of Payment in the Contract, the Hourly rate will begin when the Grader begins the Service(s) in the Hines Creek Grader Beat. This will not include warm and cool down time, fuelling machine, or any maintenance that is done to the grader, as well as travel from outside the Hines Creek Grader Beat to the Hines Creek Grader Beat.
- 3.11.4 Any tax rebates that apply under the current legislation will be claimed by and will be accrued to the benefit of the County.

### **3.12 Permit and Inspections**

- 3.12.1 The Bidder shall include in its Tender Sum, permits and inspections required by any governmental or other authority having jurisdiction or as required to fully perform the Service(s) in accordance with the Contract, if required.

### **3.13 Successful Bidder**

- 3.13.1 Award of Contract by the County occurs once the Bidder receives a Letter of Intent duly executed by Public Works Manager of the County after the Public Works Manager has been duly and legally authorized by the County to send such letter of intent.
- 3.13.2 Following the receipt of the Letter of Intent, the Successful Bidder shall provide the Performance Bond within the time required (Section 3.19). The Successful Bidder shall also provide the requirements of Insurance as required (Section 3.9).
  - 3.13.2.1 If the Successful Bidder fails to comply with either or both of the requirements in Section 3.18.6, the Tender Deposit shall be forfeited to the County as compensation for damages the County may suffer.
  - 3.13.2.2 Within ten (10) working days of receipt of the Contract from the County, the Successful Bidder shall duly execute the Contract and return it to the County.

### **3.14 Workers Compensation**

- 3.14.1 Each Bidder is to submit with its Tender, a letter of account from the Workers' Compensation Board of Alberta. This letter is to be current and not dated fourteen (14) days prior to Tender Closing.
- 3.14.2 The Bidders who do not have an account at the Workers' Compensation Board of Alberta shall provide with their Tender evidence of a subcontractor or other company that will carry such coverage on their behalf.
- 3.14.3 If the Bidder is performing work in any exempt industry within the meaning of the Workers' Compensation Board Act (the "WCB Act") and does not carry coverage, the Bidder acknowledges that:
  - 3.14.3.1 The County is subject to a deeming order under s. 11(2) of the WCB Act (the "Deeming Order"); and
  - 3.14.3.2 The Deeming Order states that all Bidder's employees, directors, proprietors, partners or employees are deemed to the County employees for the purposes of the WCB Act while performing work for the County;
  - 3.14.3.3 The effect of the Deeming Order is that the Bidder's employees, directors, proprietors and partners who are injured while performing work for the County under the Contract have no right to sue anyone and are limited to a claim under the WCB Act.
- 3.14.4 The Bidder shall communicate the existence and effect of the Deeming Order to all of its employees, directors, proprietors, partners and employees.

### **3.15 Occupation Health and Safety**

- 3.15.1 The Bidder shall familiarize himself, his staff and subcontractors with the terms of the Occupational Health and Safety Act and Regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Contract acknowledges that he is an "employer" as defined in the Occupational Health and Safety Act, and that he will as a condition of the Contract, comply with the Occupational Health and Safety Act and the regulations thereunder, including those as required by Clear Hills County own internal Safety Policy (Human Resources Policy HRP 6:01) as they may be amended from time to time.

3.15.2 It is the County's objective to ensure that as safe of a work place as possible at the location of the Service(s). The Successful Bidder shall investigate and comply with all Alberta Occupational Health and Safety Regulations, and other applicable federal, provincial and municipal legislation or regulations, and by-laws applicable to the Service(s) during the term of the Contract generally, and more specifically, during the performance of the Service(s).

### **3.16 Registration**

3.16.1 Prior to commencing the Work, the Successful Bidder shall obtain all authorizations required by the laws of the Province of Alberta and of the Country of Canada enabling it to carry on business to complete the Work required under the Contract. Failure to be properly authorized shall entitle the County to forthwith terminate the Contract without compensation.

### **3.17 Equipment**

3.17.1 The Successful Bidder will provide one (1) grader only as described below:

3.17.1.1 The Successful Bidder's equipment must meet the following minimum requirements.

- Not to exceed ten (10) years age at time of submission of the Tender, or at any time during the existence of the Term of the Contract or any extension thereof. A road worthiness safety inspection is required at seven (7) year of age.
- Model: Motor Grader – Group 4 of the current Alberta Road Builders and Heavy Construction Association Equipment Guide.
- Minimum of fourteen (14) foot mould board – **to be used at all times.**
- Snow wing with skis/shoes available.
- 12-foot one-way speed plow.
- Adequate head lights.
- Rotating amber light on the top canopy.
- Four-way flashers.
- Flags on mould board and cab roof.
- Fourteen (14) foot "Sanvik®" or equivalent scarifier blade adapter and tips.

3.17.1.2 The motor grader must arrive at the project site equipped with an adequate set of regular blades, "Sanvik®" or equivalent scarifier blade adapter and tips. The blades and tips for use under the contract will be the responsibility of the Successful Bidder.

3.17.1.3 The Equipment must be available to meet the service levels required by the County. All other conditions as outlined in the County Policies and Procedures must be adhered to. The hourly bid price will include the provisions of all attachments required to fulfill the road maintenance service obligations within the Contract.

3.17.1.4 The motor grader must be equipped with the following communication systems compatible with Clear Hills County equipment. The installation and/or rental fees for two-way radios and cell phones will be the responsibility of the Successful Bidder.

GFI modems will be supplied by Clear Hills County. Minimum communication system requirements are:

- Operation two-way radio.
- Operational cell phone.
- Operational GFI Unit, supplied by the County, shall be hard wired. Temporary installations will not be accepted, and GFI modem must be installed and maintained by the Successful Bidder. GFI to be functioning during the Service(s) being completed for the County.

### **3.18 Tender Deposits**

- 3.18.1 The Bidder shall submit with its Tender a Tender Deposit in the amount of one thousand dollars (\$1,000.00) in the form of a certified cheque or an irrevocable letter of credit, or a bid bond in favor of the County as a guarantee that, if awarded the Contract for the Service(s), the Bidder will execute the Contract and submit the required performance bond within the specified time frame.
- 3.18.2 The Tender Deposit shall be in a form and contain terms that are satisfactory to the County in its sole and unfettered discretion.
- 3.18.3 Failure to submit the Tender Deposit as required herein shall result in the Tender being declared non-compliant and rejected by the County.
- 3.18.4 The certified cheque or irrevocable letter of credit of an unsuccessful Bidder shall be returned by ordinary mail within thirty (30) days after the Contract has been duly executed by the Successful Bidder.
- 3.18.5 The County will not pay any interest on money furnished as a Tender Deposit.
- 3.18.6 If within ten (10) working days after the Contract is presented to the Successful Bidder for signature, the Successful Bidder refuses or fails:
- 3.18.6.1 To sign and return to the County's Public Works Manager the Contract for performing the Service(s), or
  - 3.18.6.2 To provide the security for performance of the Contract as required, or
  - 3.18.6.3 To provide the letter of insurability required by the Contract, or
  - 3.18.6.4 To provide the letter of acceptance for Worker's Compensation Board coverage.
- 3.18.7 The Tender Deposit shall, without prejudice to any other rights that the County may have in law or in equity, be forfeited to and retained by the County on account of any losses or damages incurred or suffered by the County.
- 3.18.8 The forfeiture of a Successful Bidder's Tender Deposit shall not be construed as a waiver of any rights or remedies which the County may have against such Bidder for loss or damages incurred or suffered in excess of the amount of such Tender Deposit.

### **3.19 Performance Bond**

- 3.19.1 At the instance of the execution of the Contract, and subject to the requirements of Section 3.18.6, the Successful Bidder shall deliver to the County a Performance Bond in the amount of fifteen Thousand Dollars (\$15,000.00), or such other form of security acceptable to the County in its sole and unfettered discretion, in order to guarantee the faithful

performance of the Contract, and in default thereof, shall protect the County against any losses or damage arising by reason of failure of the Successful Bidder to faithfully perform the Contract.

### **3.20 Tender Exceeding Budget**

- 3.20.1 If the Tender Sum of every Bidder exceeds the amount the County has budgeted for the Services the County may reject all Tenders and attempt to negotiate a lower price with the Bidder who, in the sole and unfettered discretion of the County, has submitted the most advantageous Tender.
- 3.20.2 Each Bidder acknowledges and agrees that the County has the sole and unfettered discretion to employ any criteria in order to determine the Tender most advantageous to the County and that the County has no obligation to neither disclose such criteria nor employ the criteria listed in the Tender Evaluation Criteria.
- 3.20.3 By submitting its Tender, each bidder waives its right to contest in any action, application, case or legal proceeding in any way, the decision which the County may pursue.
- 3.20.4 If the Tender Sum of every Bidder exceeds the amount budgeted for the Services and the County negotiates with the Bidder who has submitted the Tender considered most advantageous to the County:
- 3.20.4.1 All statements made by either side in the course of negotiation are without prejudice and confidential;
- 3.20.4.2 In particular, the County's attempt to negotiate with such Bidder does not constitute a rejection of its Tender; and
- 3.20.4.3 The County will not attempt to obtain a lower price for the same Services that the Bidder originally bid on, but may attempt to obtain a lower price for revised Services. In no event will the County be obliged to disclose the amount budgeted for the Services.

### **3.21 Agreement on Internal Trade and Trade Investment and Labour Mobility Agreement**

- 3.21.1 The provisions of the Agreement on Internal Trade, Part IV, Chapter Five – Procurement and Annex 502.4, ("AIT") and the New West Partnership Trade Agreement (NWPTA) apply to this Tender.

### **3.22 Acceptance or Rejection of Tenders**

- 3.22.1 As it is the purpose of the County to obtain the Tender most suitable and most advantageous to the interests of the County, notwithstanding anything else contained within the Tender Documents, the County reserves the right, in its sole and unfettered discretion, to reject or accept any Tender, including the right to reject all Tenders. Without limiting the generality of the foregoing, any Tender which:
- Is incomplete, obscure, irregular or unrealistic;
  - Is non-compliant in a trivial/immaterial or substantial/material manner, or conditional;
  - Has erasures or corrections;
  - Omits a price on any one or more items in the Tender;
- 3.22.2 Further, a Tender may be rejected or accepted on the basis of the County's unfettered assessment of its best interest, which includes the County's unfettered assessment as to a Bidder's past work performance for the County or for anyone else or as to a Bidder's financial capabilities, completion schedule, or ability to perform the Work, or the County's desire to reduce the number of different contractors on the location of the Work at



any given time. The County reserves the right to negotiate after Tender Closing Time with the Bidder that the County deems has provided the most advantageous Tender. In no event will the County be required to offer any modified terms to any other Bidder prior to entering into a Contract with the Successful Bidder and the County shall incur no liability to any other Bidders as a result of such negotiation or modification.

**3.23 Law and Forum Tender**

3.23.1 The law to be applied in respect of the Tender Documents and the Contract shall be the law of the Province of Alberta and all civil actions commenced in relation to the Tender Documents or Contract shall be adjudicated by the Courts of the Province of Alberta and by submitting Tenders, Bidders are taken to have agreed to attorn to the jurisdiction of the Courts of the said Province.

**3.24 Acceptance Period**

3.24.1 The Tender shall be irrevocable and open for acceptance by the County for the period of time contained in the Invitation to Tender, namely, forty (40) days following the end of the day of the Tender Closing. The time and date of the Tender Closing is as defined in the Invitation to Tender.

By undersigning below the Contractor acknowledges that these Instructions to Bidders has been read, understood and agreed upon.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clear Hills County

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## 4.0 Evaluation

Each Tender will be evaluated on the basis of the criteria listed below and the County will have the sole and unfettered discretion to award up to the maximum number of points for each criteria as listed below. By submitting a Tender, the bidder acknowledges and agrees that the County has, and it is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the noted criteria.

By submitting its Tender, each bidder acknowledges and agrees that it waives any right to contest in any legal proceedings, the decision of the County to award points in respect of the criteria noted below.

<b><i>Evaluation Criteria</i></b>	<b>Evaluation Weighting (1-50)</b>
<b>Bid Rate per Hour</b>	30 Points
<b>Flexibility, adaptability, ability to take instruction and reliability</b>	25 Points
<b>Past Performance and Professionalism with Clear Hills County</b>	10 Points
<b>Past Performance and Professionalism with other Municipalities</b>	10 Points
<b>Owner and Operator Experience</b>	20 Points
<b>Results of any reference check done by the County</b>	5 Points
<b>Score of Percentage</b>	<b>100 Points</b>

## 5.0 Tender Form

Name of Bidder: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

*Having examined the Tender Documents the undersigned Bidder offers to enter into a Contract to perform the Service(s) required by the Tender Documents on the terms and conditions set out hereinafter.*

### **Tender bid to be one hourly bid per year.**

<b>Bid Rate Year one (1)</b> Per Hour	
<b>Bid Rate Year two (2)</b> Per Hour	
<b>Bid Rate Year three (3)</b> Per Hour	
<b>Bid Rate Year four (4)</b> Per Hour	
<b>Bid Rate Year five (5)</b> Per Hour	
<b>Owner/Operator Experience</b>	
<b>Equipment List</b> (Make, model, and year)	
<b>Present Equipment Ownership</b>	<b>Do you presently own the equipment?</b> ____ Yes    ____ No  (if yes please provide serial number:
<b>Reference of Past Work</b>	<b>Please list at least three references with phone numbers:</b> 1.  2.  3.

If the space provided is not sufficient, Bidder may attach additional pages. In order for the additional pages to be accepted by the County, these additional pages must be signed and sealed in the same fashion as the Tender Form. Failure to comply with this requirement may result in the additional pages being rejected by the County.

**Declarations:**

The undersigned Bidder hereby declares that:

- a. This Tender submission is governed by the terms and conditions of the Tender Documents as that term is defined throughout the Tender.
- b. Agrees to perform the Construction in compliance with the County's required completion schedule stated in the Tender Documents.
- c. No person, firm or corporation other than the undersigned has any interest in this Tender of in the proposed Contract for which this Tender is made.
- d. This Tender submission is open to acceptance for a period of forty (40) days from the date of Tender Closing.

Signed, sealed and submitted for and on behalf of:

Company:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City, Province & Postal Code)

(Apply Seal)

Signature:

\_\_\_\_\_

Name & Title:

\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_



# DRAFT CONTRACT

## DESCRIPTION:

Hines Creek Grader Beat

**REFERENCE #: 2021-13**

THIS AGREEMENT MADE to be effective the \_\_\_ day of \_\_\_\_\_, 2021.

BETWEEN:

**CONTRACTOR**  
(the "Contractor")

And

**Clear Hills County**  
(the "Owner")

**Hines Creek Grader Beat**

WHEREAS:

- A. The Contractor is the Contractor providing the service to the Owner as stated in the Interpretation.
- B. The Owner and its servants, agents and subcontractors wish to acquire contract services from the Contractor.
- C. The Contractor is qualified or has in its employment personnel qualified to perform the required service(s).

NOW THEREFORE in consideration of the amounts to be paid by the Owner pursuant to the terms of this Agreement, as well as the mutual covenants and obligations contained within this Agreement, the parties hereby agree as follows:

#### **6.1 Interpretation**

- 6.1.1 Where used within this Agreement, the following Terms shall have the following respective meanings:
  - (a) "Service(s)" means the requirement for motorized Grader Service. The Service(s) shall meet, or exceed, the specifications described in the Tender Documents. The term of the contract will start on November 1, 2021 and will expire October 31, 2026.
  - (b) "Term" means the term of this Agreement.
  - (c) "Price" means the price of the Contracted Service, plus Goods and Services Tax, payable by the Owner to the Contractor.
  - (d) "Security" means in order to secure the performance of the Contractor's obligations as set out herein, the Contractor shall deliver to the Owner a Performance Bond or such other form of security ("Security") on such terms as for such an amount as may be deemed acceptable to the Owner.
  - (e) "Contract Price" means the price of the contracted services, plus GST, payable by the Owner to the Contractor.
  - (f) "County" means Clear Hills County.
- 6.1.2 Each obligation or agreement of the Contractor or the Owner expressed in this Agreement is considered to be a covenant for all purposes.
- 6.1.3 Whenever required by the context, masculine pronouns shall be deemed to include the feminine and neuter genders, and the singular shall be deemed to include the plural.

6.1.4 Time shall be of the essence of this Agreement.

## **6.2 Grant and Conveyance**

6.2.1 The Contractor will provide the Service(s) to the Owner as described in the Interpretation of the Service(s).

## **6.3 Term**

6.3.1 The Term of this Agreement shall be for a period commencing on the 1<sup>st</sup> day of November 2021 and expiring on the 31<sup>st</sup> day of October, 2026 unless mutually agreed upon by both parties to extend the said contract for the terms and conditions that are negotiated under fair and consistent business practices. Extension negotiations to be completed and accepted no later than, 60 days prior to expiration date.

6.3.2 It is also understood and agreed to by the Contractor that the Contractor shall continue to provide service after the expiry of the Term, if required, for a minimum period of sixty (60) days, or for such other time as to be negotiated by the County's Public Works Manager or his designate, in order to allow for the Owner to award the new Contract for the Service(s).

6.3.3 It is also understood that no work shall be performed by the Contractor until the Contract has been fully executed by both parties hereto.

## **6.4 Payment**

6.4.1 In consideration of the proper performance by the Contractor of the Service(s) pursuant to this Contract, and subject to verification of the actual Service(s) performed by the Contractor, the Owner shall pay the Contractor the amount set out in the Contractor's invoice, less applicable holdback as provided for in Alberta *Builder's Lien Act*, within thirty (30) days from the receipt of an invoice from the contract.

6.4.2 Payment for the performance of the Service(s) by the Contractor shall be in accordance with the rates set out in the Tender Form, which is attached within the Contract. The Hourly Rate will begin when the Grader begins the service(s) in the Hines Creek Grader Beat. This will not include warm and cool down time as well as travel from outside the Hines Creek Grader Beat to the Hines Creek Grader Beat.

6.4.3 Invoices will be processed, and payment mailed within thirty (30) days of receipt containing a minimum of 14 days of work being performed. Invoices will indicate the hours worked at the current bid rate (Tender Form), and have attached to them a copy of a Contractor Daily Time Certificate indicating the following:

- Dates Worked
- Starting and stopping time of each day worked
- Starting and stopping time for deadheading equipment to the boundary of the grader beat, breakdown, changing blades, and other activities such as meal breaks, refueling, etc.
- Miles of road graded and location (map)
- Signed copies of the operator's daily time slips

6.4.4 Global Fleet Information (GFI) generated reports and maps will be used to assist with quality control, and performance evaluation will be used as the basis of payment.

6.4.5 Failure to provide the appropriate information will result in delay of payment.

- 6.4.6 The Contractor hereby acknowledges, and agrees that the Contract Price, and each and every installment of the Contract Price payable under this agreement, shall constitute full and final settlement and release of any and all claims, damages, or demands of any kind whatsoever, whether legal or equitable, the Contractor has or may have, as well as settlement and release any and all rights or claims to consideration or compensation of any kind whatsoever for the rights and privileges granted by the Owner under the terms of this Agreement.

**6.5 Owner's Operations**

- 6.5.1 Monitoring of the Services, which will include the inspection of the Grading, will be performed by the County, or its designate representative, at a frequency to be determined by the County in its sole and unfettered discretion.
- 6.5.2 The Owner shall in every way provide such co-operation as is reasonable in order for the Contractor to be able to perform the Service(s) required pursuant to this Contract in a satisfactory manner.
- 6.5.3 The Owner may, at its discretion, agree in advance to reimburse the Contractor for specific expenses to be incurred by the Contractor in the discharge of its obligations hereunder. Such expenses shall only be paid when approved prior to expenditure thereafter supported by proper receipts, invoices or vouchers submitted to the County within thirty (30) days from the date upon which such expenses are incurred.

**6.6 Contractor's Operations**

- 6.6.1 With the use of one (1) grader only, the Contractor shall provide the service requested as described in this Contract and the appropriate County policies and procedures, which may include the location and priority of required service(s). Road problems identified by the Contractor will be reported to the Public Works Manager or his designate. Service(s) performed shall comply with the Contract documents.
- 6.6.2 The Contractor is required to be available for work twelve (12) months of the year, twenty-four (24) hours per day, seven (7) days per week, three hundred and sixty-five (365) days per year.
- 6.6.3 The Contractor will be required to report to work within three (3) hours of being notified to do so.
- 6.6.4 The County always reserves the right to utilize other privately owned or County owned equipment for grading within the Contract area to ensure safe and acceptable conditions.
- 6.6.5 The County reserves the right to require the grader to move from its assigned beat to another location upon direction of the Public Works Manager or his designate. Deadheading in this instance would be paid for as hours worked.
- 6.6.6 The spreading of spot gravel or re-gravel will be considered as part of the Contractor's normal work.
- 6.6.7 WINTER: The goal of the Winter Road Maintenance is to have roads initially opened and passable from shoulder to shoulder in a two and one half (2.5) day period and no more than forty (40) working hours. Roads are to be completely cleared of snow and the accumulated snowbanks winged to the ditch bottom within seven (7) days, as required by the Public Works



Manager, or his designate, including the Driveway Snowplowing Program (seniors, bus drivers and handicap).

- 6.6.8 SUMMER: The Goals of the Summer Road Maintenance is that roads be maintained on an as needed basis and conditions are favourable, to provide a reasonable driving surface.
- 6.6.9 As required throughout the Contract and Tender Documents, the Contractor shall provide equipment noted in the Tender Form. If any equipment is changed from the Contractor's Tender Form, that change must be acceptable to the County's Public Works Manager or his designate, and the Contract will be amended. The Contractor will have his equipment available for inspection by the County Public Works Manager or his designate prior to the commencement of the Service(s). The Contractor is responsible for ensuring that the equipment is properly maintained for the duration of the Contract.
- 6.6.10 The Contractor shall provide skilled, qualified and experienced operators, familiar with the highway traffic movements and laws governing vehicle traffic. Equipment must be parked in such a manner so as not to create a hazard to traffic of impediment to visibility. Contractor operators will always be expected to conduct themselves in a professional and polite manner.
- 6.6.11 The Contractor shall be responsible for the safekeeping and security of the Global Fleet Information (GFI) units once installed in the Contractor's equipment, as required in Contract and Tender Documents. GFI units that have been abused or tampered with will be replaced and/or repaired at the Contractor's expense.
- 6.6.12 The Contractor shall leave utilities undamaged and unaltered.
- 6.6.13 The Contractor shall be in compliance with all applicable policies, laws, bylaws or decrees that are of the area of Service(s), and the Contractor's sole cost and expense and will supply traffic control or appropriate signage, if required or requested by the County.
- 6.6.14 The Contractor will familiarize self with the boundaries as the County is not responsible for trespassing on private property.
- 6.6.15 The Contractor will repair or replace any damage to landowner's fences, if on landowner's property.
- 6.6.16 The Contractor will follow Occupational Health and Safety Act guidelines and shall cause all of its employees and approved subcontractors to be so bound.
- 6.6.17 The Contractor will not be allowed to sublet any of the work without prior approval of the County's Public Works Manager or his designate.
- 6.6.18 The Contractor may accept concurrent contracting retainers from other parties during the term; with prior written approval from the County provided that they do not interfere, in the opinion of the Contractor, acting reasonably within the Service(s) the Contractor is required to perform under this Contract.
- 6.6.19 The Contractor will report on a regular basis, as required by the County, on the Service(s) provided pursuant to this Contract. The Contractor will make available such information, including data and documents, as the County may require from time to time relating to the obligations of the Contractor to allow the County to evaluate the quality and progress of Service(s) provided under this Contract.

6.6.20 Prior to commencing the Service(s) and prior to receiving payment on completion, the Contractor shall provide evidence of compliance with all requirements of the Province of the place of the Service(s) with respect to Worker's Compensation including payment due thereunder. At any time during the Term of this Contract, when requested by the County's representative, the Contractor shall provide such evidence of compliance by himself or any or all his sub-contractors.

6.6.21 The Contractor shall retain all information and records received or compiled by the Contractor in accordance with this Contract for a period of one (1) year from the date of termination of this Contract, after which the information and records shall be transferred to the possession of the Owner.

### **6.7 Performance Bond**

6.7.1 In order to secure the performance of the Contractor's obligations as set out herein, the Contractor shall deliver to the Owner a performance bond or such other form of security ("Security") on such terms as for such an amount as may be deemed acceptable to the Contractor, but in event for an amount no less than fifteen thousand dollars (\$15,000.00). The Security shall be delivered to the Owner as per 3.19 in the Tender Documents. The Security will be held by the Owner during the performance of the Contractor's obligations as set out herein. The Security will be returned to the Contractor ninety (90) days after the Owner, acting reasonably, determines that the Contractor has satisfactorily performed all of the obligations as set out herein. Should the Contractor default in the performance of its obligations set out herein, or should the Contract be terminated by the Owner as permitted herein, the Owner will be entitled to draw on, or present demand on the Security for an amount equal to the damages sustained by the Owner as a result of the Contractor's default or the termination of the Contract by the Owner as provided for herein.

### **6.8 Indemnity and Exemptions**

6.8.1 The Contractor shall at all times indemnify and save harmless the Owner of and from any and all loss and damage and all fires, costs, suites, claims, demands and actions of any kind or nature for which the Owner shall become liable or incur or suffer due to breach of the Contractor's obligations pursuant to Section 6.8 hereof.

6.8.2 The parties hereto agree to indemnify and save harmless each other of and from any and all loss and damage and all fines, costs, suits, claims, demands and actions of any kind or nature for which the non-defaulting party shall or may become liable or incur or suffer by reason of any breach, violation and non-performance by the defaulting party of any warranty, covenant or agreement contained within this Agreement, or by reason of any injury occasioned to or suffered by any person or damage to any property as a result of any wrongful act, neglect or default on the part of the defaulting party or any of its employees, agents or servants.

6.8.3 The obligation to indemnify each other contained within Section 6.8 of this Agreement shall survive the expiration or termination of this Agreement for any reason whatsoever until satisfied in full.

6.8.4 Notwithstanding anything contained within this Agreement, the Owner shall not be responsible for the repair or restoration of any loss, damage or injury to the areas of Service(s).

6.8.5 Notwithstanding anything contained within this Agreement, the Owner shall not be responsible for any loss, damage, or expense caused by the Contractor by reason of the death of or injury to any livestock or animals of any kind at any time upon the areas of Service(s).

6.8.6 The Owner shall not be responsible to the Contractor or its agents or servants, for any loss to the Contractor or its agents or servants by reason of the death, injury or damage to their persons or property which may occur while the Contractor is exercising its operations pursuant to this Agreement.

## **6.9 Insurance**

6.9.1 Without in any way limiting the liability of the Contractor under this Contract, the Contractor shall obtain and maintain in force the during the Term the following insurance, all satisfactory and submitted in writing to the County, acting reasonably;

6.9.1.1 Standard automobile, bodily injury and property damage insurance providing coverage of at least \$5,000,000.00 (five million dollars) inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property;

6.9.1.2 A comprehensive general liability insurance policy providing coverage of at least \$5,000,000.00 (five million dollars) inclusive and in respect to or death of any one or more persons or damage to or destruction of property. Coverage to include:

- Non-owned automobiles;
- Independent subcontractors;
- Contractual liability including this Contract;
- Broad form property damage and endorsement; and
- Environmental liability.

6.9.1.3 Workers' Compensation coverage for all employees, if any, engaged by the Contractor in accordance with the laws of the Province of Alberta and shall be in good standing at all times when work is being performed;

6.9.1.4 Employer's liability insurance respecting employees, if any, of the Contractor with limits of liability of not less than \$1,000,000.00 (one million dollars) per employee for each accident, accidental injury or death of an employee or any subcontractor engaged by the Contractor; and

6.9.1.5 The Contractor shall be responsible for providing insurance against loss or damage of his equipment.

6.9.1.6 The Contractor shall extend his own "All Risks" property insurance to cover his legal liability for the property of others in his care, custody or control and shall note the interest of the County applicable.

6.9.1.7 Such other insurance as the County may from time to time reasonably require.

6.9.2 The Contractor shall ensure that all insurance coverage maintained by the Contractor in accordance with this Contract shall name the County and any other party designated by the County as an additional insured, contain severability of interests or cross liability clause, and shall provide that no such insurance policy may be cancelled without the insurer provided no

less than thirty (30) days' written notice of such cancellation to the County. The Contractor shall, upon the request of the County, furnish in written documentation, satisfactory to the County, evidencing that they have the required insurance coverage. The Cost of all insurance required to be held by the Contractor as set forth herein shall be borne by the Contractor.

#### **6.10 Taxes**

- 6.10.1 Any amounts required to be paid by the County to the Contractor pursuant to be the Contract shall be inclusive for any applicable Goods and Services Tax, as well as any similar of like tax levied in substitution for Goods and Services Tax.
- 6.10.2 The Contractor shall be responsible for the payment of all income tax, Canada Pension, employment insurance and all other required payments, contributions or deductions including, but not limited to, any assessments levied pursuant to the Worker's Compensation Act that arise or may hereafter arise with respect to the Work performed by the Contractor under this Contract.

#### **6.11 Expiration/Termination**

- 6.11.1 Failure to provide motorized grading services satisfactory to the County in its sole and unfettered discretion may result in Termination of this Contract. The County's Public Works manager or his designate will determine an acceptable quality of Service(s).
- 6.11.2 This Agreement, and each and every one of the of the rights and privileges granted to the Owner under this Agreement, shall continue in full force and effect until such time as the Owner provides written notice to the Contractor of the completion of the Contract, and the termination of this Agreement. Notwithstanding any such notice of surrender and Termination, the Owner's obligations pursuant to Section 6.5 of this Agreement, as well as any other provisions which are designated or intended to survive the expiration or Termination of this Agreement, shall continue until satisfied in full.
- 6.11.3 Where the County determines the Contractor is in default of its operations/obligations as set out in this Contract, the County shall, by written Notice of Default require the Contractor to remedy such default, at the Contractor's sole expense, within forty-eight (48) hours of delivery of Notice of Default to the Contractor. The Contractor shall be compliance with the County's instructions if:
- 6.11.3.1 The Contractor corrects the default within the time specified in the notice of Default; or
- 6.11.3.2 If the default cannot be corrected within the time specified in the Notice of Default, the Contractor commences the correction of the Default within the time specified in the Notice of Default; and
- The Contractor provides a schedule to correct default acceptable to the County; and
  - The Contractor corrects the default within the time set out in the schedule agreed by the County.
- 6.11.4 In the event that the default is not corrected in accordance with Section 6.11.1 to the County's satisfaction, or in the event if urgent circumstances where the giving of a written Notice of Default is impossible, or impractical, as may be determined by the County in its sole and unfettered discretion,

the County may, without prejudice to any other right that the County has pursuant to this Contract, or at law;

- 6.11.4.1 Terminate the Contractor's right to continue with the performance of the Work required by this Contract in whole or in part; or
  - 6.11.4.2 Terminate the Contract forthwith; or
  - 6.11.4.3 Correct the default at the Contractor's expense and deduct the cost of same from any amount of monies that may be, or become, due and owing to the Contractor, or
  - 6.11.4.4 Complete the Work required by the Contract or allow another independent Contractor to provide the uncompleted portion of the Work if results are not satisfactory to the County or in the event that the schedule for the performance of the work required by this Contract is not being met by the Contractor.
- 6.11.5 The sum of all damages, expenses, fees, costs, including but not limited to solicitor and client legal costs, incurred or suffered by the County as a result of the Contractor's failure to correct the default or the termination of the Contractor's right to continue with the provision of the work required by this Contract, in whole or in part, or the termination of the Contract forthwith, shall be a debt immediately due and owing by the Contractor to the County which debt may be offset by the County against any monies payable to the Contractor pursuant to this Contract or any other monies payable by the County to the Contractor. The exercise by the County of the rights pursuant to this clause shall not limit any other remedy the County may have pursuant to this Contract or at law.
- 6.11.6 This Contract may be terminated for convenience by the County at any time by giving forty-eight (48) hours written notice of termination for convenience to the Contractor. The effective date of the termination for convenience shall be set out in the Notice of Termination for Convenience. The Contractor specifically agrees that the Notice of Termination for Convenience and consideration set forth in this clause constitutes reasonable, fair and equitable notice and compensation for damages, if any, which may be suffered by the Contractor as a result of the termination for convenience of this Contract. In the event this Contract is terminated for convenience, the Contractor shall provide the Work required by this Contract up to and including the effective start date set out in the Notice of Termination for Convenience and shall, upon request, provide the County with a written report on the Work rendered to the time of termination for convenience. Except for any such report, the Contractor shall not provide any further work subsequent to the effective date set out in the Termination for Convenience.
- 6.11.7 Not so as to limit the generality of the foregoing, the County shall, in its sole discretion, be entitled to terminate this Contract if the Contractor:
- 6.11.7.1 Should be adjudged bankrupt;
  - 6.11.7.2 Should make a general assignment for the benefit of its Creditors;
  - 6.11.7.3 Should be the subject of an appointment of a Receiver;
  - 6.11.7.4 Should cease to carry on in the ordinary course of business;
  - 6.11.7.5 Should refuse or fail to supply sufficiently properly qualified/skilled workmen;

- 6.11.7.6 Should fail to make prompt payments to its employees or subcontractors;
- 6.11.7.7 Should in the opinion of the County persistently disregard instructions from the County;
- 6.11.7.8 Should otherwise in violation of the provisions of this Contract; or
- 6.11.7.9 Should disregard any laws or ordinances.

**6.12 Arbitration**

- 6.12.1 Subject to any provisions of this Contract to the contrary, if any dispute or difference between the parties shall arise under this Contract, either party may give to the other written notice of dispute or difference and request that such dispute or difference be arbitrated as hereinafter set out.
- 6.12.2 Any matter which the Contractor and the County choose to refer to Arbitration shall be directed to an independent consulting engineer to be selected jointly by the Contractor and the County, whose decision shall be final and binding. In the event the Contractor and the County fail to agree on an arbitrator within ten (10) days of the parties' agreement to refer to the matter to Arbitration, then set an application shall be made to the Justice of the Court of Queen's Bench of Alberta to select the arbitrator.
- 6.12.3 The arbitrator shall decide which of the parties or the proportion to which both parties are liable for the expense of selecting the arbitrator under Section 6.12.2 and all charges, fees and expenses of the arbitrator.
- 6.12.4 The foregoing shall not authorize any reference to arbitration as to any question or dispute regarding the County's mode of operation or any other matter which, under this Contract, is expressly implied required or permitted to be decided by the County.

**6.13 Freedom of Information and Protection Privacy Act**

- 6.13.1 The Contractor acknowledges that the information and records compiled or created under this Contract, which are in the custody of the Owner, are subject to the *Freedom of Information and Protection or Privacy Act*, RSA 2000, Chapter M25. If a request is received for any of these records, the Contractor shall forward the information and records, at the Contractor's expense, to the Owner within five (5) calendar days of official notification by the Contractor.

**6.14 GENERAL**

- 6.14.1 Any notice shall be in writing and may be delivered personally or sent by prepaid registered mail. In the latter case the notice shall be deemed to have been given five (5) days following the date of mailing. The addresses of the parties for the purposes hereof shall respectively be:

if to the Contractor:

Contractor

ATTENTION:

if to the Owner:

CLEAR HILLS COUNTY  
Box 240

Worsley, Alberta  
T0H 3W0

ATTENTION: Public Works Manager

or such other address as either party may designate by notice in writing for the purposes of effecting all future notices under this Agreement.

- 6.14.2 Any notice or service required to be given or effected under any statutory provision or rule of court from time to time in effect in the Province of Alberta shall be sufficiently given or served if mailed to or delivered at the addresses aforesaid.
- 6.14.3 Notwithstanding Sections 6.14.1 and 6.14.2, if a notice is served by mail at a time when there is an interruption of mail service affecting the delivery of such mail, the notice shall be deemed not to have been served until Ten (10) days after the date that mail service is restored.
- 6.14.4 The Contractor and the Owner shall each do and perform all such acts and things and execute all deeds, documents and instruments and give all such further assurances as may be necessary to give effect to this Agreement and the grants and privileges contained in this Agreement.
- 6.14.5 The Owner may at any time during the Term of this Agreement register a caveat, memorandum or other document against the assets of the Contractor.
- 6.14.6 This Agreement, together with any Appendix attached hereto, shall constitute the entire agreement between the parties relating to the subject matter, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter of this Agreement except as specifically set forth within this Agreement. In the event that any term of this Agreement shall be illegal or unenforceable, the illegal or unenforceable term shall be treated as severed from the remainder of this Agreement, and the remaining terms shall continue in full force and effect.
- 6.14.7 This Agreement shall ensure to the benefit and be binding upon the parties, their heirs, executors, successors and assigns. Without limiting the foregoing, the rights and privileges granted to the Owner under this Agreement shall be deemed to be covenants which run with the Lands for the benefit of the Owner, and shall be binding upon the Contractor and each of the successors in title to the parties comprising the Contractor.
- 6.14.8 Notwithstanding anything contained herein, time shall in every respect be of the essence.

**IN WITNESS WHEREOF** the Contractor and the Owner have executed this Agreement to be effective the date first above written, notwithstanding the actual date of execution hereof.

Contractor

Per:

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Per:

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Witness:

---

Date Signed:

---

CLEAR HILLS COUNTY

Per:

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Per:

---

Witness:

---

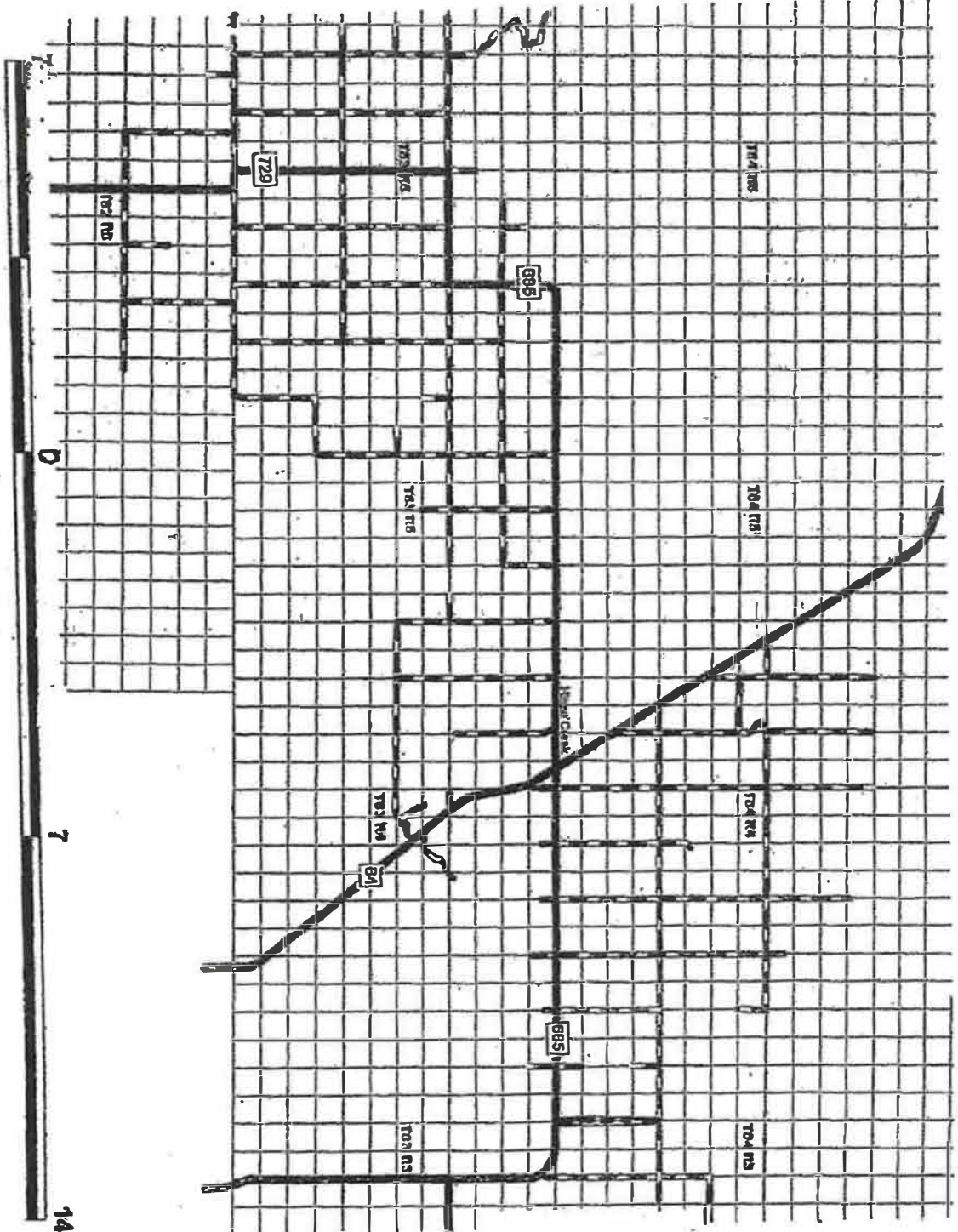
Date Signed:

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7.0 Hines Creek Grader Beat Map

Hines Creek Grader Beat



APPROXIMATE  
MILES = 140

## 8.0 Clear Hills County Policies and Procedures

- 8.1 Policy 3216 Gravel Road Maintenance  
Procedure 3216-01**
- 8.2 Policy 3220 Community Facility Grader Service  
Procedure 3220-01**
- 8.3 Policy 3223 Driveway Snowplowing  
Procedure 3223-01**
- 8.4 Policy 3236 Senior's Summer Driveway Grading  
Procedure 3236-01**
- 8.5 Policy 1221 Tendering and Purchasing**



# Clear Hills County

Effective Date: <b>May 22, 2007</b>	Policy Number: <b>3216</b>
Title: <b>GRAVEL ROAD MAINTENANCE POLICY</b>	

## 1. Policy Statement

- 1.1. Clear Hills County will establish guidelines and procedures for a uniform Gravel Surface Maintenance Program for gravel roadways.

## 2. General

- 2.1. The intent of this policy is to provide basic direction for grader contractors and operators with regard to gravel road maintenance procedures.
- 2.2. Roads to be inspected as follows and any work done if required.

Class of Roads	Grading Frequency
Market Roads	Once weekly (if required)
Local Roads	Once weekly (if required)
Residential, Farmland, and Land Access Roads	Once every 3-4 weeks (as required)
Recreational, and Forestry Roads	On an "as required basis"

## 3. End of Policy

ADOPTED  
Resolution #C190-03

Date: March 25, 2003

AMENDED  
Resolution #C876-03

Date: November 25, 2003

AMENDED  
Resolution #C359(5/22/07)

Date: May 22, 2007



# Clear Hills County

	Procedure Number <b>3216-01</b>
Title: <b>GRAVEL ROAD MAINTENANCE</b>	

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## 1. GRAVEL ROAD MAINTENANCE

### 1.1. Gravel Surface Maintenance – Summer Grading

1.1.1. In general, the Public Works Department shall direct the grader contractors and the gravel road maintenance operations, as follows.

- The goal of road maintenance is to achieve a standard that provides for a smooth driving surface, eliminating potholes, washboards and ruts. The finished surface shall be left free of ridges, rocks or other material, which may be hazardous to traffic.
- To establish the rate of blading to maintain the required level of service traffic volumes, weather and general road conditions will all have to be considered.
- Roadways shall have a uniform crown, at a level to maintain adequate drainage, as well as allow for various traffic volumes and traffic types using the roads. At intersections, crown on the main roadway shall be maintained through the intersection. The crown on the intersection roadway shall be feathered back. Super-elevation on curves shall be retained or restored over the entire roadway width. As a guideline, the crown will usually be 3-5%.
- The Contractor shall make every effort to minimize the loss of gravel from the roadway surface.
- Market roads and school bus routes must take precedence, however, it is important to maintain all roads where reasonable to do so.
- Maintenance is to be performed in a manner that minimizes backtracking or excessive travel time.

### 1.2. Gravel Surface Maintenance – Winter

1.2.1. In general, the Public Works Department shall direct the grader contractors and the winter road maintenance procedures, as follows:

- The goal of winter road maintenance is to achieve a standard that provides a smooth and snow free surface, from shoulder to shoulder, when ever possible. Roads are to be kept free of casual snow accumulation, and winter washboard/rutting conditions. It is understood that a “snow-pack” driving surface will be the standard for winter conditions. However, grader operators are to expose gravel where possible during snow removal activities with the use of *scarifying* tip

attachments. Caution should be taken to limit gravel loss during this process.

- Initial snowplowing is to be done in the most efficient manner possible; with Market roads and School bus routes to take precedence during the cleanup process following the initial opening. Operators should also be aware of the residential location of "emergency personnel" and strive to keep those roads plowed as well.

1.3. Snow fall

1.3.1. It is the intent of the Public Works Department to have the County Roads clear of snow, from shoulder to shoulder, as soon as possible after each snowfall.

- If it is apparent that falling snow will be limited to only a few centimeters, then snow removal shall wait until the snow has stopped accumulating prior to removal. If it is apparent that there will be a larger accumulation, and/or winds/drifts, then snow removal activities shall commence sooner, at the Public Works Department's discretion.
- Once the roads have been cleared of snow, all snow banks and side slopes must be winged back, exposing as much of the shoulder and slope as possible. Scarifying may be done at the same time to assist in exposing gravel.

1.4. General

1.4.1. Land access roads are to be plowed when deemed necessary by the Public Works Department, at a landowners request where reasonable, and /or as time permits.

1.5. Ice

1.5.1. The goal is to minimize icy surfaces within the general driving area of the roadway and intersections.

1.5.2. Icy or slippery road conditions will be treated with graders equipped with scarifying ice tips/blades as required.

1.6. Safety

1.6.1. Motor graders and operators must be equipped with the appropriate safety equipment and must adhere to the Clear Hills County Safety Policy.

2. End of Procedure

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## Clear Hills County

Effective Date: <b>January 26, 2010</b>	Policy Number: <b>3220</b>
Title: <b>COMMUNITY FACILITY GRADER SERVICE POLICY</b>	

### **1. Policy Statement**

- 1.1. Clear Hills County will provide once per annum grading services to local recreation / community facilities.
- 1.2. Community recreation organizations operating facilities within Clear Hills County may request grading services, free of charge, once per annum.
- 1.3. Clear Hills County will remove snow to local recreation/community facilities as needed at the discretion of the Public Works Manager or his representative when time permits.

### **2. End of Policy**

ADOPTED  
Resolution #C190-03      Date: March 25, 2003

AMENDED  
Resolution #C876-03      Date: November 25, 2003

AMENDED  
Resolution #C081      Date: January 26, 2010



# Clear Hills County

<b>Effective Date:</b>	Procedure Number <b>3220-01</b>
Title: <b>COMMUNITY FACILITY GRADER SERVICE POLICY</b>	

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## 1. COMMUNITY FACILITY GRADER SERVICE POLICY

- 1.1. Requests for grading services must be requested by a member of the organization.
- 1.3. Grading service will be provided at the convenience of the County.
- 1.4. The County will not assume any liability for any damages to property or contents that may occur during the provision of this service.

## 2. End of Procedure



## Clear Hills County

Effective Date: **October 24, 2017**

Policy Number: **3223**

Title: **DRIVEWAY SNOWPLOWING**

### 1. Policy Statement

- 1.1. Clear Hills County offers to snowplow private driveways for senior citizens, surviving spouse, disabled persons and full time school bus drivers as County operations permit, at no charge.
- 1.2. Service is limited to qualified residents living at the specified location.
- 1.3. Clear Hills County does not provide driveway snowplowing services for non-senior citizens, non-special needs persons or non-school bus drivers as it is our belief that the private sector can provide this service in an economical and efficient manner and that the County does not want to compete with the private sector.

### 2. Definitions

- 2.1 Senior Citizen means person 65 years of age and over. In the event of the senior's death, the driveway of the surviving spouse will continue to be snow plowed.
- 2.2 Special Needs Person means person in possession of a provincial handicap sticker.
- 2.3 School Bus Drivers means persons who are full time employees transporting students to school.

### 3. Responsibilities

- 3.1 All seniors, special needs persons and full time school bus drivers receiving snowplowing services are required to sign a waiver protecting Clear Hills County, as attached to this procedure, forming Schedule A.
- 3.2 The snow plowing agreements are available at the County office.
- 3.3 Snowplowing of private driveways shall be completed subject to the conditions set forth in Schedule A. In the event that the Public Works Superintendent determines that a driveway is impassable as indicated in Schedule A the landowner will be notified that the driveway cannot be plowed.
- 3.4 The County will provide the Grader Contractors with a list of locations from each completed Waiver (Schedule A) for those that fall within the Contractors' maintenance area.

### 4. Principles

- 4.1 Private driveway snowplowing will apply to County senior citizens, special needs



persons, and full time bus drivers only.

4.2 All senior citizens, special needs persons and full time school bus drivers who have not previously signed a Snowplowing Waiver requesting snowplowing services are required to sign a Snowplowing Waiver protecting Clear Hills County.

4.2.1 If a citizen turns 65 after November 1<sup>st</sup> and prior to March 31<sup>st</sup> of the same year, they may sign up prior to the November 1<sup>st</sup> to receive the service.

4.3 All senior citizens requesting snowplowing services are required to provide proof of age and special needs persons are required to provide a provincial handicap sticker.

4.4 Full time school bus drivers are required to provide proof of full time employment, annually.

**5. End of Policy**

**ADOPTED**

Resolution #C190-03

Date: March 25, 2003

**AMENDED**

Resolution #C876-03

Date: November 25, 2003

**AMENDED**

Resolution #C796-04

Date: August 24, 2004

**AMENDED**

Resolution #C046

Date: January 23, 2007

**AMENDED**

Resolution #C080

Date: January 26, 2010

**AMENDED**

Resolution #C152

Date: March 13, 2012

**AMENDED**

Resolution #C187

Date: March 27, 2012

**AMENDED**

Resolution # C778

Date: November 27, 2012

Resolution # C491

Date: October 13, 2015

Resolution # C561

Date: October 27, 2015

Resolution # C572

Date: October 24, 2017



# Clear Hills County

<b>Effective Date:</b> January 23, 2007	<b>Procedure Number</b> 3223-01
<b>Title: Driveway Snowplowing Procedures</b>	

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## 1. Driveway Snowplowing Procedures

- 1.1. ~~The Public Works Superintendent may inspect each driveway for which a signed Driveway Snowplowing Waiver (Schedule A) has been received.~~
- 1.2. The County will provide grader beat Contractors with a list of approved private driveway snowplowing locations.
- 1.3. In order for the County to offer its snowplowing of private driveway service to senior citizens and disabled persons, some restrictions have been imposed. The grader contractors will NOT do the following:
  - 1.3.1. Plow driveways less than 16 feet wide with insufficient room to pile snow or which are obstructed by trees, fences, slopes, etc.
  - 1.3.2. Open gates:
  - 1.3.3. Maintain exas gates or other types of cattle guards:
  - 1.3.4. Grade areas that are obstructed by overhanging trees or other barriers:
  - 1.3.5. Grade feedlots, haystacks, silos, grain bins, or yards with the exception of consideration under extenuating circumstances.

## 2. End of Procedure



# Clear Hills County

Effective Date: June 12, 2018

Policy Number: 3236

Title: SENIORS SUMMER DRIVEWAY GRADING

## 1. Policy Statement

- 1.1 Clear Hills County offers to grade driveways for senior citizens and/or surviving spouse, as county operations permit, at no charge once per summer season.
- 1.2 Clear Hills County does not provide driveway grading services for non-senior citizens as it is our belief that the private sector can provide this service in an economical and efficient manner and that the County does not want to compete with the private sector.

## 2. Definitions

- 2.1 Senior Citizen means person 65 years of age and over.

## 3. Responsibilities

- 3.1 All senior citizens receiving driveway grading services are required to sign a waiver protecting Clear Hills County, as attached to this policy, forming Schedule A.
- 3.2 Agreements are available at the County office.
- 3.3 Grading of private driveways shall be completed subject to the conditions set forth in Schedule A. In the event that the Public Works Manager determines that a driveway is impassable as indicated in Schedule A the landowner will be notified that the driveway cannot be graded.
- 3.4 The County will provide the Grader Contractors with a list of locations from each completed Waiver (Schedule A).

## 4. Principles

- 4.1 Private driveway grading will apply to County senior citizens or surviving spouse only.
- 4.2 All senior citizens who have not previously signed a Senior Citizen Summer Driveway Grading Waiver requesting driveway grading services are required to

sign a Waiver, protecting Clear Hills County, to receive the service.

- 4.3 All senior citizens requesting grading services are required to provide proof of age.

**5. End of Policy**

ADOPTED

Resolution # C551

Date: July 28, 2009

Resolution # C352

Date: April 27, 2010

Resolution # C309

Date: June 12, 2018



# Clear Hills County

<b>Effective Date:</b> April 27, 2010	Procedure Number 3236-01
Title: <b>Senior's Summer Driveway Grading</b>	

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## 1. Senior's Summer Driveway Grading

- 1.1. The Public Works Manager may inspect each driveway for which a signed Senior's Summer Driveway Grading Waiver (Schedule A) has been received.
- 1.2. The County will provide grader beat Contractors with a list of approved private driveway grading locations and copies of any completed Schedule B (diagrams) for the locations that are within their maintenance area.
- 1.3. In order for the County to offer its Senior's Summer Driveway Grading program service to seniors, some restrictions have been imposed. The grader contractors will NOT do the following:
  - 1.3.1. Grade driveways less than 16 feet wide with insufficient room or which are obstructed by trees, fences, slopes, etc.
  - 1.3.2. Open gates.
  - 1.3.3. Maintain exas gates or other types of cattle guards.
  - 1.3.4. Grade areas that are obstructed by overhanging trees or other barriers.
  - 1.3.5. Grade feedlots, haystacks, silos, grain bins, or yards with the exception of consideration under extenuating circumstances.

## 2. End of Procedure



# Clear Hills County

Effective Date: April 22, 2014	Policy Number: 1221
Title: <b>TENDERING AND PURCHASING</b>	

## 1. Policy Statement

- 1.1. Clear Hills County will provide guidelines for the tendering and purchasing of goods and services.

## 2. Definitions

- 2.1. Bidder: means a person, groups of persons, corporation or agency that submits a bid for the supply of goods and/or services to the County.
- 2.2. Local Supplier: means a business located within the boundaries of Clear Hills County.
- 2.3. Local Contractor: a local contractor within the boundaries of Clear Hills County registered with the Clear Hills County equipment registry
- 2.4. Local Ward Contractor: a local contractor within the boundaries of Clear Hills County within a ward where work is to be done and registered with the Clear Hills County equipment registry.

## 3. Responsibilities

- 3.1. Chief Administrative Officer to:
  - 3.1.1. Provide forms and procedures to support the implementation of this policy.
  - 3.1.2. Be the sole signature required on documents for purchases specifically approved by resolution of Council.
- 3.2. Controller to:
  - 3.2.1. Provide procedures for the recording of purchases into inventory.
  - 3.2.2. Provide procedures for the processing of invoices and statements.
- 3.3. Directors and Coordinators to:
  - 3.3.1. Ensure that all tendering and purchasing complies with this policy.

## 4. Location of Source

- 4.1. **All things being equal 1<sup>st</sup> Preferences will be given to local**

ratepayers/contractors within the boundaries of Clear Hills County registered with the Clear Hills County Equipment Registry.

- 4.1. 2<sup>nd</sup> priority will be given to contractors registered outside the Clear Hills County boundaries and registered with the Clear Hills County Equipment Registry.
- 4.2. Where other factors are equal, the source of goods or services shall be:
  - 1<sup>st</sup> Local suppliers
  - 2<sup>nd</sup> Village of Hines Creek
  - 3<sup>rd</sup> Locations within 200 km of the County
  - 4<sup>th</sup> Alberta
  - 5<sup>th</sup> Canada
  - 6<sup>th</sup> Elsewhere

## 5. Tendering

- 5.1. Tenders shall be requested from not less than the number of sources listed below:
  - 5.1.1. Up to \$1,000 no quotations are required.
  - 5.1.2. Over \$1,000 and up to \$2,500, three (3) quotations shall be obtained by phone, internet Website, or catalogue prices, and recorded on the form provided.
  - 5.1.3. Over \$2,500 and up to \$10,000, three (3) written quotations including printed internet Website pricing, copies of catalogue pricing, or quotes obtained by email shall be obtained, and recorded and attached to the purchase documentation.
  - 5.1.4. Over \$10,000, three (3) quotations by sealed tender shall be obtained, and recorded on the form provided.
- 5.2. Where tenders or quotes are received that do not comply with Section 5.1, or where three (3) tenders cannot be obtained, the tenders received will be accepted provided that:
  - 5.2.1. Tenders have been requested from all local suppliers of the goods or services requested,
  - 5.2.2. Tenders received are believed to reflect a fair market price based on the conditions of the request for tenders, and
  - 5.2.3. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender.
- 5.3. Where the nature of the services requested does not provide the competition necessary for the tendering process, Council may by resolution, or the Chief Administrative Officer in writing, provide for special

tendering and award processes. Examples of this are invitational tenders and legal, architectural and engineering services and accommodations.

- 5.4. Standing quotations may be obtained and used to satisfy the requirements in 5.1 for the time period the vendor agrees to honour the quotation.

## **6. Request for Tender Process**

- 6.1. Sealed tenders shall be processed in the following manner:

- 6.1.1. When sealed tenders are received, each tender must be time and date stamped and initialled upon receipt. Sealed tenders will be received clearly marked, for the specified project prior to the designated tender opening.
  - 6.1.2. The sealed tender will be considered invalid if opened prior to the public opening, or if the contents are disclosed to any County staff member prior to the public opening. Faxes or e-mails will not be considered.
  - 6.1.3. The tender opening shall be open to the public during a Council meeting and be held at the Clear Hills County Office.
  - 6.1.4. A summary of the tender opening shall be prepared and retained in the County filing system and a copy forwarded to each Councillor.
  - 6.1.5. Awarding of tenders will be accordance with Section 10 Authority to purchase below.
- 6.2. Withdrawal of a sealed or written tender will only be accepted prior to tender opening. The request to withdraw the tender must be received in writing.
- 6.3. An award of hourly or unit billed services shall be based on requesting service from the most favourable bid to the County that was submitted and accepted. If that bidder is not available in the time specified in tender conditions, then the service shall be requested from the 2<sup>nd</sup> most favourable bid, then the 3<sup>rd</sup> most favourable bid, etc. Location and travel costs will be considered when hiring equipment.
- 6.4. Where quotations are obtained by phone information regarding the time and date of each call, the person spoken to, price offered, and any terms stated shall be recorded and retained on file.

## **7. Information to Bidder**

- 7.1. Each request for a sealed tender shall provide a clearly defined description of the goods or services required by the County, and shall include a statement that the terms of this policy shall apply to each bid.
- 7.2. If additional information is developed during the request for sealed or



written tenders, due to meetings, questions raised, or changes in specifications, this information shall be forwarded in writing to all bidders.

- 7.3. Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.
- 7.4. Information received from any bidder shall not be revealed to other bidders until the tender deadline has passed.
- 7.5. One contractor will not be awarded more than two (2) grader beat contracts.

#### **8. Security and Bonding**

- 8.1. If a bid deposit is required, a letter of credit, or a certified cheque, payable to Clear Hills County, in the amount specified in the tender request, shall be submitted with the tender and will be returned to unsuccessful bidders by ordinary mail within 30 days after award of tender.
- 8.2. A bid deposit will be forfeited to Clear Hills County if the successful bidder fails to accept the award of tender within 15 days after award of tender, unless otherwise specified in the tender document.
- 8.3. When Security is required the successful bidder shall submit to the County, within the time specified, the documentation required in 8.1, prior to work commencing. The Security will be forfeited to the County if the successful bidder fails to comply with the terms and conditions of the award. The County will retain Security until such time as the project is completed to the satisfaction of the contract.
- 8.4. When required by the terms of the award of tender, an insurance certificate evidencing required insurance coverage, and if required naming the County as an additional insured, shall be submitted within the time specified.

#### **9. Tender Opening over \$10,000.**

- 9.1 Tenders shall be opened during a Regular Council Meeting and the Bidder name(s) and total tender cost from the Tender Form will be announced and recorded.
- 9.2 For multi-year grader beat tenders, each bid year hourly rate, shall be announced and recorded from the Tender Form.

#### **10. Analysis of Tenders**

- 10.1. Analysis of Tenders over \$10,000 shall be completed by the Tender Evaluation Committee, which will consist of:
  - 10.1.1. Department Manager (or its designate) of the originator of the Tender

10.1.2. Department Manager (or its designate) of Corporate Services

10.2. The following factors, presented without any priority, shall be used to evaluate all bids received, unless otherwise specified in the tender document;

10.2.1. **Price**, based on the same Freight on Board, (FOB) location, same currency including goods and services tax, and with discounts applied.

10.2.2. **Record** of a bidder's previous performance on quality, experience, service and delivery.

10.2.3. **Ability** of the bidder to meet the requirements of the tender regarding quality, specifications, delivery and service.

10.2.4. **Standardization** of goods to reduce inventory and future costs.

10.2.5. **Bulk Purchasing**, through larger quantities, cumulative quantities or bulk packaging.

10.2.6. **Life Cycle Costs** of goods or services.

10.3. Use of products that contain recycled material, are recyclable or reusable is encouraged.

10.4. The County reserves the right to reject any and all tenders for any cause, to award tenders based on conditions other than price, or to reject all tenders without cause.

10.5. Clear Hills County shall not accept tenders, quotations or the supply of services from contractors or suppliers of services who have initiated litigation against the County, for a period of one year after the litigation is resolved.

## **11. Authority to Purchase**

11.1. Authority to award tenders, subject to funding being previously approved within the budget, shall be set as follows;

11.1.1. Up to \$10,000, any Director level position,

11.1.2. \$10,001 to \$25,000, Chief Administrative Officer, and

11.1.3. \$25,001 and up, by Council resolution and the signature of the Chief Administrative Officer.

11.2. Employees are only authorized to spend within their departments approved annual budget.

**12. Purchase Orders**

- 12.1. Purchase orders shall be issued for all purchases greater than \$1,000 except where letters of agreement or contracts exist. Chief Administrative Officer or Director must forward purchase order and copies of tender documents and the successful bid to the Controller.
- 12.2. Where a purchase consists of a periodic rental or lease, the purchase order/agreement shall be reviewed and initialled as required to authorize continuance of the rental or lease.
- 12.3. In an emergency situation, defined by the Chief Administrative Officer or the Director of Disaster Services, authority is granted to spend up to \$50,000 without the need to tender on the sole authority of the Chief Administrative Officer or the Director of Disaster Services. During the emergency, spending in excess of \$50,000 is to be approved by Reeve or Deputy Reeve, or in absence of both, any Councillor, and the Chief Administrative Officer or Director of Disaster Services without the need to tender.

**13. Contingency Allowances**

- 13.1. Contingency allowances may only be spent to meet the costs of unexpected site conditions, which prevent the contractor from meeting the project specifications approved by Council.
- 13.2. Contingency allowances and unspent project funds may only be applied to changes in project specifications approved by resolution of Council.

**End of Policy**

ADOPTED: Resolution #C194-03      Date: March 25, 2003

AMENDED: Resolution #C379-03	Date: May 27, 2003
Resolution #C876-03	Date: November 25, 2003
Resolution #C244-04	Date: March 23, 2004
Resolution #C557-04	Date: June 22, 2004
Resolution #C388(05/10/05)	Date: May 10, 2005
Resolution #C213(04/10/07)	Date: April 10, 2007
Resolution #C419(05/26/09)	Dated May 26, 2009
Resolution #C159(02/22/11)	Dated: February 22, 2011
Resolution #C245(03/29/11)	Dated: March 29, 2011
Resolution #C528(09/10/13)	Dated: September 10, 2013
Resolution C262(04/22/14)	Dated: April 22, 2014

# Clear Hills County

## Request For Decision (RFD)

Meeting:	<b>Policy &amp; Priority Meeting</b>
Meeting Date:	February 4, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Draft Policy 3220 - Community Facility Grader Service Policy
File:	11-02-03

DESCRIPTION:

Council has requested Policy 3220 - Community Facility Grader Service Policy be brought back with the addition of Cemetery Access. Council also requested the Policy 5601 Cemetery Grant be brought back for further discussion.

Policy 3220-Community Facility Grader Service Policy

**Section 1.4.** Registered Cemetery Operators in Clear Hills County may request free snow removal services for the access road or approach leading up to the cemetery gate or boundary. This service assists with parking outside the cemetery. To arrange snow removal, operators must submit a written request to the Public Works Manager at least five business days in advance.

BACKGROUND:

**C48-25(1-28-25)**

**RESOLUTION by Reeve Bean add cemeteries to the Community Facility Grader Service Policy and bring back to the next Regular Council meeting. CARRIED.**

ATTACHMENTS:

Draft Policy 3220 - Community Facility Grader Service Policy  
Policy 5601 Cemetery Grant  
Registered Clear Hills County Cemetery list

RECOMMENDED ACTION:

**RESOLUTION by.....**

**Initials show support - Reviewed by:**

**Manager:**

**CAO:**





# Clear Hills County

Effective Date: <b>DRAFT</b>	Policy Number: <b>3220</b>
Title: <b>COMMUNITY FACILITY GRADER SERVICE POLICY</b>	

## 1. Policy Statement

- 1.1. Clear Hills County will provide once per annum grading services to local recreation / community facilities.
- 1.2. Community recreation organizations operating facilities within Clear Hills County may request grading services, free of charge, once per annum.
- 1.3. Clear Hills County will remove snow to local recreation/community facilities as needed at the discretion of the Public Works Manager or his representative when time permits.
- 1.4. Registered Cemetery Operators in Clear Hills County may request free snow removal services for the access road or approach leading up to the cemetery gate or boundary. This service assists with parking outside the cemetery. To arrange snow removal, operators must submit a written request to the Public Works Manager at least five business days in advance.

## 2. End of Policy

ADOPTED

Resolution #C190-03      Date: March 25, 2003

AMENDED

Resolution #C876-03      Date: November 25, 2003

AMENDED

Resolution #C081      Date: January 26, 2010

AMENDED

Resolution #      Date:



# Clear Hills County

Effective Date: **October 13, 2020**

Policy Number: **5601**

Title: **CEMETERY GRANT**

## **1. Policy Statement**

- 1.1. Clear Hills County will provide funds in the annual budget for the purpose of assisting with the maintenance or upgrading of public cemeteries and burial sites within the County.

## **2. Role of Council**

- 2.1 Council may set an amount within the annual budget, to be distributed as a cemetery maintenance grant.
- 2.2 Council shall review grant applications and shall distribute funds (to a maximum of \$500/yr per cemetery).
- 2.3 Cemetery grant funding is unconditional and the cemetery operating group may use it as necessary for the upgrade and/or maintenance of the cemetery site.
- 2.4 Council reserves the right to decline a grant application if the application does not fall within the guidelines for which the funds are to be used.

## **3. Guidelines**

- 3.1. Applications must be submitted using the application form in Appendix "A" annually.
- 3.2. First time applications for burial sites that are not part of a registered cemetery must provide proof of registration as an archaeological site or have a habendum clause registered on the property.

## **4. Reporting**

- 4.1. Grant recipients will provide a written report on how the grant funds were used and provide one of the following by December 31, annually.
  - 4.1.1. Photograph showing maintenance or operating activity the funds were used towards, OR
  - 4.1.2. Financial statement or copy of bank statement showing that funds are being saved for larger project.
- 4.2. Grant recipients that fail to provide a report on how grant funds were used and verification by way of a photograph or financial verification that funds are being saved will not be eligible to receive future Cemetery Grant funds for any of the cemeteries or burial sites that Grant Recipient maintains.

## **5. End of Policy**

ADOPTED: Resolution #C187-03

Date: March 25, 2003

AMENDED:

Resolution #C876-03	Date: November 25, 2003
Resolution #C447-04	Date: May 25, 2004
Resolution #C505(05/23/06)	Date: May 23, 2006
Resolution #C213(04/10/07)	Date: April 10, 2007
Resolution #C358(05/22/07)	Date: May 22, 2007
Resolution #C695(09/28/10)	Date: September 28, 2010
Resolution #C160(02/22/11)	Date: February 22, 2011
Resolution #C398(06/25/13)	Date: June 25, 2013
Resolution #C860(12/09/14)	Date: December 9, 2014
Resolution #C491-20(10/13/20)	Date: October 13, 2020

**Clear Hills County**  
Box 240, Worsley, AB, T0H 3W0  
Phone: (780) 685-3925 Fax: (780) 685-3960  
E-mail: info@clearhillscounty.ab.ca

## CEMETERY GRANT APPLICATION FORM

### CEMETERY

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Cemetery Name: \_\_\_\_\_

Cemetery Location: \_\_\_\_\_

### CHEQUE INFORMATION

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Operating Organization or Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: cell \_\_\_\_\_ home \_\_\_\_\_ fax \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICATION FOR

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Annual **\$500.00** Cemetery Grant

The Cemetery Grant is a grant to be used at the discretion of the operating group to improve or maintain the Cemetery. This grant may be used for current year maintenance and projects or banked and saved for larger projects at the cemetery.

**Describe how this Cemetery Grant will be used at the Cemetery named above:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### DECLARATION

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I declare that:

- I am authorized representative for the above organization.
- The funds from this grant will be used to maintain or improve the above noted cemetery
- **A written report on how the funds were used and the necessary documentation to verify that use will be provided to the County by December 31, \_\_\_\_\_. I understand that failure to provide this reporting will make the above organization ineligible for the Cemetery Grant program.**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_