

**AGENDA
CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 11, 2025**

The regular meeting of the Council for Clear Hills County will be held on Tuesday, February 11, 2025, at 9:30 a.m. in the Council Chambers, County Office, 313 Alberta Avenue Worsley, Alberta.

CALL TO ORDER

- 1. AGENDA**
- 2. MINUTES:**
Previous: Regular Council Meeting Minutes, January 28, 20252
- 4. DELEGATION(S)**
- 5. PUBLIC HEARING**
- 6. TENDER OPENING**
 - a.
- 7. NEW BUSINESS**
 - a. **COUNCIL**
 1. Management Team Activity Report.....8
 2. Councillor Reports19
 3. Recreation Boards Operating Grant Program20
 4. Peace River School Division Trades Training Funding.....100
 5. Policy 1221 Tendering and Purchasing.....119
 6. Grader Beat Contracts127
 7. Draft Policy 3220 Community Facility Grader Services.....177
 8. Library Funding Discussions183
 9. Clear Hills County Continuing Education Scholarships195
 10. RMA Spring Convention196
 - b. **CORPORATE SERVICES**
 1. Accounts Payable199
 2. Sponsorship Request – Northern Redneck210
 - c. **COMMUNITY SERVICES**
 1. 2025 Awards & Appreciation Banquet Analysis.....215
 - d. **PUBLIC WORKS**
 1. Award – RFT 2025-P01 Roadside Right of Way Brushing216
- 8. WRITTEN REPORTS:**
 1. Chief Administrative Officer’s Report.....217
 2. Corporate Services Manager’s Report219
 3. Public Works Manager’s Report.....219
- 9. COUNCIL INFORMATION (Including Correspondence).....220**
- 10. CALENDARS222**
- 11. CLOSED MEETING ITEMS**
- 12. ADJOURNMENT**

**MINUTES OF CLEAR HILLS COUNTY
REGULAR COUNCIL MEETING
CLEAR HILLS COUNTY COUNCIL CHAMBERS
TUESDAY, JANUARY 28, 2025**

PRESENT	Amber Bean David Janzen Danae Walmsley Susan Hansen Jason Ruecker Abe Giesbrecht	Reeve Deputy Reeve Councillor Councillor Councillor Councillor
ATTENDING	Allan Rowe Bonnie Morgan Terry Shewchuk	Chief Administrative Officer (CAO) Executive Assistant (EA) Public Works Manager (PWM)
ABSENT	Nathan Stevenson	Councillor

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

ACCEPTANCE OF
AGENDA
C33-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen to adopt the agenda governing the January 28, 2025 Regular Council Meeting, to table 7.b.5. Library Funding discussion to the February 4, 2025, Policy & Priority Meeting, as amended. **CARRIED.**

APPROVAL OF
MINUTES
Previous Council
Meeting Minutes

C34-25(1-28-25)

RESOLUTION by Councillor Hansen to adopt the minutes of the January 14, 2025, Regular Council Meeting, as presented. **CARRIED.**

TENDER OPENING:
2025-P01 Roadside
Right of Way
Brushing

C35-25(1-28-25)

RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for RFP 2025-P01 Roadside Right of Way Brushing, administration will analyze the results and bring back a recommendation to a future Regular Council Meeting. **CARRIED.**

Company	Amount
Bucket Up Tree Services	\$200,000.00
Heenan Contracting Ltd.	\$199,800.00
Aaron Cook Environmental Services Ltd.	\$82,500.00
EM3 Services Inc.	\$146,700.00
Boss Bridgeworks	\$345,000.00
Northern Road Builders LP.	\$128,000.00
Overtime Welding 24hr Services Inc.	\$466,560.00
Cal R Contracting 2001 Ltd.	\$209,250.00
1666321 AB Ltd	\$363,590.00
Wild West Dirt Works Ltd.	\$311,000.00

Council approved moving the agenda order to move the public works to the front of the agenda.

PUBLIC WORKS

Potential Water Well Location

Council is presented with information on a potential water well location with the County.

C36-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen to proceed with acquiring quotes for drilling a water well at the determined site on SE 4-85-5-W6M and E 33-84-5-W6M. CARRIED.

Proceed to Tender Worsley Grader Beat 01

Council is presented with information regarding proceeding to tender for Worsley Grader Beat 01

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.

Proceed to Tender Pick Up Truck

Council is presented with information regarding proceeding to tender for one new Pick-up Truck.

C38-25(1-28-25)

RESOLUTION by Councillor Walmsley to proceed to tender for one new Pick-up Truck. CARRIED.

Reeve Bean recessed the meeting at 10:28 a.m.
Reeve Bean reconvened the meeting at 10:35 a.m.

Public Works Manager's Report

Public Works Manager's Report

C39-25(1-28-25)

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

NEW BUSINESS:

COUNCIL

Management Team Activity Report

Management activity report was reviewed.

C40-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen that the management activity report for January 14, 2025, be accepted, as presented. CARRIED.

Councillor Reports

Council submits the meetings attended in the previous month and a report, if applicable.
Councillor Ruecker left the meeting at 11:08 a.m.

Page 3 of 6
REGULAR COUNCIL MEETING
TUESDAY, JANUARY 28, 2025

C41-25(1-28-25) **RESOLUTION by Councillor Hansen to receive the Councillor Reports for information, as presented. CARRIED.**

C42-25(1-28-25) **RESOLUTION by Councillor Giesbrecht to purchase 100 copies of the Mighty Peace River Guide from Mighty Peace Tourism. CARRIED.**

Bylaw No. 295-25
Subdivision Authority Council is presented with Bylaw No. 295-25 Subdivision Authority for Clear Hills County, authorizing the delegation of Subdivision Authority for Clear Hills County to Kelsey Lund.

C43-25(1-28-25) **RESOLUTION by Deputy Reeve Janzen that first reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.**

C44-25(1-28-25) **RESOLUTION by Councillor Walmsley that second reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.**

C45-25(1-28-25) **RESOLUTION by Councillor Hansen proceed to a third and final reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED UNANIMOUSLY.**

C46-25(1-28-25) **RESOLUTION by Councillor Giesbrecht that a third reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.**

Draft Advertising
Policy Council is presented with a draft policy regarding Advertising/Promoting of County Events.

C47-25(1-28-25) **RESOLUTION by Reeve Bean to approve Policy 1135 - Advertising/Promoting of County Events, as amended. CARRIED.**

Clear Hills County
Cemeteries Council requested Clear Hills County Cemeteries be brought back for discussion.

Councillor Ruecker entered the meeting at 12:10 p.m.

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.**

Reeve Bean recessed the meeting at 12:24 p.m.

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REGULAR COUNCIL MEETING
TUESDAY, JANUARY 28, 2025

Reeve Bean reconvened the meeting at 12:53 p.m.

RMA Member Visit

Council is provided with details about the upcoming RMA Board visit to Clear Hills County.

C49-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen to draft a letter to the RMA Board regarding their visit request. CARRIED.

Peace River School
Division Board
Delegation

Council has received information regarding their request to meet with the Peace River School Division (PRSD) Board of Trustees. The meeting is scheduled to take place on March 13, 2025, at 11:30 a.m., where Council will attend as a delegation.

C50-25(1-28-25)

RESOLUTION by Councillor Hansen to approve the attendance of the Reeve and Deputy Reeve to attend as a delegation to the Peace River School Division Board of Trustee Meeting on March 13, 2025, at 11:30 a.m. CARRIED.

Proceed to Tender –
Mower

Council is presented with information regarding proceeding to tender for the purchase of one new mower for the roadside mowing program.

C51-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen to proceed to tender for the purchase of one new mower for the roadside mowing program. CARRIED.

CORPORATE
SERVICES

Accounts Payable
January 15, 2025 to
January 28, 2025

A list of expenditures for Clear Hills County for the period of January 15, 2025 to January 28, 2025 is provided for Council's review.

C52-25(1-28-25)

RESOLUTION by Councillor Ruecker that Council receives for information the Accounts Payable report for Clear Hills County for the period of January 15, 2025 to January 28, 2025 for a total of \$627,810.78. CARRIED.

PERC & DIRC
Application

Alberta Municipal Affairs is accepting applications for the Provincial Education Requisition Credit (PERC) and Designated Industrial Requisition Credit programs (DIRC).

C53-25(1-28-25)

RESOLUTION by Councillor Ruecker to direct Administration to proceed with the Provincial Education Requisition Credit program (PERC) and Designated Industrial Requisition Credit program (DIRC) submission for the 2025 intake. CARRIED.

Municipal Property

Page 5 of 6
REGULAR COUNCIL MEETING
TUESDAY, JANUARY 28, 2025

Tax Discussion

Administration is preparing for the 2025 Property Tax year.

C54-25(1-28-25)

RESOLUTION by Councillor Ruecker that Council approves a 25% tax rebate incentive applicable to the Commercial Assessment Code (CN) for the Municipal portion of Clear Hills County property taxes in 2025. CARRIED.

Community Support
Services Grant
Applications

Council is presented with two Community Support Services Grant (CSSG) Applications.

C55-25(1-28-25)

RESOLUTION by Councillor Hansen that Council approves the following Community Support Services grants:

Applicant	Amount
Worsley Early Childhood Education Foundation	\$15,300.00
Fairview & Area Seniors Check in Line	\$7,000.00
	CARRIED.

Additional Named
Insured Request

Administration has received requests from three not for profit organizations asking to be added as additional Named Insured (ANI) on the County's Insurance Policy.

C56-25(1-28-25)

RESOLUTION by Councillor Walmsley that Council approves the addition of the Cherry Canyon Agricultural Society, the Cleardale Riders Club, and the Valley Riders Saddle Club as Additional Named Insureds on the County's insurance policies. CARRIED.

Sponsorship
Request-Women
in the North

Community Futures Peace Country is requesting sponsorship for the upcoming Women in the North Conference.

C57-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen to deny Community Futures Peace Country's sponsorship request. CARRIED.

C58-25(1-28-25)

RESOLUTION by Councillor Hansen to include \$1,000.00 in the 2025 Operating Budget for Policy 7005 Sponsorship Funding. CARRIED.

Expense Claims &
Receipt Submission
Discussion

Councillor Ruecker requested to have a discussion regarding expense claims and the submission of receipts.

C59-25(1-28-25)

RESOLUTION by Deputy Reeve Janzen to receive the discussion regarding expense claims and the submission of receipts for information, as presented. CARRIED.

COMMUNITY

WRITTEN REPORTS

Chief Administrative
 Officer's Report

Chief Administrative Officer's Report

C60-25(1-28-25)

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

Corporate Services
 Manager's Report

Corporate Services Manager's Report

C61-25(1-28-25)

**RESOLUTION by Councillor Giesbrecht to receive the Corporate
 Services Manager's report for information, as presented.
 CARRIED.**

COUNCIL
 INFORMATION

Information for Councils review

C62-25(1-28-25)

**RESOLUTION by Councillor Walmsley to receive the Council
 Information for information, as presented. CARRIED.**

CALENDARS

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

C63-25(1-28-25)

**RESOLUTION by Reeve Bean to accept for information January,
 February and March 2025 calendar updates of Councillor
 meetings for information, as presented.**

Date	Meeting	Attendee
March 13	PRSD Board	Bean/Janzen
March 28	PRED A	Bean
		CARRIED.

C64-25(1-28-25)

**RESOLUTION by Deputy Reeve Janzen that Council closes the
 meeting to the public as per Section 27, of FOIP at 2:05 p.m.
 CARRIED.**

C65-25(1-28-25)

**RESOLUTION by Councillor Hansen that Council opens the
 meeting to the public as per Section 27, of FOIP at 2:09 p.m.
 CARRIED.**

C66-25(1-28-25)

**RESOLUTION by Councillor Walmsley received the discussion in
 closed session for information. CARRIED.**

ADJOURNMENT

Reeve Bean adjourned the January 28, 2025 Regular Council
 Meeting at 2:09 p.m.

 DATE REEVE

 DATE CHIEF ADMINISTRATIVE OFFICER

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Management Team Activity Report
File:	11-02-02

DESCRIPTION:

Management activity report for January 28, 2025.

ATTACHMENTS:

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

RECOMMENDED ACTION:

RESOLUTION by that the management activity report for January 28, 2025, be accepted, as presented.

Initials show support - Reviewed by: Manager: CAO: 



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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

MOTION DATE DESCRIPTION DEPT STATUS

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		March 12, 2024		
C158-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to proceed with the land purchase for the proposed Cleardale subdivision/firehall as discussed. CARRIED.	PW	In works
		April 23, 2024		
C234-23	04/23/24	RESOLUTION by Councillor Walmsley to award the Tender No. CA0004766.1010 for Bridge File No. 71273 to Szmata Projects Ltd. for the amount of \$571,265.00, funds to be allocated from the Bridge Reserve. CARRIED.	PW	On hold until spring
		May 14, 2024, Regular Council Meeting		
C287-24	05/14/24	RESOLUTION by Deputy Reeve Janzen to award Goodon Industries Ltd.'s quote of \$126,500.00 for the Cleardale Firehall building material supply and construction, funds to be allocated from the Fire Reserve. CARRIED.	PW	Building Ordered/
		July 9, 2024		
C394-24	07/09/24	RESOLUTION by Councillor Ruecker to award Tender Contract No. CA0017315.7623 for the road construction of Range Road 64 to 1666321 AB Ltd. for the amount of \$338,018.80, funds to be allocated from the Road Construction Reserve. CARRIED.	PW	On hold until Spring
C396-24	07/09/24	RESOLUTION by Councillor Giesbrecht to approve WSP Canada Inc. to perform all the engineering associated with the construction of approximately 1,250 meters of new local road on Range Road 75 North of Township Road 854, with having the tendered project include a 50% material and 50% performance bond, for the engineering estimate of \$119,977.00, funds to be allocated from the road construction reserve. CARRIED.	PW	In works
		December 10, 2024		
C658-24	12/10/24	RESOLUTION by Councillor Giesbrecht to proceed to proposal for the Stoney Lake Recreation Area PML 200009 Caretaking and Operating Services for a three-year term. CARRIED.	CC	Closes March 7th



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS																						
C659-24	12/10/24	RESOLUTION by Councillor Walmsley to proceed to proposal for the Running Lake Recreation Area PML 200007 Caretaking and Operating Services for a three-year term. CARRIED.	CC	Closes March 7th																						
		January 14, 2025																								
C21-24	01/14/25	RESOLUTION by Councillor Walmsley to approve Griffin Contracting Ltd. to complete the bridge repairs for Bridge File 71596, located in David Thompson, for the amount of \$13,600.00. Funds to be allocated from the Bridge Reserve. CARRIED.	PW																							
C25-24	01/14/25	RESOLUTION by Deputy Reeve Janzen to approve the attendance of all Council to attend the February 5, 2025, PRSD Joint Meeting in Grimshaw, Alberta. CARRIED.	EA																							
		January 28, 2025	PW																							
C35-25	01/28/25	RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for RFP 2025-P01 Roadside Right of Way Brushing, administration will analyze the results and bring back a recommendation to a future Regular Council Meeting. CARRIED.		Award Feb 11																						
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C36-25	01/28/25	RESOLUTION by Deputy Reeve Janzen to proceed with acquiring quotes for drilling a water well at the determined site on SE 4-85-5-W6M and E 33-84-5-W6M. CARRIED.	PW																							
C37-25	01/28/25	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.	PW	Feb 11																						



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items:  Completed Items:  Items in Waiting: 

Department = EA-Executive Assistant/CAO, PW=Public Works, CS=Corporate Services
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MOTION	DATE	DESCRIPTION	DEPT	STATUS
C38-25	01/28/25	RESOLUTION by Councillor Walmsley to proceed to tender for one new Pick-up Truck. CARRIED.	PW	
C42-25	01/28/25	RESOLUTION by Councillor Giesbrecht to purchase 100 copies of the Mighty Peace River Guide from Mighty Peace Tourism. CARRIED.	EA	Email sent
C46-25	01/28/25	RESOLUTION by Councillor Giesbrecht that a third reading be given to Bylaw No. 295-25, a Bylaw of Clear Hills County, in the Province of Alberta, to establish subdivision authority and authorize the delegation of subdivision authority for Clear Hills County to Kelsey Lund. CARRIED.	EA	
C47-25	01/28/25	RESOLUTION by Reeve Bean to approve Policy 1135 - Advertising/Promoting of County Events, as amended. CARRIED.	EA	updated
C48-25	01/28/25	RESOLUTION by Reeve Bean add cemeteries to the Community Facility Grader Service Policy and bring back to the next Regular Council meeting. CARRIED.	EA	Feb 11
C49-25	01/28/25	RESOLUTION by Deputy Reeve Janzen to draft a letter to the RMA Board regarding their visit request. CARRIED.	EA	In works
C50-25	01/28/25	RESOLUTION by Councillor Hansen to approve the attendance of the Reeve and Deputy Reeve to attend as a delegation to the Peace River School Division Board of Trustee Meeting on March 13, 2025, at 11:30 a.m. CARRIED.	EA	
C51-25	01/28/25	RESOLUTION by Deputy Reeve Janzen to proceed to tender for the purchase of one new mower for the roadside mowing program. CARRIED.	AG	Closes March 24
C53-25	01/28/25	RESOLUTION by Councillor Ruecker to direct Administration to proceed with the Provincial Education Requisition Credit program (PERC) and Designated Industrial Requisition Credit program (DIRC) submission for the 2025 intake. CARRIED.	CS	
C54-25	01/28/25	RESOLUTION by Councillor Ruecker that Council approves a 25% tax rebate incentive applicable to the Commercial Assessment Code (CN) for the	CS	



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS								
		Municipal portion of Clear Hills County property taxes in 2025. CARRIED.										
C55-25	01/28/25	RESOLUTION by Councillor Hansen that Council approves the following Community Support Services grants: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Applicant</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Worsley Early Childhood Education Foundation</td> <td>\$15,300.00</td> </tr> <tr> <td>Fairview & Area Seniors Check in Line</td> <td>\$7,000.00</td> </tr> <tr> <td></td> <td>CARRIED.</td> </tr> </tbody> </table>	Applicant	Amount	Worsley Early Childhood Education Foundation	\$15,300.00	Fairview & Area Seniors Check in Line	\$7,000.00		CARRIED.	CS	
Applicant	Amount											
Worsley Early Childhood Education Foundation	\$15,300.00											
Fairview & Area Seniors Check in Line	\$7,000.00											
	CARRIED.											
C56-25	01/28/25	RESOLUTION by Councillor Walmsley that Council approves the addition of the Cherry Canyon Agricultural Society, the Cleardale Riders Club, and the Valley Riders Saddle Club as Additional Named Insureds on the County's insurance policies. CARRIED.	CS									
C58-25	01/28/25	RESOLUTION by Councillor Hansen to include \$1,000.00 in the 2025 Operating Budget for Policy 7005 Sponsorship Funding. CARRIED.	CS									
		November 17, 2021										
C114-22	03/08/22	RESOLUTION by Deputy Reeve Janzen to approve an unconditional grant of \$450,000.00 for 2022, and a 3-year commitment of \$300,000.00 for 2023, 2024 and 2025, to the Village of Hines Creek to assist with operating expenses. CARRIED.	CDM	2022✓ 2023✓ 2024✓ 2025								
		March 21, 2024										
C150-24	03/12/24	RESOLUTION by Councillor Stevenson to approve WSP Canada Inc.'s engineering estimate of \$87,834.00 for the construction of approximately 1000 meters of a new local road on Range Road 25 South of Township 832, with the funds to be allocated from the Road Construction Reserve. CARRIED.	PW	Tender Not awarded due to budgetary reasons								
C151-24	03/12/24	RESOLUTION by Reeve Bean to approve WSP Canada Inc.'s engineering estimate of \$86,404.00 for the construction of approximately 1000 meters of a new local road on Range Road 124 North of	PW	awarded								



Management Team

Activity Report for January 28, 2025

LEGEND:

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MOTION	DATE	DESCRIPTION	DEPT	STATUS
		Township 840, with the funds to be allocated from the Road Construction Reserve. CARRIED.		
		March 27, 2024		
C134-24	03/12/24	RESOLUTION by Councillor Hansen to award Tender 2024-03 Tractor to Fosters Agri-World for \$155,000.00. This price includes a trade-in allowance of \$90,000.00 for Unit 66 Case IH L765, contingent upon its value remaining unchanged at time of delivery as per the agreement, funds to be allocated from Common Services Vehicles and Equipment Reserve.CARRIED.	AG	Spring 2025
C309-24	05/28/24	RESOLUTION by Councillor Giesbrecht to proceed with hiring Loop (Websites for Municipalities) for the design and hosting of the Clear Hills County website and set an annual budget for Website and Social Media Platforms at \$10,000.00. CARRIED.	EA	In Works
C482-23	09-12-23	RESOLUTION by Reeve Bean to receive the delegation from Glenda Farnden with STARS for information and approve a 3-year funding commitment of \$100,000.00 (one-hundred thousand dollars) per year for 2024, 2025 and 2026. CARRIED.		2024✓ 2025 2026
C143-24	03/12/24	RESOLUTION by Deputy Reeve Janzen to approve the quote and proceed with Hydrogeological Consultants Ltd. for the engineering of the drilling, testing, and licensing of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$55,984.71, funds to be allocated from the Water Reserve. CARRIED.	PW	In works
C144-24	03/12/24	RESOLUTION by Councillor Stevenson to approve the quote and proceed with Darel Saville for the drilling and installation of the 2024 Worsley Water Well at the Worsley Water Treatment Plant for the estimated cost of \$272,885.00, funds to be allocated from the Water Reserve. CARRIED.	PW	In works
C446-24	08/13/24	RESOLUTION by Councillor Ruecker to proceed with Darel Saville for the drilling and casing of the Eight Mile Corner Water Well located at SW 18-86-6-W6M, for the estimated cost of \$100,000.00,	PW	



Management Team

Activity Report for January 28, 2025

LEGEND:

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CC=Community, **AG**=Agricultural

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		funds to be allocated from the Water Reserve. CARRIED.		
C408-24	07/23/24	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.	EA	
C435-24	08/13/24	RESOLUTION by Councillor Hansen to approve a general grant to Many Islands Recreational Development Society in the amount of \$15,000.00 to assist with the replacement of their main washrooms due to the storm damage with funds to be allocated from the Rate Stabilization Reserve, and table the request for funding to replace the stage until more information. CARRIED.	CS	
C437-24	08/13/24	RESOLUTION by Councillor Walmsley to approve a conditional grant in the amount of \$50,000.00 to the Maskwa Medical Centre for the construction of the new medical Centre, conditional of the awarding of the construction of the new medical Centre scheduled to open in 2026, funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CS	
C490-24	09/24/24	RESOLUTION by Reeve Bean to approve a general grant to Cleardale Riders Club in the amount of \$41,000.00 to assist with the replacement of four outhouses and horse bridge and construction of a wooden boardwalk with funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CS	
C523-24	10/08/24	RESOLUTION by Councillor Ruecker receive the delegation from the Town of Fairview and approve a General Grant to the Town of Fairview, for the Fairview Regional Aquatic Centre refurbishing of	CS	



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS												
		the slide stairs and slide supports in the amount of \$15,000.00, funds to be allocated from Rate Stabilization. CARRIED.														
		October 29, 2024 Special Council Meeting														
S566-24	10-29-24	RESOLUTION by Reeve Bean to approve a conditional grant up to \$4,000,000 to Mighty Peace Wireless, to assist with the Clear Hills County/Hines Creek Community Infrastructure Fiber Optic Build-Out Project with funds to be allocated from the Economic Development Reserve. The grant is subject to conditions established by Clear Hills County, the acceptance of the applied-for Federal/Provincial Grant and will be disbursed equally over three years (2025, 2026, and 2027). Councillor Walmsley requested a recorded vote: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>For</td> <td>Against</td> </tr> <tr> <td>Bean</td> <td>Janzen</td> </tr> <tr> <td>Ruecker</td> <td>Stevenson</td> </tr> <tr> <td>Hansen</td> <td>Walmsley</td> </tr> <tr> <td>Giesbrecht</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">CARRIED.</td> </tr> </table>	For	Against	Bean	Janzen	Ruecker	Stevenson	Hansen	Walmsley	Giesbrecht		CARRIED.			
For	Against															
Bean	Janzen															
Ruecker	Stevenson															
Hansen	Walmsley															
Giesbrecht																
CARRIED.																

ITEMS IN WAITING

C66-15	01/13/15	RESOLUTION by Councillor Croy to leave Plan 802KS Block 2 Lot 10 as is in the County's name as a tax forfeiture property. The taxes shall keep accumulating on it; the previous owner can redeem it at any time by paying all taxes and penalties. If after 15 years the previous owner has not redeemed it totally, the County will become the owner.CARRIED.	CSM	January 14, 2030
		February 18, 2021		
C171-23	03/28/23	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2019 and 2020 monthly reconciliation reports, 2014 and 2015 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2016. CARRIED.		



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		February 2024		
P666-23	(12-05-23)	RESOLUTION by Councillor Ruecker to recommend Council change the contracted grader life cycle to 12 years and adopt a clause in the grader contracts that offers an up to 3 year life cycle extension to be granted by Council motion when in a consecutive term. CARRIED. CARRIED.	PW	Spring 2025
C128-24	03/12/24	RESOLUTION by Reeve Bean to include the civic rural address to all tax notices starting in 2025.CARRIED.	CS	
C271-24	05/14/24	RESOLUTION by Councillor Hansen that this Council authorizes the destruction of 2021 monthly reconciliation reports, 2016 temporary files and the confidential personnel files for those individuals that left the employment of the municipality prior to January 1, 2017. CARRIED.	CS	
C203-24	04/09/24	RESOLUTION by Deputy Reeve Janzen to approve a conditional grant to the Worsley Chamber of Commerce of \$3,500.00 for a 13x13 ft granary gazebo on Lot P Plan 802KS with the requirements as follows: All Alberta Transportation and required permits completed, A maintenance agreement entered with Clear Hills County, including a report with the complete design & specifications of the gazebo and all Municipal Planning Development obligations fulfilled. Funds to be allocated from the Economic Development Reserve. CARRIED.	CS	In waiting
C361-24	06/25/24	RESOLUTION by Councillor Ruecker to approve a conditional grant of \$10,000.00 for the Worsley Agricultural Society's tobogganing hill & outdoor skating pond project. The approval is contingent upon the Society adhering to all regulations and obtaining clearance from the appropriate environment department before any funds are released. Funds to be allocated from the Rate Stabilization Reserve. CARRIED.	CS	In waiting
C148-24	03/12/24	RESOLUTION by Councillor Giesbrecht to proceed with the disposal of unit 65 New Holland tractor and the Worsley Water Treatment Plant air	AG	Next local auction



Management Team

Activity Report for January 28, 2025

LEGEND:

Budget Items: Completed Items: Items in Waiting:

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

MOTION	DATE	DESCRIPTION	DEPT	STATUS
		compressor at a future local auction, as presented. CARRIED.		
C409-24	07/23/ 24	RESOLUTION by Councillor Walmsley to request Council attend a delegation at an upcoming Peace River School Trustee Board meeting to discuss the Trades Training Program. CARRIED.	EA	Meeting requested

Policy & Priority Update

Activity Report for January 28, 2025

Active Items

Completed Items:

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

Motion & Date	Dept.	Policy & Priority Items	Notes
C273-22 (05-24-22)	EA	Eureka, Hines Creek & Cleardale entered into an agreement to manage and run the Open-Air Markets. Issues involving vender insurance.	Working on setting up a meeting
P118-24(03-04-24)	EA	RESOLUTION by Councillor Walmsley to request a meeting with MLA, Todd Loewen, to discuss county-related concerns. CARRIED.	Request sent – waiting for a date
C645-2311/28/23	Reeve Bean	RESOLUTION by Reeve Bean to draft a letter for the Peace Libraries within Clear Hills County requisition boundaries, regarding legislative requirements and funding opportunities. CARRIED.	In waiting
June 11, 2024	EA	Hines Creek Museum	In waiting
July 2024	EA	Branding/logo	After website launch
July 2024	EA	Marketing Position	On going
C585-24(11/12/24)	EA	RESOLUTION by Reeve Bean to bring back information on a Strategic Planning session for Council.	Spring 2025
Jan 14, 2025		Bring back all previous documentation regarding the Fairview Aquatic Centre to a future P&P	March 2025
Jan 7, 2025		PREDA – Agri-food sustainability	
Jan 7, 2025		Provincial Ecological Corridors	

Clear Hills County

Request For Decision (RFD)

	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	COUNCIL MONTHLY REPORTS
File:	11-02-02

DESCRIPTION:

Council reviews meetings attended and monthly reports.

BACKGROUND / PROPOSAL:

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

ATTACHMENTS:

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	RECREATION BOARDS OPERATING GRANT PROGRAM
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...

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

CAO: _____



Clear Hills County

Request For Decision (RFD)

Meeting:	Policies & Priorities Meeting
Meeting Date:	February 4, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	RECREATION BOARDS OPERATING GRANT PROGRAM
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...

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

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

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

	Points	Dollars	
HINES CREEK AND DISTRICT RECREATION BOARD			
George Lake Recreation Area	1,550	\$ 7,676	
Boat Dock & Beach	-	\$ -	
Fire Pits	-	\$ -	
Picnic Area	100	\$ 495	
Overflow Campground	-	\$ -	stalls? Points?
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	
Hines Creek Golf Club	2,800	\$ 13,867	
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	-	\$ -	
Carter's Camp	1,300	\$ 8,438	
Camp Stalls (15+stall)	1,000	\$ 4,952	
Boat Dock	-	\$ -	
Playground & Swings	100	\$ 495	
Camp Shelter x 2	200	\$ 990	
Dave Shaw Arena	20,750	\$ 102,762	
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	
End of Steel Museum	1,550	\$ 7,676	
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	
Royce	100	\$ 495	
Ball Diamond	100	\$ 495	
Seniors Drop-In Center	300	\$ 1,486	

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

	<u>Points</u>	<u>Dollars</u>	
Community Room (with kitchenette)	300	\$	1,486
Hines Creek Composite School	2,900	\$	14,362
Gymnasium	500	\$	2,476
Community Hall (>300)	2,000	\$	9,905
Playground x 2	200	\$	990
Ball Diamonds x 2	200	\$	990
Village of Hines Creek	1,450	\$	7,181
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
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	-	\$	-
	Points	\$	161,943

one location?

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

	Points	Dollars	
WORSLEY RECREATION BOARD			
Worsley Ag Society Grounds	3,500	\$ 17,333	
Arena (natural ice)	3,500	\$ 17,333	
Worsley Central School	1,650	\$ 8,171	
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	
Centennial Park/RV Park	700	\$ 3,467	
Playground	100	\$ 495	
Skateboard Park	-	\$ -	
Picnic Tables	100	\$ 495	
Outdoor Washrooms	-	\$ -	
RV Park (10 sites, 7 with power)	500	\$ 2,476	
Pioneer Club	300	\$ 1,486	
Senior Hall (with kitchen, shuffleboard tables, floor curling, dartboards)	300	\$ 1,486	
Many Islands	2,050	\$ 10,152	
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)	-	\$ -	
Eureka River Ag Hall & Rodeo Grounds	4,450	\$ 22,038	
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
Worsley Historical & Cultural Association	1,150	\$ 5,695
Museum	1,000	\$ 4,952
Stage	150	\$ 743
Whispering Pines Ski Club	6,100	\$ 30,210
Ski Hill	6,000	\$ 29,714
Cross country ski trail (maintained)	100	\$ 495
Clear Prairie Ag Grounds	300	\$ 1,486
Picnic Tables	100	\$ 495
Playground	100	\$ 495
Ball Diamond	100	\$ 495
Worsley	2,100	\$ 10,400
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
Clear Hills County Community Room	200	\$ 990
Fitness Centre (equipment only)	200	\$ 990
Points	22,500	\$ 111,429

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

	Points	Dollars
CLEARDALE RECREATION BOARD		
AUTOMATIC ADDITIONAL FUNDS (Policy 7001 3.3)		\$ 10,000
Golf Course	1,300	\$ 6,438
Campgrounds (1-14 stalls)	500	\$ 2,476
Picnic area	100	\$ 495
Golf Course (sand greens)	700	\$ 3,467
Cleardale Campsite	1,550	\$ 7,676
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
Clear River Campground	3,100	\$ 15,352
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
Menno Simons School	3,300	\$ 16,343
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
Cleardale	1,700	\$ 8,419
Skating Rink (outdoor, heated change room, indoor washroom)	1,700	\$ 8,419
Points	10,950	\$ 64,229

camp shelter? located at campground?

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

	Points	Dollars	
CHERRY CANYON RECREATION BOARD			
Bear Canyon Rec Centre	4,550	\$ 22,533	
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	
Cherry Point Ball Diamond	200	\$ 990	
Ball Diamond	100	\$ 495	
Picnic Area	100	\$ 495	
Cherry Point Community Hall	550	\$ 2,724	
Community Hall	300	\$ 1,486	capacity?
Stage	150	\$ 743	
Picnic Area	100	\$ 495	
Ole's Lake	1,400	\$ 6,933	
Campground (22 stalls)	1,000	\$ 4,952	
Boat Launch	300	\$ 1,486	
Playground	100	\$ 495	
	Points 6,700	\$ 33,181	

TOTAL POINTS

78,750 \$ 400,000

TOTAL BUDGET

Less Cleardale \$10,000

400,000

10,000

390,000

Funding per point

4.952

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

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

List all current board members. Add lines as required.

Board Members		
Name	Position	Contact Information
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**

Applicant Name:	Burnt River Recreation Association
Contact Person:	Janette Meston
Mailing Address:	Box 1921 Fairview, AB T0H 1L0
Telephone Number:	780-596-2115
Email Address:	burntriver.rec@gmail.com

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 Swim Sponsorship	\$400/free swim Saturday	X		1,500.00	
Fairview Minor Soccer	Replacing 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, skiing, 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	
					36,900.00	

Completed by: _____

Date: _____

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

Applicant:	Burnt River Recreation Association	
Opening Balance as of January 1, 2024:	44,975.34	
Add lines as required		
Income:	Amount	Notes:
Bank Interest	14.78	
Grants:	28,980.00	
Donations:	1,000.00	
Other Income:		
Total Revenue	29,994.78	
Expenses & Disbursements:	Amount	Notes:
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	
Total Expenses	43,548.24	
Closing Balance as of December 31, 2024	31,421.88	

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. & Improvments	1,449.00	2,000.00	Lawn, Yard & Building Care
Event Expenses	948.00	2,000.00	
Total Budgeted Expenses		38,000.00	

CLEAR HILLS COUNTY 2025 RECREATION BOARDS OPERATING GRANT APPLICATION		
Applicant Name:	Hines Creek and District Ag Society	
Contact Person:	Stacey Basnett	
Mailing Address:	PO Box 421 Hines Creek. AB T0H2A0	
Telephone Number:	780-494-3690	
Email Address:	assistantcao@hinescreek.com	
List all current board members. Add lines as required.		
Board Members		
Name	Position	Contact Information
Megan Bjornson	Chairperson / Village Member	Cell: 780-835-0860 Box 98, Hines Creek, AB T0H 2A0 meganbjornson@hotmail.com
Alison Bjornson	Village Council Member	Cell: 780-772-2467 Box 325, Hines Creek, AB T0H 2A0 afrixel@gmail.com
Len Rimmer	Alternate Member:	Cell: 780-835-8519 Box 269, Hines Creek, AB T0H 2A0 lrimer@telus.net
Dallas Bjornson	Village Member	Cell: 780-772-2378 Box 325, Hines Creek, AB T0H 2A0 dbjornson@gmail.com
Sherri Larson	County Member	Cell: 780-835-1743 Box 574, Hines Creek, AB T0H 2A0 sherri@globalrestorationcorp.ca
Ed Walmsley	County Member	Cell: 780-835-1465 Res: 780-494-2143 Box 54, Hines Creek, AB T0H 2A0 walmsleyed@yahoo.ca
Susan Hansen	Council Member	Cell: 780-834-7977 Box 608, Hines Creek, AB T0H 2A0 Susan-hansen@live.com
Amber Bean	Alternate Council Member	Cell: 780-830-9786 Box 596, Hines Creek, AB T0H 2A0 Trug_North_Strong@outlook.com
Stacey Basnett	Secretary	Cell: 780-772-2407 Bus: 780-494-3690 Box 421, Hines Creek, AB T0H 2A0 assistantcao@hinescreek.com

Completed by: _____

Date: _____

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

Applicant Name: Hines Creek and District Ag Society
Contact Person: Stacey Basnett
Mailing Address: PO Box 421 Hines Creek, AB T0H2A0
Telephone Number: 780-494-3690
Email Address: assistantcao@hinescreek.com

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		
Village of Hines Creek	End of Steel Museum	Community Hall >350 Museum/ Historical Sites 11+ Bathroom Facilities Community Room and Kitchen Entertainment Stage Playground (1)		
Village of Hines Creek Village of Hines Creek	Seniors Drop-In Center Hines Creek Composite School	Community room and kitchenette 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		

Operational in 2025

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

Applicant Name:	Hines Creek and District Ag Society
Contact Person:	Stacey Basnett
Mailing Address:	PO Box 421 Hines Creek, AB T0H2A0
Telephone Number:	780-494-3690
Email Address:	assistant@hinescreek.com

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 goalie 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 & Worksey 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**

Applicant:	Hines Creek and District Rec Boards	
Opening Balance as of January 1, 2024:	14,881.44	
Add lines as required		
Income:	Amount	Notes:
Bank Interest		
Grants:		
2024 Rec Board Operating Grant	131,146.00	
Donations:	8.35	
Other Income:		
Total Revenue	131,154.35	
Expenses & Disbursements:	Amount	Notes:
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	
Total Expenses	139,369.72	
Closing Balance as of December 11, 2024	6,666.07	

Completed by: Stacey Basnett

Date: December 11, 2024

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

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

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

Location	Facility Name	Details	Date Added	Notes
Plan 7920712, Lot A	Worsley Agricultural 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 arena, 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 appropriate 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. The 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 equipment to use on the playground , accessible 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 accessible to our community and surrounding communities that all use it.
Lot R, Block 4, Plan 802KS	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 shuffle 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**

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

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**

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

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 (✓)	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 Ski 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	Utilities, 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 giving more
Shane Kamphuls	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 Kamphuls	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	
Mala 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	
Arlanna Yatchotay	Basketball Provincials	300.00	Yes		300.00	
		137,25000			123,950.00	

Completed by: Kimberly Sizer

Date: January 3/25

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

Applicant:	Worsley & District Recreation Board	
Opening Balance as of January 1, 2024:	21,638.81	
Add lines as required		
Income:	Amount	Notes:
Bank Interest	11.42	ATB Bank Interest
Grants:	127,217.00	Clear Hills County Recreation Grant
Donations:		
Other Income:		
Total Revenue	127,228.42	
Expenses & Disbursements:	Amount	Notes:
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.
Total Expenses	128,138.00	
Closing Balance as of December 31, 2024	20,729.23	

Completed by: Kimberly Sizemore

Date: January 6/2024

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

Applicant Name:	CLEARDALE AGRICULTURAL SOCIETY
Contact Person:	EDITH GIESBRECHT
Mailing Address:	BOX 18 CLEARDALE TOH 3Y0
Telephone Number:	780-834-7844
Email Address:	cleardaleag@live.com

List all current board members. Add lines as required.

Board Members		
Name	Position	Contact Information
David Janzen	President	Box 179, Cleardale, AB TOH 3Y0 dengvember5@gmail.com 780-834-0197
Simon Zacharias	Vice President	Box 199, Cleardale, AB TOH 3Y0 780-834-7311
Josh Braun	Second Vice President	Box 56, Cleardale, AB TOH 3Y0 braunjoshua404@gmail.com 780-834-8663
Abe Giesbrecht	Director	Box 18, Cleardale, AB TOH 3Y0 abeg87@hotmail.com 780-834-7369
Murray Lewis	Director	Box 171, Cleardale, AB TOH 3Y0 murray@slewis.com 780-834-8134
Marion Roessler	Director	Box 23, Cleardale, AB TOH 3Y0 780-685-3902
Laura Lewis	Director	Box 171, Cleardale, AB TOH 3Y0 lewisla@crsd.ab.ca 780-834-8194
Amos Driedger	Director	Box 50, Cleardale, AB TOH 3Y0 780-835-1773
Corny Giesbrecht	Director	Box 89, Cleardale, AB TOH 3Y0 1ruth@telus.net 780-835-9403
Nettie Giesbrecht	Secretary/Treasurer	Box 76, Cleardale, AB TOH 3Y0 skylite@me.com 780-835-6921
Peter Giesbrecht	Director	Box 76, Cleardale, AB TOH 3Y0 skylitefarms@gmail.com 780-835-1306
Judy Zacharias	Director	Box 199, Cleardale, AB TOH 3Y0 ludveiesbrecht97@gmail.com 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**

Applicant Name:	CLEARDALE AGRICULTURAL SOCIETY
Contact Person:	EDITH GIESBRECHT
Mailing Address:	BOX 18 CLEARDALE TOH 3Y0
Telephone Number:	780-834-7844
Email Address:	cleardaleag@live.com

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		
Cleardale Campsite	Cleardale Campsite	Campground (20 stalls) Playground Picnic Area Music Festival Staging and Shelter Outdoor Basketball Court Pavilion	June 2021 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: CLEAR DALE 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**

Applicant:	CLEARDALE AGRICULTURAL SOCIETY	
Opening Balance as of January 1, 2024:	75,774.45	
Add lines as required		
Income:	Amount	Notes:
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	
Total Revenue	170,946.81	
Expenses & Disbursements:	Amount	Notes:
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	
Total Expenses	180,398.00	
Closing Balance as of December 31, 2024	66,323.26	

Completed by: EDITH GIESBRECHT

Date: JANUARY 7 2025

Cleardale Agricultural Society and Recreation Board - 2024 Recreational Facilities

Facility Name and Description	2024 Points	Amount Recieved /Facility	Money Allocated
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	
TOTAL POINTS	11900		
TOTAL GRANT RECIEVED \$58451 + \$10000	\$68,451.00	\$58,451.00	\$8,841.33
- (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**

Applicant Name: Cherry Canyon Rec Board
Contact Person: Candice Stevenson
Mailing Address: Box 60, Bear Canyon, AB T0H 0B0
Telephone Number: 780-897-5361
Email Address: cjames938@hotmail.com

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	✓		39,000.00	Gave as much as we could after examining other requests
Cleardale Riders	Sponsorship	1,000.00	✓		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	✓		250.00	Eligible youth grant
Raleigh Maxwell	kickboxing	250.00	✓		250.00	Eligible youth grant
Preston Johnson	hockey	250.00	✓		250.00	Eligible youth grant
Ell Johnson	hockey	200.00	✓		250.00	Eligible youth grant
Ava Johnson	bootcamp	200.00	X		250.00	Eligible youth grant
Wyle Jeffries	swimming	250.00	✓		250.00	Eligible youth grant
Rocky Jeffries	swimming	250.00	✓		250.00	Eligible youth grant
Octavia Zacharias	piano	250.00	✓		250.00	Eligible youth grant
Aziah Zacharias	gymkhana	250.00	✓		250.00	Eligible youth grant
Theo Zacharias	gymkhana	250.00	✓		250.00	Eligible youth grant
Bentley Klassen	rodeo	250.00	✓		250.00	Eligible youth grant
Brixten Klassen	gymkhana	250.00	✓		250.00	Eligible youth grant
Olivia Stevenson	hockey	250.00	✓		250.00	Eligible youth grant
Noah Stevenson	swimming	250.00	✓		250.00	Eligible youth grant
Jamie Jensen	Basketball	250.00	✓		250.00	Eligible youth grant
Ryder Jensen	basketball	250.00	✓		250.00	Eligible youth grant
Zachary Jensen	basketball	250.00	✓		250.00	Eligible youth grant

Completed by: Tru dr Rby

Date: 02-Jan-25

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

Applicant:	Cherry Canyon Rec Board	
Opening Balance as of January 1, 2024:	\$	556.43
Add lines as required		
Income:	Amount	Notes:
Bank Interest	\$ 1.40	
Grants:		
Clear Hills County	\$ 44,207.00	
Donations:		
Other Income:		
Total Revenue	\$ 44,208.40	
Expenses & Disbursements:	Amount	Notes:
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
Total Expenses	\$ 44,272.84	
Closing Balance as of December 31, 2024	\$	491.99

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
 - 1st Maintenance of existing facilities
 - 2nd Existing recreation / cultural programs
 - 3rd Intent to access matching grants
 - 4th 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 24, 2020

CLEAR HILLS COUNTY:


Miron Croy, Reeve

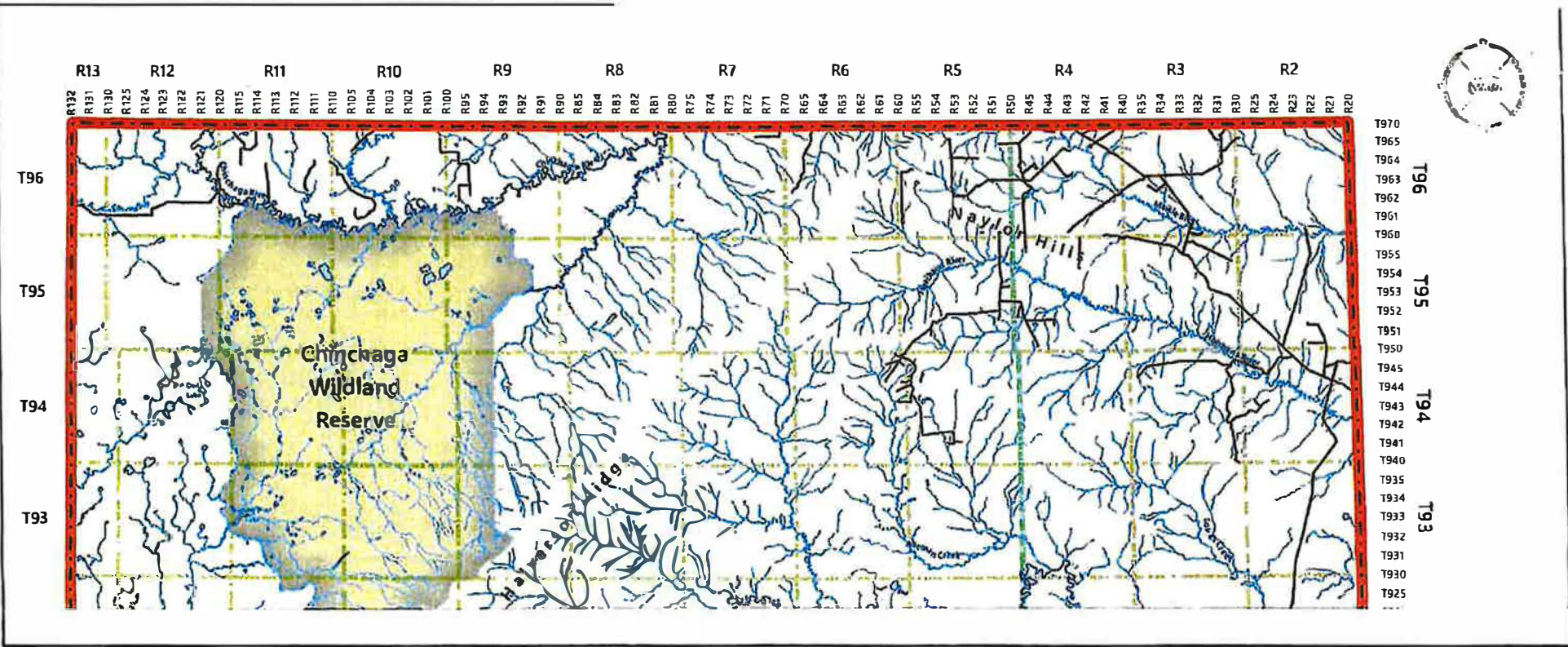

Allan Rowe, Chief Administrative Officer

RECREATION BOARD:


Don Kehler, President


Jean Duplisea, Secretary Treasurer





Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- | | |
|---|---|
| <ul style="list-style-type: none"> Municipal Boundary Owned or leased parcel Township boundary Provincial Road Municipal Road (Paved) Municipal Road (Gravel) | <p>Recreation Boards</p> <ul style="list-style-type: none"> 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



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:

Handwritten initials: CLR, FW

- 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 remiainnng 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.

*AKR
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

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 Gray, 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
JK

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:

Handwritten signature

- 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.

Alu

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- 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:



 Miron Croy, Reeve



 Allan Rowe, Chief Administrative Officer

RECREATION BOARD:

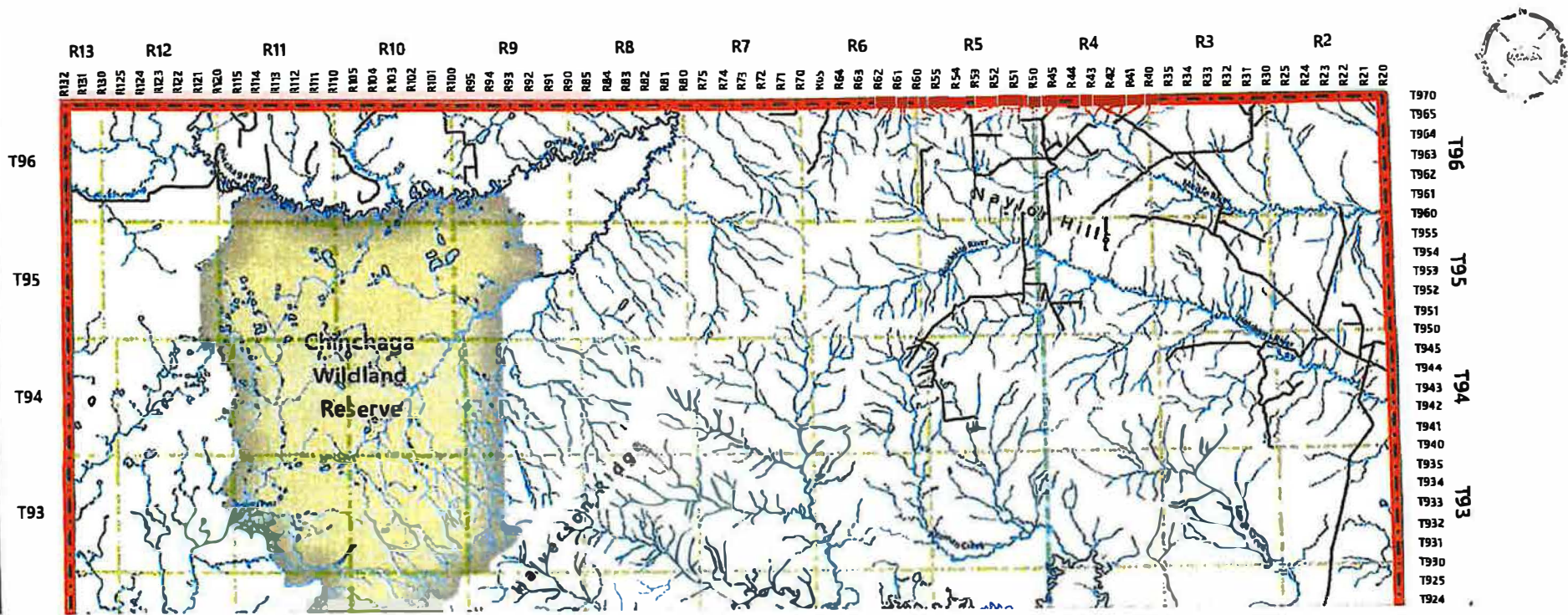


 Judy Cox, President



 Karen Wasyliw, Secretary Treasurer

klw



Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

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



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

CLEAR HILLS COUNTY:

[Signature]
Miron Croy, Reeve

(signature) [Signature]
Secretary/Treasurer

[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 KLASSEU



Secretary

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

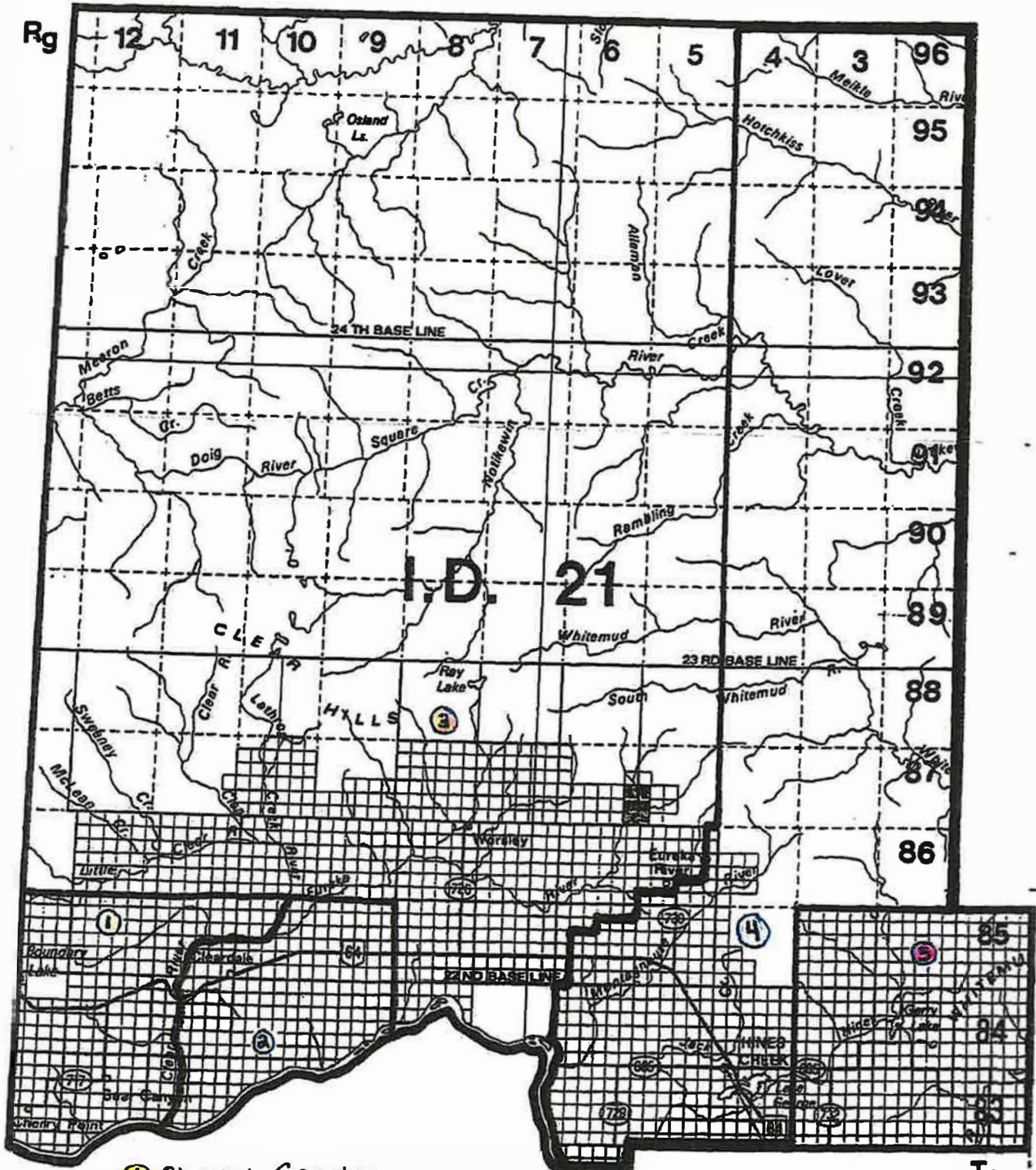


Chief Administrative Officer



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:

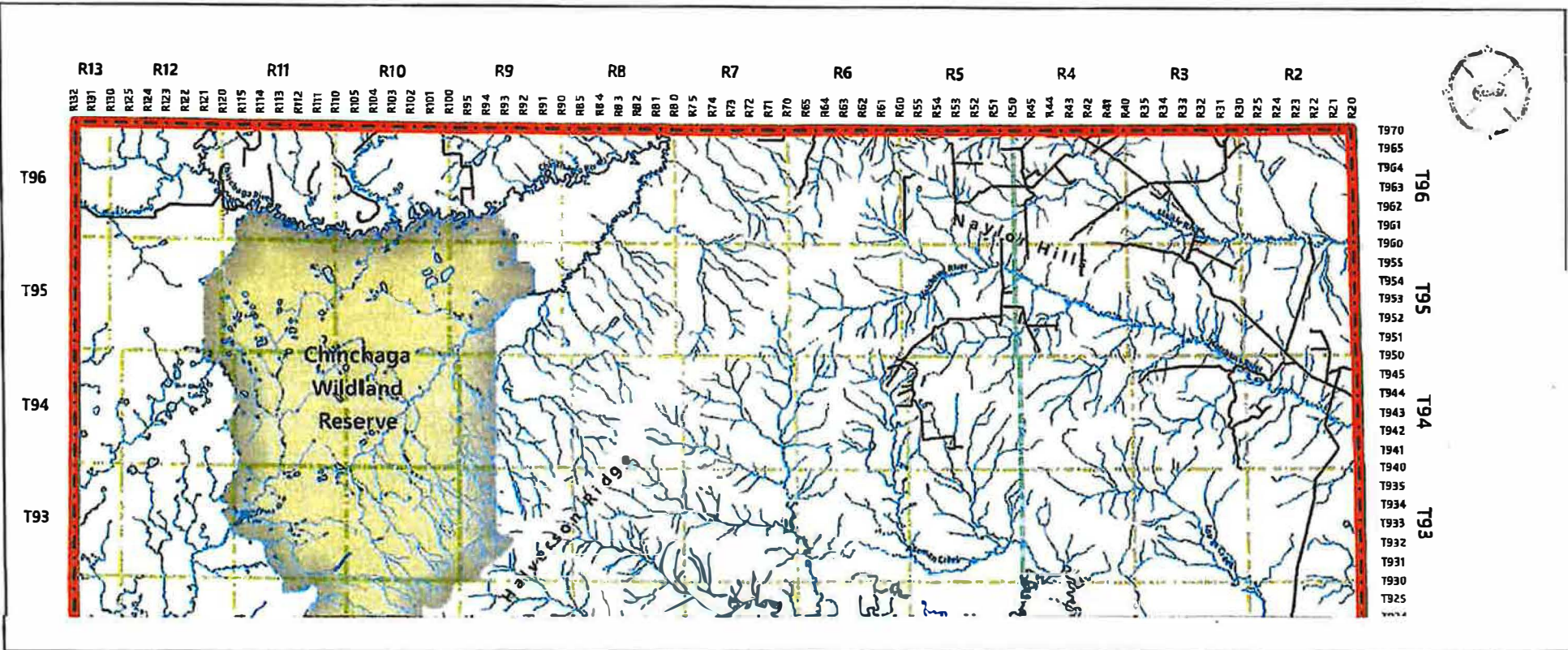

Miron Gray, Reeve


Allan Rowe, Chief Administrative Officer

RECREATION BOARD:


Racheal Armstrong, President


Candace Stevenson, Secretary Treasurer



Clear Hills County APPENDIX "A" Recreation Boards Boundary Map

- | | |
|---|--|
| <ul style="list-style-type: none"> Municipal Boundary Owned or leased parcel Township boundary Provincial Road Municipal Road (Paved) Municipal Road (Gravel) | <p>Recreation Boards</p> <ul style="list-style-type: none"> 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:	SPECIAL COUNCIL MEETING
Meeting Date:	October 29 2024
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Policy 7001 – Operating Grant for Recreation Boards
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 ...

Initials show support - Reviewed by:

Manager:



CAO:





Clear Hills County

Effective ~~November 1, 2022~~ 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. 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
Land		No minimum value	N/A
Land Improvements		\$5,000	25 years
Buildings		\$25,000	25 years
Engineered Structures	Roadways	\$50,000	25 years
	Water Systems	\$50,000	Distribution—75 years Plant—30 years
	Wastewater Systems	\$50,000	Distribution—75 years Plant—30 years
Machinery & Equipment		\$5,000	15 years
Vehicles		\$5,000	10 years

~~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~~

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

4th 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)	16,000 17500
Arena (natural ice)	2,500 3500
Bible Camp (semi-private)	500
Outdoor rink	500
Outdoor rink w/heated change rooms, ice cleaning equipment, etc.	1,500 1700
Curling Rink (artificial ice)	1,750 per sheet
Curling Rink (natural ice)	500 per sheet

Community Hall	2,000
Community Hall (Minor Use) <u>Capacity of 100 people or less</u>	100 <u>300</u>
Senior's Hall	100 <u>300</u>
<u>Public Campground (does not include seasonal lots)</u>	
1 - 14 stalls	400 <u>500</u>
15 + stalls	1,000
— c/w boat dock or beach regardless	
— of number of stalls <u>Boat launch</u>	1,000 <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)	1,200 <u>1500</u>
Golf Course (sand greens)	700
Museum <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 Picnic Ground (No camp stalls)</u>	100
Gymnasium	1,000 <u>500</u>
Cross Country Ski Trail	100
Camp Shelter (Not located in a campground)	100
Community Library	1,200
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
AMENDED CONTINUED	
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
<u>Resolution C###-24(10-29-24)</u>	<u>October 29, 2024</u>



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.
- 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
 - 1st Maintenance of existing facilities
 - 2nd Existing recreation / cultural programs
 - 3rd Intent to access matching grants
 - 4th 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 ### -24(10-29-24)	October 29, 2024

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

Applicant Name:	Burnt River Recreation Board
Contact Person:	
Mailing Address:	
Telephone Number:	
Email Address:	

List all current board members. Add lines as required.

Board Members		
Name	Position	Contact Information

Completed by: _____

Date: _____

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

Applicant: Burnt River Recreation Board

Use 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:

Requestor's Name	Program/Activity	Amount Requested	Approved (✓)	Denied (X)	Amount Granted	Reason:

Completed by: _____

Date: _____

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

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

Completed by: _____

Date: _____

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

	Original Points	Original Dollars	Revised Points	Revised Dollars
BURNT RIVER RECREATION BOARD				
AUTOMATIC ADDITIONAL POINTS (Policy 7001 3.2)	2,000	\$ 9,824	2,000	\$ 9,805
David Thompson Bible Camp	500	2,456	500	2,451
David Thompson Bible Camp (semi-private)	500	\$ 2,456	500	\$ 2,451
David Thompson Hall	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	-	\$ -	-	\$ -
Burnt Lee Park	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	-	\$ -	-	\$ -
Points	5,900	\$ 28,981	6,100	\$ 29,906

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

	Original Points	Original Dollars	Revised Points	Revised Dollars
HINES CREEK AND DISTRICT RECREATION BOARD				
George Lake	1,300	6,386	1,300	\$ 6,373
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
Hines Creek Golf Club	1,700	\$ 8,350	2,300	\$ 11,276
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
Carter's Camp	1,200	\$ 5,894	1,200	\$ 5,883
Carter's Camp (15+stall)	1,000	\$ 4,912	1,000	\$ 4,903
Playground x 2	200	\$ 982	200	\$ 981
Dave Shaw Arena	18,400	\$ 90,381	20,200	\$ 99,032
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
End of Steel Museum	200	\$ 982	1,100	\$ 5,393
Museums/Historical Sites	100	\$ 491	1,000	\$ 4,903
Playground	100	\$ 491	100	\$ 490
School	1,100	\$ 5,403	600	\$ 2,942
Gymnasium	1,000	\$ 4,912	500	\$ 2,451
Out Door Basketball Court (School) (same points as tennis court)	100	\$ 491	100	\$ 490
Royce	100	\$ 491	100	\$ 490
Ball Diamond	100	\$ 491	100	\$ 490
Hines Creek & ...?	2,700	\$ 13,262	1,750	\$ 8,580
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
Tobogganing Hill & Outdoor Rink	500	\$ 2,456	500	\$ 2,451
Points	26,700	\$ 131,150	28,550	\$ 139,969

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

	Original Points	Original Dollars	Revised Points	Revised Dollars
CLEARDALE RECREATION BOARD				
AUTOMATIC ADDITIONAL FUNDS (Policy 7001 3.3)		\$ 10,000		\$ 10,000
Golf Course	1,100	\$ 5,403	1,200	\$ 5,883
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
OHV Park	1,100	\$ 5,403	1,100	\$ 5,393
Playground	100	\$ 491	100	\$ 490
Campgrounds Cleardale (aka OHV park) 15 + stalls (have 20)	1,000	\$ 4,912	1,000	\$ 4,903
Clear River	3,000	\$ 14,736	3,100	\$ 15,198
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
School	5,100	\$ 25,051	4,300	\$ 21,081
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
Cleardale	1,600	\$ 7,859	1,800	\$ 8,825
Playground	100	\$ 491	100	\$ 490
Skating Rink (outdoor, heated change room)	1,500	\$ 7,368	1,700	\$ 8,334
Points	11,900	\$ 68,453	11,500	\$ 66,380

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

	Original Points	Original Dollars	Revised Points	Revised Dollars
CHERRY CANYON RECREATION BOARD				
Bear Canyon	7,600	37,331	5,900	\$ 28,925
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	-	\$ -	-	\$ -
Cherry Point	400	\$ 1,965	400	\$ 1,961
Ball Diamonds	100	\$ 491	100	\$ 490
Picnic Area x2	200	\$ 982	200	\$ 981
Playground	100	\$ 491	100	\$ 490
Storage Shed no point in policy	-	\$ -	-	\$ -
Ole's Lake	1,000	\$ 4,912	1,000	\$ 4,903
Campground (Ole's Lake) 15+ stalls (have 22) w/dock	1,000	\$ 4,912	1,000	\$ 4,903
Storage Shed no point in policy	-	\$ -	-	\$ -
Points	9,000	\$ 44,208	7,300	\$ 35,789

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:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Peace River School Division – Trades Training Program
File:	11-02-02

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:

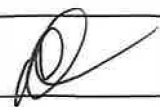
RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:

100



Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
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.
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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: 
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Peace River School Division

January 29, 2025

Board of Trustees
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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

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 | www.clearhillscounty.ab.ca



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Bonnie Morgan

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

"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> 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>

Worley

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>203,511.57</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 | www.clearhillscounty.ab.ca



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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,

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

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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

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 | www.clearhillscounty.ab.ca



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From: Warne, Chris <warnec@grsd.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,



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.

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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.

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

Sincerely,

A handwritten signature in black 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

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 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. 101-10
Fax 780-332-1050

Confidentiality Warning: This email contains confidential information intended for a specific individual and purpose. The information is private and is legally protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this emailed information is strictly prohibited. If you have received this communication in error, please notify us immediately by return email and delete the original message and any attachments. Thank you.



Peace River School Division

January 29, 2025

Board of Trustees

Chair

Crystal Owens

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Lacey Buchinski

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Lori Leitch

David Rushton

Edith Giesbrecht

Superintendent of Schools

Jeff Thompson

**Deputy Superintendent
(Acting)**

Aleeta Pluc

Secretary-Treasurer

Rhonda Freeman

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

via email: 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.



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Learning Together - Success for All

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	NOT PAID	\$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 Paid up to date		\$573,870.21	
<p>*Please note that the July 25, 2024, invoice has not been paid and is NOT included in the total amount Paid.</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:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Policy 1221 Tendering and Purchasing
File:	32-06-02

DESCRIPTION:

Council is presented with draft Policy 1221 Tendering and Purchasing.

Administration is recommending Council amend section 7 of Policy 1221 Tendering and Purchasing to state that one contractor will not be awarded more than three (3) grader beat contracts.

BACKGROUND:

ATTACHMENT:

Draft Policy 1221 Tendering and Purchasing

RECOMMENDED ACTION:

RESOLUTION by ... to approve draft Policy 1221 Tendering and Purchasing, with the amendment to section 7 stating that one contractor will not be awarded more than three (3) grader beat contracts.

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Effective Date: DRAFT	Policy Number: 1221
Title: TENDERING AND PURCHASING	

1. Policy Statement

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

2. Definitions

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.

Local Supplier: means a business located within the boundaries of Clear Hills County.

Local Contractor: a local contractor within the boundaries of Clear Hills County registered with the Clear Hills County equipment registry

3. Responsibilities

Chief Administrative Officer to:

- 3.1.1. Provide forms and procedures to support the implementation of this policy.

Corporate Services Manager to:

- 3.1.2. Provide procedures for the recording of purchases into inventory.
- 3.1.3. Provide procedures for the processing of invoices and statements.

Managers and Coordinators to:

- 3.1.4. Ensure that all tendering and purchasing complies with this policy.

4. Location of Source

All things being equal first preferences will be given to local contractors within the boundaries of Clear Hills County registered with the Clear Hills County Equipment Registry.

Second priority will be given to contractors registered outside the Clear Hills County boundaries and registered with the Clear Hills County Equipment Registry.

Where other factors are equal, the source of goods or services shall be:

- 1st Local suppliers
- 2nd Village of Hines Creek
- 3rd Locations within 200 km of the County
- 4th Alberta
- 5th Canada
- 6th Elsewhere

5. Tendering

Tenders shall be requested from not less than the number of sources listed below:

- 5.1.1. Up to \$5,000 no quotations are required.
- 5.1.2. Over \$5,000 and up to \$10,000, three (3) quotations shall be obtained by phone, internet Website, or catalogue prices, and recorded on the form provided.
- 5.1.3. Over \$10,000, three (3) quotations by sealed tender shall be obtained and recorded on the form provided.
- 5.1.4. \$75,000 and over must follow the New West Partnership Trade Agreement (NWPTA) procurement rules.

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:

- 5.1.5. Tenders have been requested from all local suppliers of the goods or services requested,
- 5.1.6. Tenders received are believed to reflect a fair market price based on the conditions of the request for tenders, and
- 5.1.7. The successful bidder is capable of providing the goods or services as per the conditions of the request for tender.

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.

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

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.
- 6.1.5. Awarding of tenders will be accordance with Section 10 Authority to purchase below.

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.

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 second most favourable bid, then the third most favourable bid, etc. Location and travel costs will be considered when hiring equipment.

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

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.

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.

Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.

Information received from any bidder shall not be revealed to other bidders until the tender deadline has passed.

~~One contractor will not be awarded more than two (2) grader beat contracts.~~

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Where telephone quotations or written quotes are requested, staff shall ensure that the same information and deadline is given to each person quoting.

Information received from any bidder shall not be revealed to other bidders until the tender deadline has passed.

One contractor will not be awarded more than **three (3)** ~~two (2)~~ grader beat contracts.

8. Security and Bonding

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.

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.

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.

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

Analysis of tenders over \$10,000 shall be completed by the originator of the tender.

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

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

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

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

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

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

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

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

encouraged.

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.

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

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 Manager 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 and the Reeve or other appointed signing authority.

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

12. Purchase Orders

Purchase orders shall be issued for all purchases greater than \$5,000 except where letters of agreement or contracts exist. Chief Administrative Officer or Manager must forward purchase order and copies of tender documents and the successful bid to the Corporate Services Manager.

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.

In an emergency situation, defined by the Chief Administrative Officer or the Director of Emergency Management, 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 Emergency Management. 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 Emergency Management without the need to tender.

13. Contingency Allowances

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.

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
Resolution C435(09/13/22) Dated: September 13, 2022

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Grader Beat Contracts
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 contracts for Bear Canyon GB 09, Montagneuse Grader Beat 03, and Worsley Grader Beat 01 end October 31, 2025.

Administration will be making the following operational changes to the Grader Beat Tender and contract to improve overall performance and efficiency:

- Grader start time of 7:00 a.m. on normal operational days.
- Addition of a requirement for a disruption of service plan.

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...

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

Clear Hills County

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
Meeting Date:	February 4, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Grader Beat Contracts
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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...

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



**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

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.

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

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.

Bid Rate Year one (1) Per Hour	
Bid Rate Year two (2) Per Hour	
Bid Rate Year three (3) Per Hour	
Bid Rate Year four (4) Per Hour	
Bid Rate Year five (5) Per Hour	
Owner/Operator Experience	
Equipment List (Make, model, and year)	
Present Equipment Ownership	Do you presently own the equipment? ____ Yes ____ No (if yes please provide serial number:
Reference of Past Work	Please list at least three references with phone numbers: 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 1st day of November 2021 and expiring on the 31st 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
TOH 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 forgoing, 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:

Per:

Witness:

Date Signed:

CLEAR HILLS COUNTY

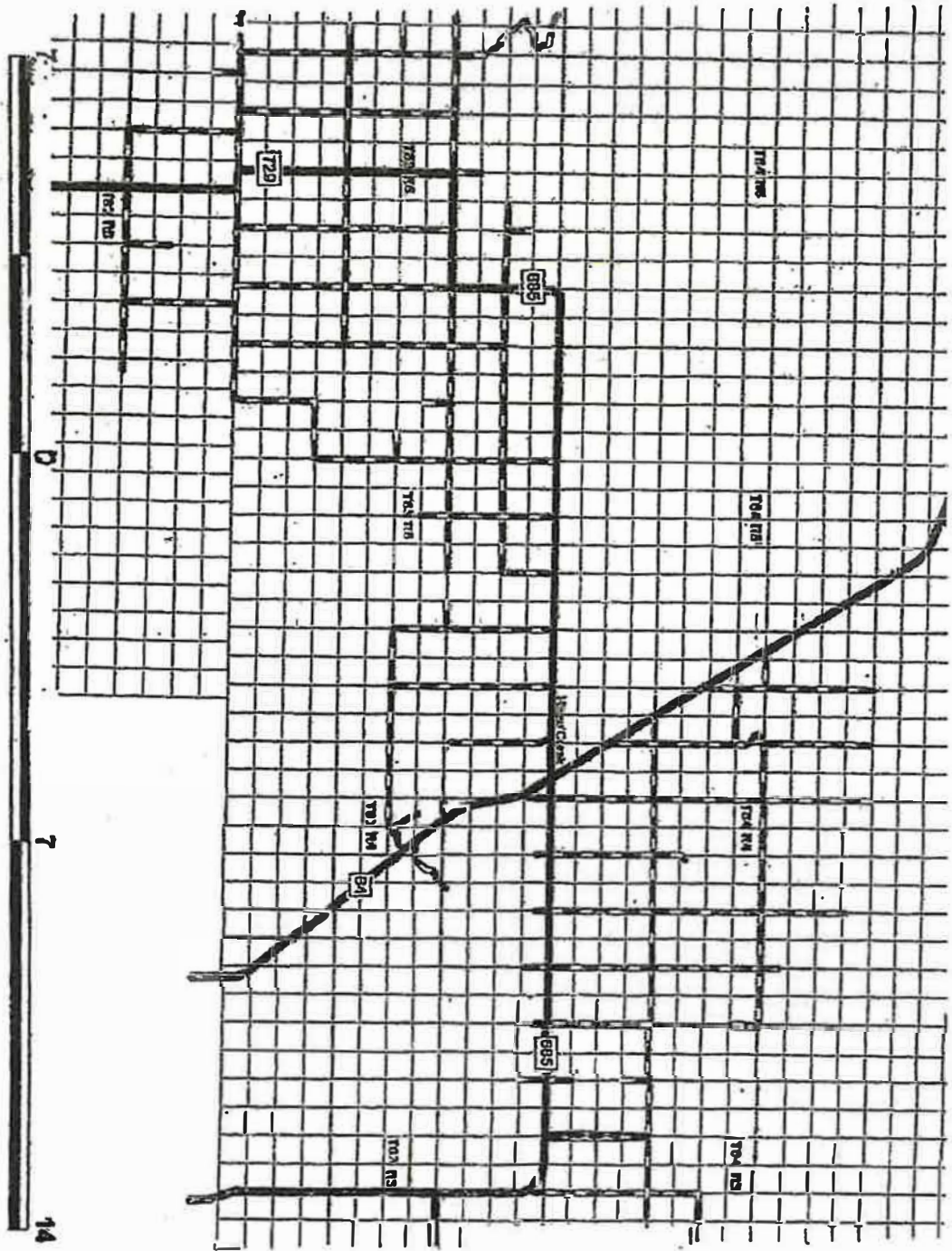
Per:

Per:

Witness:

Date Signed:

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: May 22, 2007	Policy Number: 3216
Title: GRAVEL ROAD MAINTENANCE POLICY	

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 3216-01
Title: GRAVEL ROAD MAINTENANCE	

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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: January 26, 2010	Policy Number: 3220
Title: COMMUNITY FACILITY GRADER SERVICE POLICY	

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

Effective Date:

Procedure Number

3220-01

Title: **COMMUNITY FACILITY GRADER SERVICE POLICY**

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

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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 1st and prior to March 31st of the same year, they may sign up prior to the November 1st 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 #C798-04 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

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

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

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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

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

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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 texas 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: **TENDERING AND PURCHASING**

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 1st 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. 2nd 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:
 - 1st Local suppliers
 - 2nd Village of Hines Creek
 - 3rd Locations within 200 km of the County
 - 4th Alberta
 - 5th Canada
 - 6th 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 2nd most favourable bid, then the 3rd 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:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Draft Policy 3220 - Community Facility Grader Service Policy
File:	11-02-02

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

Request For Decision (RFD)

Meeting:	Policy & Priority Meeting
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: 
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Clear Hills County

Effective Date: DRAFT	Policy Number: 3220
Title: COMMUNITY FACILITY GRADER SERVICE POLICY	

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

Cemetery Name: _____

Cemetery Location: _____

CHEQUE INFORMATION

Operating Organization or Person: _____

Contact Person: _____

Mailing Address: _____

Phone: cell _____ home _____ fax _____

Email: _____

APPLICATION FOR

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

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: _____

Clear Hills County

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	February 11, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Library Funding Discussion
File:	74-02-02

DESCRIPTION:

The Library Funding Discussion was tabled at the January 28, 2025 Regular Council Meeting. Reeve Bean asked to have it included in the February 11, 2025 Regular Council Meeting agenda.

BACKGROUND / PROPOSAL:

The library funding was presented to Council at the November 12, 2024 Regular Council Meeting. At that time Council wanted to gather more information from Peace Library System and made the following motion:

C588-24(11-12-24) RESOLUTION by Councillor Hansen to table the discussion regarding library funding until a future Council Meeting. CARRIED.

INTERIM BUDGET: \$54,200.00

ATTACHMENTS:

- November 14, 2024 Email to Reeve Bean from Peace Library System
- January 13, 2025 Email from Peace Library System
- Peace Library System 2023 Annual Report
- Hours of Service Policy for Library Service Points
- Library Expenses & Grant Funding History (2020 – 2024)
- Policy 7006 – Library Funding Policy
- Policy 7007 – Library Conference Funding

RECOMMENDED ACTION:

RESOLUTION by ... that Council...

Initials show support - Reviewed by:	Manager: 	CAO: 
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From: Louisa Robison <lrobison@peacelibrarysystem.ab.ca>

Sent: Thursday, November 14, 2024 3:20:51 PM

To: Amber Bean <True_North_Strong@outlook.com>

Subject: Clear Hills County operating grant split

The operating grant split instructions that we have are as follows:

Clear Hills County		3023		\$ 16,928.80	26.10%						
\$1000 plus split	Bear Canyon		0.08		2.09%	\$ 3,785.76	\$ 35.56	\$ 3,821.32	\$ 1,910.66		
split	Fairview		0.16		4.18%	\$ 2,785.76	\$ 71.11	\$ 2,856.87	\$ 1,428.44		
split	Hines Creek		0.26		6.79%	\$ 2,785.76	\$ 115.56	\$ 2,901.32	\$ 1,450.66		
\$1000 plus split	Menno Simons		0.27		7.05%	\$ 3,785.76	\$ 120.00	\$ 3,905.76	\$ 1,952.88		
\$1000 plus split	Worsley		0.23		6.00%	\$ 3,785.76	\$ 102.22	\$ 3,887.98	\$ 1,943.99		

So what that means is that Clear Hills gets \$16,928.80 from the province. Bear Canyon, Menno Simons and Worsley get \$1000 each off the top, reducing the pool to \$13,928.80. Then, that pool is split 5 ways evenly. So Bear Canyon, Menno Simons and Worsley each get \$3,785.76, Fairview and Hines Creek get \$2,785.76. BUT the province has also included a "top up" which they did not designate how to split, so it was left to the municipalities to decide how they wanted to do that. They decided by population, so that top up split is the 8%, 16%, 26%, 27% and 23%. Those are added to the operating grant split and then paid out twice per year. So the number at the end is what each library receives in January and July.

Make sense? 🤔

Louisa Robison, BA MLIS
CEO, Peace Library System
8301 110 street
Grande Prairie, AB T8W 6T2
780-538-4656 x102
825-345-2980 mobile



Lori Jobson

From: Louisa Robison <lrobison@peacelibrarysystem.ab.ca>
Sent: January 13, 2025 10:54 AM
To: Lori Jobson
Cc: Amber Beam
Subject: RE: Questions Regarding Libraries & PLS Requisition
Attachments: PRSD.pdf; CHC MA250113104641.pdf; BOARD SERVICES AGREEMENT250113104431.pdf

Hi Lori:

I can only answer your questions as they pertain to Peace Library System, I don't know about agreements outside that structure, but here's what I can tell you:

Funding

1. Libraries receive an operating grant from the province, but their major funding comes from the municipality. The provincial funding is \$5.60 per capita, and they base your population on the 2019 population estimates, so 3,023 population. I don't know what your municipality gives your libraries for operating funds.
2. Your levy is based again on Government of Alberta population estimates. Our master agreement says we use the most recent population estimates, which for this year is May 2023. The data tables we base this on are here: <https://open.alberta.ca/opendata/alberta-population-estimates-data-tables> The levy is decided by the Board every year, ensuring that the system has enough funds to operate. The levy for 2025 is \$7.01/capita. In addition to that, there is a second element of the levy, which is the allotment, money that is set aside from the membership fee and used to ensure that libraries have funds to order new materials. It's \$2.75/capita, with 50 cents per capita earmarked for e-resource purchasing. The rest is set aside for your 3 libraries to make purchases.
3. Aside from the allotment of \$2.25/capita set aside for resource purchasing, the library spends its funds according to its approved budget. We have no say in how libraries spend that money, it's up to their Board, or in your case, your advisory committees for each library. The Peace Library Board functions as your board of record for government and paperwork purchases, but we do not do the day-to-day operating decisions, only policy. The day-to-day is done by the advisory committee.
4. See above
5. Any programs, food banks, etc., that libraries run out of their library are decided upon, run by and funded by the library itself. They sometimes get grants to support them, I know GPPL sometimes get grants to fund their little free pantry.

Agreements – attached

Reporting – Yes, every library board has to file an annual report with the Public Library Services Branch of Municipal Affairs before 31 March in order to qualify for their operating grant. We file those reports on behalf of our service points, which Clear Hills County is, and our consultants are in close contact with the library managers to make sure we have the information we need to get it filed in plenty of time.

If you have any questions at all, please let me know. I can come and talk to you and/or your council as well, any time.

Louisa Robison, BA, MLIS
CEO, Peace Library System
P 587-407-0434
C 825-345-2980



From: Lori Jobson <Lori@clearhillscounty.ab.ca>
Sent: January 10, 2025 8:39 AM
To: Louisa Robison <lrobison@peacelibrarysystem.ab.ca>
Cc: Amber Bean <True_North_Strong@outlook.com>
Subject: Questions Regarding Libraries & PLS Requisition

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Louisa,

Our Council is reviewing the grant funding the County gives to our local libraries, and this has brought up a few questions that I'm hoping you can help answer.

Funding:

- 1) What funding do the local libraries receive and from what sources?
- 2) How are our requisition payments allocated?
- 3) How are the funds spent? i.e. supplies, programming, rent, staff etc.
- 4) Who decides how the funds are spent?
- 5) I understand that some libraries have extra programming such as food banks, clothing swaps etc. who funds these programs?

Agreements:

- 1) Are you able to provide me with a copy of the agreement between the County and PLS?
- 2) Are you able to provide me with a copy of the agreement between PRSD & PLS?

Reporting:

- 1) Are the libraries required to provide PLS with any year end reporting?

I appreciate any information you are able to provide.

Thank you,

Lori Jobson
Corporate Services Manager
Clear Hills County
Box 240
Worsley, AB T0H 3W0
Telephone 780-685-3925 Ext. 105
Fax 780-685-3960

2023 ANNUAL REPORT

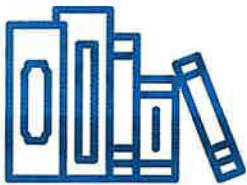
Clear Hills County

LIBRARY SERVICES TO CLEAR HILLS COUNTY

Clear Hills County provides library services to its residents, in conjunction with the Peace Library System, through five public library service points. Bear Point Community Library, Menno-Simons Community Library, and Worsley and District Library are located within the County.

Hines Creek Municipal Library and Fairview Public Library also provide a full range of library services to County residents.

2023 HIGHLIGHTS



Fairview Public Library circulated 28,767 physical and 3,556 electronic items, and borrowed an additional 4,279 physical items from across the province to meet specific patron requests.

The other four libraries combined circulated 13,205 physical 1,831 electronic items, and borrowed 1,083 items from other libraries.

PROGRAMS

The community participated in Summer Reading Programs at the Menno Simons library and Fairview library in-person or online.

Other programming highlights of the year include:

BEAR POINT

open 17.5 hours per week

- Open Mic night
- Two bingos

FAIRVIEW

open 48.5 hours per week

- Murder Mystery
- Summer Reading Program

MENNO-SIMONS

open 19 hours per week

- Summer Reading Program

Hines Creek

open 22.5 hours per week

- Craft program

Worsley

open 6 hours per week

COUNTY MEMBERSHIP FEES TO PEACE LIBRARY SYSTEM

\$31,294.02

LIBRARY MATERIALS GOING INTO LIBRARIES

\$7,123.50



● Bear Point Community Library	\$569.88
● Fairview Public Library	\$1,139.76
● Hines Creek Municipal Library	\$1,852.11
● Menno-Simons Community Library	\$1,923.35
● Worsley and District Library	\$1,638.40

CONTRIBUTION TO ERESOURCES & EBOOKS

\$1,583.09

LIBRARY SERVICES RECEIVED

\$20,167.42

- Sharing library resources in the region
- Access to digital resources – from home or library
- Ordering, processing, cataloging, and delivery of materials
- Conferences and continuing education events
- Large print books and books on CD
- eBooks
- Author reading subsidy
- Professional consultants
- Technology support—Polaris, SuperNet, wifi, websites

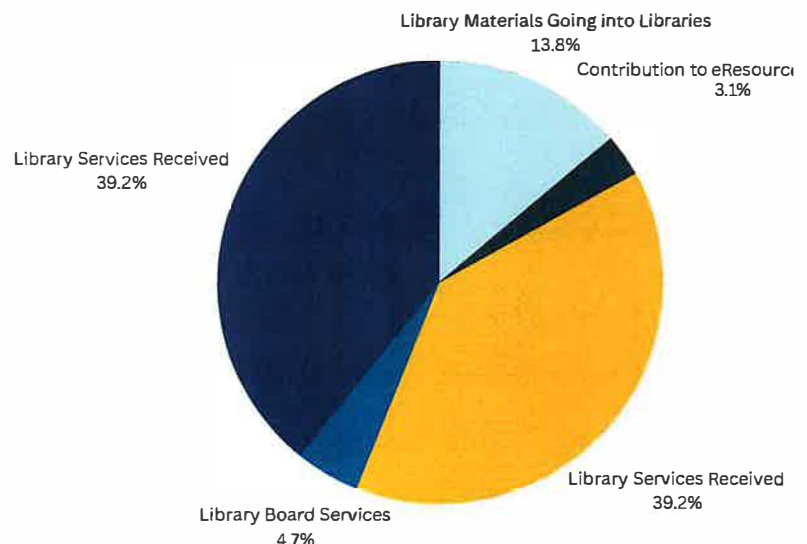
LIBRARY BOARD SERVICES

\$2,420.01

PROVINCIAL CONTRIBUTION

A Library Services Grant was provided by Alberta Municipal Affairs on behalf of the municipal population. The System distributed this operating grant to the municipal libraries based on a formula provided by the MD.

Bear Point Community Library	\$ 3,821.32
Fairview Public Library	\$ 2,856.87
Hines Creek Municipal Library	\$ 2,901.32
Menno-Simons Community Library	\$ 3,905.76
Worsley and District Library	\$ 3,887.98
	\$ 17,373.25



HOURS OF SERVICE POLICY
FOR LIBRARY SERVICE POINTS

Each library service point encourages library use by all residents of the community it serves by providing suitable hours of service, as determined by the Peace Library System Board and the Local Society.

Hours of operation in each library service point reflect the needs of the community.

Library service points will be closed on statutory holidays. The library may close during civic holidays, community celebrations, and in cases of power failure, extreme weather conditions, disaster, and/or a public health order.

Library service points in schools will offer library service outside of school hours as required by provincial legislation, including evenings and/or weekends and during the summer.

The hours of opening for each library service point are set out in Schedule A.

Date Approved: February 27, 2021

Chair's Signature: _____

SCHEDULE A

Hours of Opening

Bear Point Community Library

Monday to Friday: 10:30 a.m. – 2:00 p.m.

Bibliothèque de St. Isidore

Monday to Thursday: 9 a.m. – 4:00 p.m. (and upon request)

Dixonville Community Library

Tuesday and Thursday: 3:30 p.m. – 6:30 p.m.
Saturday: 10:00 a.m. – 4:00 p.m.

Keg River Community Library

Tuesday (2nd, 4th) 7:00 p.m. – 9:00 p.m. (and upon request)

Menno-Simons Community Library

Tuesday: 12:00 – 9:00 p.m.
Wednesday and Friday: 11:00 a.m. – 4:00 p.m.
Thursday: 9:00 a.m. – 12:00 p.m.
July and August: varies from year to year

Paddle Prairie Public Library

Monday to Friday: 10:00 a.m. – 3:00 p.m.

Worsley and District Library

September to June:
Wednesday and Thursday: 1:00 – 4:00 p.m.
July and August: varies from year to year

Library Expenses & Grant Funding History

2020 - 2024 (with 2025 Estimates based on Draft 2025 RBO Grant Scoring)

Annual Library Expenses	2020	2021	2022	2023	2024	2025 Est.
Library Grant Funding - \$4,500 per library	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
Library Grant Funding - Fairview Library	500.00	500.00	500.00	500.00	500.00	500.00
Peace Library System Requisition	29,880.54	29,880.54	31,728.92	31,294.02	32,434.18	32,736.50
Liability Insurance for Libraries (BP,MS & W&D)	632.18	662.32	1,159.80	1,183.70	1,259.54	1,300.00
Recreation Board Operating Grants Funds						
Bear Point Library	4,449.60	4,449.60	5,984.40	5,938.80	5,894.40	5,942.40
Menno Simons Community Library	4,449.60	4,449.60	5,984.40	5,938.80	5,894.40	5,942.40
Hines Creek Municipal Library	4,449.60	4,449.60	5,984.40	5,938.80	5,894.40	5,942.40
Worsley & District Library	4,449.60	4,449.60	5,984.40	5,938.80	5,894.40	5,942.40
Recreation Board Operating Grant Funding Total	17,798.40	17,798.40	23,937.60	23,755.20	23,577.60	23,769.60
Approximate Grant Funding Per Library						
Bear Point Library	8,949.60	8,949.60	10,484.40	10,438.80	10,394.40	10,442.40
Menno Simons Community Library	8,949.60	8,949.60	10,484.40	10,438.80	10,394.40	10,442.40
Hines Creek Municipal Library	8,949.60	8,949.60	10,484.40	10,438.80	10,394.40	10,442.40
Worsley & District Library	8,949.60	8,949.60	10,484.40	10,438.80	10,394.40	10,442.40
Fairview Public Library	500.00	500.00	500.00	500.00	500.00	500.00
Approximate Grant Funding Per Library Total	36,298.40	36,298.40	42,437.60	42,255.20	42,077.60	42,269.60



Clear Hills County

Effective Date: **OCTOBER 13, 2020**

Policy Number: **7006**

Title: **LIBRARY FUNDING POLICY**

1. Policy Statement

- 1.1. Clear Hills County recognizes the value of the services offered by the public libraries and will provide funds to maintain service levels and current technology, separate from the funding provided under the Peace Library System funding agreement.
- 1.2. Clear Hills County will provide funds in the operating budget for these purposes.

2. General

- 2.1. Clear Hills County will provide \$4,000 of unconditional funding annually to each of the following four local libraries:
 - Cherry Canyon Community Library (Bear Canyon)
 - Menno Simons School Library (Cleardale)
 - Worsley Central School Library
 - Hines Creek Public Library
- 2.2. Clear Hills County will provide \$500 of operating funding annually to each of the following five local libraries to prevent reduction of service levels:
 - Cherry Canyon Community Library (Bear Canyon)
 - Menno Simons School Library (Cleardale)
 - Worsley Central School Library
 - Hines Creek Public Library
 - Fairview Public Library
- 2.3. This funding will be distributed directly to each of the libraries by March 31 of the current fiscal year

3. End of Policy

ADOPTED

Resolution: C172(02/22/11)

Date: February 22, 2011

AMENDED:

Resolution: C674-16(11/23/16)

Date: November 23, 2016

Resolution: C489-20 (10/13/20)

Date: October 13, 2020



Clear Hills County

Effective Date: November 12, 2014	Policy Number: 7007
Title: LIBRARY CONFERENCE FUNDING	

2022 note – based on success of the virtual conferences PLS is considering staying with a virtual platform. If this happens there will be no cost incurred by the librarians or directors so this policy could be discontinued.

1. Policy Statement

1.1. Clear Hills County may provide funding support for local librarians or library trustees to attend the annual Peace Library System Conference.

2. General

2.1. Council may annually during budget deliberations, establish a budget for attendance at the annual Peace Library System Conference.

3.1 Eligible Libraries

- Cherry Canyon
- Menno Simons Community School
- Worsley
- Hines Creek

4.1 Librarians and Trustees attending the annual Conference will notify the County of their intent and will be responsible for the registering and paying all costs then submitting a statement of expenses and copies of detailed receipts for reimbursement of eligible expenses.

5.1 Eligible Expenses for Reimbursement

- Mileage, round trip
- Motel Room costs
- Registration fees for conference and breakout sessions.

3. End of Policy

ADOPTED
Resolution C772-14 (11/12/14)

Date: November 12, 2014



Peace Library System Conference Reimbursement Schedule "A"

Name: _____

Address: _____

Phone: _____

Library: _____

Position with Library: _____

Registration fees*: _____

Mileage (km): _____

Accommodation*: _____

Meals*: _____

TOTAL: _____

*Including GST

Did you attach the copies of your receipts?

Return to Clear Hills County by:

Mail: Clear Hills County
Box 240
Worsley, AB
T0H 3W0

Fax: 780-685-3925

Email: Lori@clearhillscounty.ab.ca

If you require any assistance please contact the County office at 780-685-3925.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Continuing Education Scholarship Report
File:	11-02-02

DESCRIPTION:

Council is presented the Scholarship Funds Distribution report for the February 1st deadline of Continuing Education Scholarships.

BACKGROUND:

7 applications and 1 Supplementary year Applicant continuing in their education stream were received for February 1, 2025; of the 8 applications, 8 submitted complete applications.

An annual budget of \$50,000.00 scholarships, to be distributed based on approved scholarship applications, 50% on the first deadline and 50% on the second deadline until the budget is depleted.

1st Round Budget: = \$25,000.00

Qualifying applications for this round

7 x \$3,000 = **\$21,000.00**

1 x \$1,500.00= **\$1,500.00**

ATTACHMENT:

- Continuing Education scholarships Policy

RECOMMENDED ACTION:

RESOLUTION by..... by to accept for information the dispersal of a \$3,000.00 scholarship for each of the 7 recipients and \$1,500.00 to the 1 Supplementary Trade year recipient for a total of \$22,500.00 for the February 1, 2025, Continuing Education Scholarship applications that met the program criteria, listed below:

Recipient names will be included after the discussion.

Programs

Apprentice Welder

Heavy Equipment Technician

Bachelor of Science Nursing

Bachelor of Education

Heavy Equipment Technician

Practical Nursing

Doctor of Pharmacy

Agriculture Operations Diploma

Initials show support - Reviewed by:

Manager:

CAO:



Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Spring RMA (Rural Municipalities of Alberta) Convention
File:	11-02-02

DESCRIPTION:

Council is presented with information regarding the Spring RMA Convention in Edmonton, Alberta on March 17-19, 2025.

ATTACHMENT:

2025 Spring Convention agenda

RESOLUTION by.....

Initials show support - Reviewed by:

Manager:

CAO:





Unless otherwise stated, events are held at the Edmonton Convention Centre.

MONDAY, MARCH 17, 2025

- 8:30 am – 4:30 pm **EOEP Course – Council’s Role in Land Use Planning and Development**
- 8:30 am – 4:30 pm **EOEP Course – Council’s Role in Strategic Planning**
- 8:30 am – 4:30 pm **EOEP Course – Council’s Role in Corporate Planning and Finance**
- 12:00 – 5:00 pm **RMA Registration / Information Desk**
Hall D Foyer, Pedway Level
- 1:00 – 2:30 pm **BREAKOUT SESSIONS (90 MIN)**
- 3:00 – 4:30 pm **BREAKOUT SESSIONS (90 MIN)**
- 5:00 – 6:00 pm **Mayors and Reeves Meeting**
(only RMA Full Member Mayors/Reeves will be permitted)

TUESDAY, MARCH 18, 2025

- 6:30 – 8:00 am **Breakfast**
- 6:30 am – 3:30 pm **RMA Registration / Information Desk**
Hall D Foyer, Pedway Level
- 8:00 – 8:15 am **Opening Ceremonies & Welcome**
Hall D, Pedway Level
- 8:15 – 12:00 pm **Regular Programming**
- 12:00 – 1:00 pm **Buffet Lunch**
- 1:00 – 2:30 pm **BREAKOUT SESSIONS (90 MIN)**
- 3:45 – 5:00 pm **Regular Programming**



Unless otherwise stated, events are held
at the Edmonton Convention Centre.

WEDNESDAY, MARCH 19, 2025

6:30 – 8:00 am **Breakfast**

6:30 am – 12:00 pm **RMA Registration / Information Desk**
Hall D Foyer. Pedway Level

8:00 – 8:15 am **Morning Welcome**
Hall D, Pedway Level

8:15 – 11:30 am **Regular Programming**

11:30 – 11:45 am **Convention Closing**

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Finance – Accounts Payable
File:	12-03-02

DESCRIPTION:

A list of expenditures for Clear Hills County for the period of January 29, 2025 to February 11, 2025 is provided for Council's review.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

COSTS / SOURCE OF FUNDING (if applicable):

RECOMMENDED ACTION:

RESOLUTION by... that Council receives for information the Accounts Payable report for Clear Hills County for the period of January 29, 2025 to February 11, 2025 for a total of \$156,471.68.

Initials show support - Reviewed by:

Manager:

CAO:



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	First
Cheque Date	1/29/25	2/11/25		Last

Sorted By: Cheque Date

Distribution Types Included: All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
4 IMPRINT	030132	2/11/25	\$415.70
Invoice Description Invoice Number Invoice Amount			
Promotional Items 13401831 \$415.70			
BALDRY, KEN	030133	2/11/25	\$90.00
Invoice Description Invoice Number Invoice Amount			
Coyote Hunt Incentive Program 012725 \$90.00			
BOSCHWICK CONTRACTING	030134	2/11/25	\$23,280.13
Invoice Description Invoice Number Invoice Amount			
Worsley GB01 729 \$12,285.03			
Bear Canyon GB09 730 \$10,995.10			
CARTER CAMP RECREATION SOCIETY	030135	2/11/25	\$3,000.00
Invoice Description Invoice Number Invoice Amount			
App Banq Bar/Dance/Sec Service 011625 \$3,000.00			
CLEARDALE CO-OPERATIVE LTD.	030136	2/11/25	\$2,360.00
Invoice Description Invoice Number Invoice Amount			
WFD Christmas Party Meal 6222589 \$2,360.00			
COX NANCY	030137	2/11/25	\$7,350.00
Invoice Description Invoice Number Invoice Amount			
2025 App Banquet Catering 131632 \$7,350.00			
DHL	030138	2/11/25	\$108.64
Invoice Description Invoice Number Invoice Amount			
Water Sample Shipping 11195432 \$54.32			
Water Sample Shipping 11203635 \$54.32			
DIAMOND SOFTWARE SOLUTIONS INC	030139	2/11/25	\$3,344.25
Invoice Description Invoice Number Invoice Amount			
Diamond Webinar 430487 \$257.25			
Annual YE Update 430501 \$3,087.00			
DMK SIGNS & DESIGNS	030140	2/11/25	\$47.25
Invoice Description Invoice Number Invoice Amount			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
2025 Farm Family Sign	3130		\$47.25
FAIRVIEW CO-OP SEED CLEANING P 030141		2/11/25	\$496.13
Invoice Description	Invoice Number	Invoice Amount	
Fusarium Test Reimbursement	23636		\$496.13
FAIRVIEW MEDICAL CLINIC OPERAT 030142		2/11/25	\$7,769.50
Invoice Description	Invoice Number	Invoice Amount	
2025 Requisition	660		\$7,769.50
GRADE PRO CONTRACTING LTD. 030143		2/11/25	\$23,713.20
Invoice Description	Invoice Number	Invoice Amount	
Cleardale GB07	1307		\$12,425.70
Whitelaw GB15	1308		\$11,287.50
GREAT WEST MEDIA 030144		2/11/25	\$1,368.28
Invoice Description	Invoice Number	Invoice Amount	
Newsletter Printing	GWM16481		\$1,368.28
GREEN PIPER PEST CONTROL 030145		2/11/25	\$446.25
Invoice Description	Invoice Number	Invoice Amount	
Monthly Pest Control	6714		\$446.25
HINES CREEK GENERAL STORE 030146		2/11/25	\$135.10
Invoice Description	Invoice Number	Invoice Amount	
HCFD Groceries	10110058660		\$135.10
HINES CREEK TIRE SHOP 030147		2/11/25	\$3,008.11
Invoice Description	Invoice Number	Invoice Amount	
Tire Replacement - HC Sr's Bus	239		\$2,958.11
2025 App Banquet Door Prize	1001		\$50.00
HITECH BUSINESS SYSTEMS LTD. 030148		2/11/25	\$509.57
Invoice Description	Invoice Number	Invoice Amount	
Copier Maintenance Agreement	1783965		\$61.76
Copier Maintenance Agreement	1783966		\$447.81
HORIZON TRUCK & TRAILER REPAIR 030149		2/11/25	\$2,550.57
Invoice Description	Invoice Number	Invoice Amount	
CVIP/R&M Unit 63-40	2597		\$607.57
Parts/R&M Unit 65-53	2593		\$397.96
CVIP/R&M Unit 63-13	2595		\$1,545.04

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
KOSHEIFF, RON & DIANA	030150	2/11/25	\$180.00
Invoice Description	Invoice Number	Invoice Amount	
Coyote Hunt Incentive Program	012725	\$180.00	
LEFEBVRE ROXANNE	030151	2/11/25	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2025 Cemetery Grant-Old HC Cem	013125	\$500.00	
MANITOULIN TRANSPORT	030152	2/11/25	\$683.05
Invoice Description	Invoice Number	Invoice Amount	
Freight for New Fire Hydrant	35064276	\$683.05	
NORTHERN ALBERTA ELECTED LEADE	030153	2/11/25	\$500.00
Invoice Description	Invoice Number	Invoice Amount	
2025 NAEL Membership	010125	\$500.00	
PHONECO INC.	030154	2/11/25	\$78.75
Invoice Description	Invoice Number	Invoice Amount	
Phone Updates Remote Assist	GP54589	\$78.75	
PITNEY BOWES	030155	2/11/25	\$106.12
Invoice Description	Invoice Number	Invoice Amount	
Postage Meter Lease	3202502178	\$106.12	
PROGRADE SERVICES LTD.	030156	2/11/25	\$9,350.25
Invoice Description	Invoice Number	Invoice Amount	
Mont. GB03	4435	\$9,350.25	
REYNOLDS MIRTH RICHARDS & FARM	030157	2/11/25	\$163.95
Invoice Description	Invoice Number	Invoice Amount	
O&G Tax Collections	280387	\$163.95	
RICHARDSON, SANDY	030158	2/11/25	\$240.00
Invoice Description	Invoice Number	Invoice Amount	
Coyote Hunt Incentive Program	012725	\$240.00	
ROAMING TRANSPORT	030159	2/11/25	\$13,857.38
Invoice Description	Invoice Number	Invoice Amount	
Worsley Hamlet Snow Removal	0548	\$2,003.40	
Hines Creek GB14	0549	\$10,267.95	
Worsley Hamlet Snow Removal	0550	\$1,586.03	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
RUSSELL WANDA & BRIAN	030160	2/11/25	\$1,207.50
Invoice Description Invoice Number Invoice Amount			

Sulphur Lake Caretaker 013125 \$1,207.50			
SKERRATT, CLAYTON AND ANN	030161	2/11/25	\$2,350.00
Invoice Description Invoice Number Invoice Amount			

Janitorial Serv/Banq Clean Up 223284 \$2,350.00			
STAHL JERRY	030162	2/11/25	\$270.00
Invoice Description Invoice Number Invoice Amount			

Coyote Hunt Incentive Program 013025 \$270.00			
TRINUS TECHNOLOGIES INC.	030163	2/11/25	\$5,903.65
Invoice Description Invoice Number Invoice Amount			

Feb Service Agreement #57 9600 \$5,903.65			
URE RYAN	030164	2/11/25	\$2,100.00
Invoice Description Invoice Number Invoice Amount			

Running/Stoney Lake Caretaker 548165 \$2,100.00			
WILD ELECTRIC LTD.	030165	2/11/25	\$17,753.26
Invoice Description Invoice Number Invoice Amount			

Cleardale Lift Station R&M 37498 \$631.73			
2024 WWTP Well Pump 37532 \$3,889.79			
Take Down Christmas Lights 37534 \$855.89			
2024 WWTP Well Power Install 37525 \$12,375.85			
WOLSELEY CANADA INC.	030166	2/11/25	\$7,914.85
Invoice Description Invoice Number Invoice Amount			

New Fire Hydrant 9672091 \$7,914.85			
WORSLEY CLEAR HILLS SKI CLUB	030167	2/11/25	\$2,557.74
Invoice Description Invoice Number Invoice Amount			

Menno School Ski Trip-Pol 7008 013025 \$1,286.32			
WCS Ski Trip - Policy 7008 01302025 \$1,271.42			
WYCLIFFE ENTERPRISES LTD.	030168	2/11/25	\$10,762.50
Invoice Description Invoice Number Invoice Amount			

Eureka GB13 1023 \$10,762.50			
Report Total			\$156,471.68

Ranges:	From:	To:	From:	To:
Cheque Number	First	Last	Cheque Date	1/29/25
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last		Last

Sorted By: Cheque Number

* Voided Cheques

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Chequebook ID	Audit Trail Code	Amount
030132	4IMPRINT	4 IMPRINT, INC.	2/11/25	ATB	PMCHQ00001286	\$415.70
030133	BALDRY02	KEN BALDRY	2/11/25	ATB	PMCHQ00001286	\$90.00
030134	BOSCHWICK01	BOSCHWICK CONTRACTING	2/11/25	ATB	PMCHQ00001286	\$23,280.13
030135	CARTER01	CARTER CAMP RECREATION SOCIETY	2/11/25	ATB	PMCHQ00001286	\$3,000.00
030136	CLECO06	CLEARDALE CO-OPERATIVE LTD.	2/11/25	ATB	PMCHQ00001286	\$2,360.00
030137	COXNANCY01	NANCY COX	2/11/25	ATB	PMCHQ00001286	\$7,350.00
030138	DHL01	LOOMIS EXPRESS	2/11/25	ATB	PMCHQ00001286	\$108.64
030139	DIAMOND01	CENTRALSQUARE CANADA SOFTWARE	2/11/25	ATB	PMCHQ00001286	\$3,344.25
030140	DMK	DMK SIGNS & DESIGNS	2/11/25	ATB	PMCHQ00001286	\$47.25
030141	FAIRCOOP01	FAIRVIEW CO-OPERATIVE SEED	2/11/25	ATB	PMCHQ00001286	\$496.13
030142	FAIRVIEW09	FAIRVIEW MEDICAL CLINIC	2/11/25	ATB	PMCHQ00001286	\$7,769.50
030143	GRADEPRO	GRADE PRO CONTRACTING LTD.	2/11/25	ATB	PMCHQ00001286	\$23,713.20
030144	GREATWEST	GREAT WEST MEDIA, LP	2/11/25	ATB	PMCHQ00001286	\$1,368.28
030145	GREEN	GREEN PIPER PEST CONTROL	2/11/25	ATB	PMCHQ00001286	\$446.25
030146	HCGENERAL01	HINES CREEK GENERAL STORE	2/11/25	ATB	PMCHQ00001286	\$135.10
030147	HCTIRE	HINES CREEK TIRE SHOP	2/11/25	ATB	PMCHQ00001286	\$3,008.11
030148	HITECH01	HITECH BUSINESS SYSTEMS LTD.	2/11/25	ATB	PMCHQ00001286	\$509.57
030149	HORIZON	HORIZON TRUCK & TRAILER REPAIR	2/11/25	ATB	PMCHQ00001286	\$2,550.57
030150	KOSHEIFF03	RON & DIANA KOSHEIFF	2/11/25	ATB	PMCHQ00001286	\$180.00
030151	LEFEBVRER01	LEFEBVRE ROXANNE	2/11/25	ATB	PMCHQ00001286	\$500.00
030152	MANITOULIN01	MANITOULIN TRANSPORT	2/11/25	ATB	PMCHQ00001286	\$683.05
030153	NAELO1	MUNICIPAL DISTRICT OF PEACE NO	2/11/25	ATB	PMCHQ00001286	\$500.00
030154	PHONECO01	PHONECO INC.	2/11/25	ATB	PMCHQ00001286	\$78.75
030155	PITNEY01	PITNEY BOWES CANADA	2/11/25	ATB	PMCHQ00001286	\$106.12
030156	PROGRADE01	PROGRADE SERVICES LTD.	2/11/25	ATB	PMCHQ00001286	\$9,350.25
030157	REYNOLDS02	REYNOLDS MIRTH	2/11/25	ATB	PMCHQ00001286	\$163.95
030158	RICHARDSON05	SANDY RICHARDSON	2/11/25	ATB	PMCHQ00001286	\$240.00
030159	ROAMING	ROAMING TRANSPORT	2/11/25	ATB	PMCHQ00001286	\$13,857.38
030160	RUSSELLB	WANDA & BRIAN RUSSELL	2/11/25	ATB	PMCHQ00001286	\$1,207.50
030161	SKERRATT	CLAYTON AND ANN SKERRATT	2/11/25	ATB	PMCHQ00001286	\$2,350.00
030162	STAHLJE	JERRY STAHL	2/11/25	ATB	PMCHQ00001286	\$270.00
030163	TRINUS01	TRINUS TECHNOLOGIES INC.	2/11/25	ATB	PMCHQ00001286	\$5,903.65
030164	URER	RYAN URE	2/11/25	ATB	PMCHQ00001286	\$2,100.00
030165	WILDELECT01	WILD ELECTRIC LTD.	2/11/25	ATB	PMCHQ00001286	\$17,753.26
030166	WOLSE01	WOLSELEY CANADA INC.	2/11/25	ATB	PMCHQ00001286	\$7,914.85
030167	WHISPERING01	WORSLEY CLEAR HILLS SKI CLUB	2/11/25	ATB	PMCHQ00001286	\$2,557.74
030168	WYCLIFFE	WYCLIFFE ENTERPRISES LTD.	2/11/25	ATB	PMCHQ00001286	\$10,762.50

Total Cheques: 37

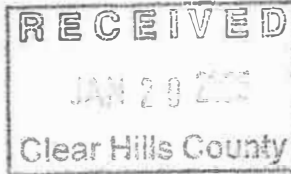
Total Amount of Cheques: \$156,471.68

ATB MASTER CARD DETAILS			
DATE OF PURCHASE	PLACE OF PURCHASE	DESCRIPTION	AMOUNT
12/10/24	Growing the North	Reeve Bean, Deputy Reeve Janzen, Councillor Walmsley & Councillor Ruecker Growing the North Registration - EA	\$ 1,784.44
12/11/24	4 Imprint	Promotional Items - EA	\$ 2,878.76
12/13/24	Costco	Coffee for Office - EA	\$ 44.99
12/17/24	Alberta Roadbuilders & Heavy Construction Association	2024 Equipment Rate Book - EA	\$ 210.00
12/23/24	GoTo Technologies Canada Ltd	Video Conferencing Account - EA	\$ 27.30
12/30/24	Canada Post	Newsletter Mailout - EA	\$ 7.96
12/30/24	Canada Post	Newsletter Mailout - EA	\$ 61.79
12/30/24	Canada Post	Newsletter Mailout - EA	\$ 49.62
12/30/24	Canada Post	Newsletter Mailout - EA	\$ 87.75
12/30/24	Canada Post	Newsletter Mailout - EA	\$ 9.36
12/30/24	Canada Post	Newsletter Mailout - EA	\$ 127.33
1/01/25	Alberta Municipal Clerks Association	2025 EA AMCA Membership	\$ 160.00
1/02/25	Alberta Municipal Supervisors Association	2025 PWM AMSA Membership	\$ 800.00
1/02/25	Local Government Administration Association of Alberta	2025 EA LGAA Membership	\$ 288.75
12/21/24	Great West Media	Newsletter Printing - CSM	\$ 1,402.15
12/06/24	Delta Hotels	Ag Fieldman IST Conference Hotel - AP	\$ 555.75
12/11/24	Canada Post	Stamps for Mailing Cheques - AP	\$ 8.32
12/11/24	Convenience Registries	HCFD Driver's Abstracts - AP	\$ 138.00
12/12/24	ALS Canada Ltd.	Cleardale Lagoon Discharge Sample - AP	\$ 128.10
12/12/24	ALS Canada Ltd.	Worsley Lagoon Discharge Sample - AP	\$ 128.10
12/12/24	Field Law	Legal Opinion - AP	\$ 859.95
12/13/24	Loomis Express	Water Sample Shipping - AP	\$ 159.69
12/19/24	Amazon	Clear Creek Fire Committee Promotional Items - AP	\$ 188.66
12/19/24	Amazon	Clear Creek Fire Committee Promotional Items - AP	\$ 33.48
12/19/24	Amazon	Clear Creek Fire Committee Promotional Items - AP	\$ 256.81
12/19/24	Amazon	Clear Creek Fire Committee Promotional Items - AP	\$ 159.63
12/19/24	Amazon	Clear Creek Fire Committee Promotional Items - AP	\$ 19.72
12/28/24	Amazon	2025 AP Desk Calendar - AP	\$ 26.36
1/03/25	Emergency Services Marketing Corp.	HCFD I Am Responding Subscription - AP	\$ 474.93
1/03/25	Emergency Services Marketing Corp.	WFD I Am Responding Subscription - AP	\$ 474.93
1/03/24	Mastercard	Mastercard Annual Fee	\$ 35.00



ATB

**MONTHLY STATEMENT
DEC 07 to JAN 07, 2025**



CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard

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



YOUR ACCOUNT SUMMARY

Statement date: January 07, 2025

PREVIOUS CHARGES AND PAYMENTS

Your previous balance		\$8,453.46
Payments made from Dec 07 to Jan 07 - Thank you	-\$8,453.46	
Credits	\$0.00	
Total payments and credits	-\$8,453.46	
NEW CHARGES		
Purchases and returns	\$11,552.63	
Cash advances and Mastercard cheques	\$0.00	
Fees and adjustments	\$35.00	
Interest charges	\$0.00	
Total new charges	\$11,587.63	
Your new balance		\$11,587.63

MINIMUM PAYMENT AND CREDIT LIMIT

Minimum payment due	\$348.00	Your credit limit	\$60,000.00
Payment due date	January 28, 2025	Available credit on Jan 07	\$48,412.37

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ATB Financial



Payment Slip

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

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

Account number:

Your new balance: **\$11,587.63**

Minimum payment due: **\$348.00**

Payment due date: **January 28, 2025**

Amount enclosed:

PFDATFXH **004216**
CLEAR HILLS COUNTY *
PO BOX 240
WORSLEY AB T0H 3W0

PAYMENTS AND CREDITS

Any payments you made that we received after January 07, 2025 will appear on your next statement.

Date Posted	Description	Amount (\$)
Dec 27	AUTOMATIC PAYMENT-THANKS	-8,453.46
Total payments and credits		-\$8,453.46

1 \$11,587.63 will be debited from your account and credited as your automatic payment on Jan 28, 2025.

PURCHASES AND RETURNS

Date Charged	Date Posted	Description	Amount (\$)
Dec 09	Dec 09	GROWING THE NORTH GRANDE PRAIRI AB	1,784.44
Dec 11	Dec 11	4IMPRINT, INC 4IMPRINT.COM WI US DOLLAR 2878.78 X 1.46097305	4,205.82
Dec 13	Dec 13	COSTCO WHOLESALW254 GRANDE PRAIRI AB	44.99
Dec 16	Dec 16	4IMPRINT, INC 4IMPRINT.CA WI CREDIT	-1,327.06
Dec 17	Dec 17	SQ *ALBERTA ROADBUILDE EDMONTON AB	210.00
Dec 23	Dec 23	GOTOCOM*GOTOMEETING GOTO.COM QC	27.30
Dec 30	Dec 30	CPC SCP/C177798928 OTTAWA ON	7.96
Dec 30	Dec 30	CPC SCP/C177799015 OTTAWA ON	61.79
Dec 30	Dec 30	CPC SCP/C177798967 OTTAWA ON	49.62
Dec 30	Dec 30	CPC SCP/C177798907 OTTAWA ON	87.75
Dec 30	Dec 30	CPC SCP/C177798961 OTTAWA ON	9.36
Dec 30	Dec 30	CPC SCP/C177799182 OTTAWA ON	127.33
Jan 01	Jan 01	ALBERTA MUNICIPAL CLER BANFF AB	160.00
Jan 02	Jan 02	PAYPAL *AMSA 4029357733 ON	800.00
Jan 02	Jan 02	LGAA COCHRANE AB	288.75
Total for			\$6,538.05

(continued on next page)

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

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Making payments

You can make your payment by:

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

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

Mail your payments and enquiries to:

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



MONTHLY STATEMENT
DEC 07 to JAN 07, 2025

CLEAR HILLS COUNTY *
Account Number:
Alberta BusinessCard



PURCHASES AND RETURNS (continued)

Date Charged	Date Posted	Description	Amount (\$)
Dec 21	Dec 21	GREAT WEST MEDIA 780-460-5500 AB	1,402.15
Total for			\$1,402.15

Date Charged	Date Posted	Description	Amount (\$)
Dec 06	Dec 07	DELTA EDMONTON SOUTH EDMONTON AB FOLIO #367242	555.75
Dec 11	Dec 11	CPC / SCP 573884 FAIRVIEW AB	8.32
Dec 11	Dec 11	SQ *CONVENIENCE REGIST HINES CREEK AB	138.00
Dec 12	Dec 12	ALS LABORATORY GROUP NORTH VANCOUV BC	256.20
Dec 12	Dec 12	FIELD LAW CGY GENERAL CALGARY AB	859.95
Dec 13	Dec 13	LOOMIS EXPRESS # 961 905-452-8759 ON	159.69
Dec 19	Dec 19	AMAZON.CA*Z94BT9Q92 AMAZON.CA ON	188.66
Dec 19	Dec 19	AMAZON.CA*Z14O342P1 AMAZON.CA ON	33.48
Dec 19	Dec 19	AMAZON.CA*Z957X2LX0 AMAZON.CA ON	256.81
Dec 19	Dec 19	AMAZON* Z100575V1 VANCOUVER BC	159.63
Dec 27	Dec 27	AMAZON.CA*ZP53O34N2 AMAZON.CA ON	19.72
Dec 28	Dec 28	AMZN MKTP CA*ZP8HQ1ET2 WWW.AMAZON.CA ON	26.36
Jan 03	Jan 03	PAYPAL *IAMRESPONDI 4029357733 NY	474.93
Jan 03	Jan 03	PAYPAL *IAMRESPONDI 4029357733 NY	474.93
Total for			\$3,612.43
Total purchases and returns			\$11,552.63

FEES AND ADJUSTMENTS

Date Posted	Description	Amount (\$)
Jan 03	ANNUAL FEE	35.00
Total fees and adjustments		\$35.00

INTEREST CHARGES

Balance Type	Interest Charged (\$)	Annual Interest Rate (%)
Purchases	0.00	7.45 (v)
Cash advances and Mastercard cheques	0.00	7.45 (v)
Total interest charges	\$0.00	

(v) - Variable (f) - Fixed

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

Category	Spent This Period (\$)
Dining and entertainment	0.00
Grocery	0.00
Professional services	1,116.15
Retail stores	4,353.20
Utilities	1,634.52
Home improvement and maintenance	0.00
Travel and lodging	555.75
Vehicle expenses (fuel, repair)	0.00
Business services	2,434.26
Miscellaneous	1,458.75
Sub-total (purchases and returns)	\$11,552.63
Cash advances and Mastercard cheques	\$0.00
Grand total	\$11,552.63

Clear Hills County Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Lori Jobson, Corporate Services Manager
Title:	Sponsorship Request – Northern Redneck Riders
File:	71-10-02

DESCRIPTION:

The Northern Redneck Riders are requesting sponsorship for their 2025 Finals.

BACKGROUND:

The Northern Redneck Riders are requesting sponsorship in the amount of \$500.00 for their 2025 Finals.

The County has paid this organization the following in the past:

Year	Amount	Description
2011	1,500.00	Tradeshow Bar Service
2011	238.00	General Grant (?)
2012	1,500.00	Tradeshow Bar Service

BUDGET:

\$1,000.00

ATTACHMENTS:

- January 30, 2025 email & sponsorship package from the Northern Redneck Riders
- Policy 7005 – Sponsorship Funding

RECOMMENDATION:

1. **RESOLUTION** by... to approve sponsorship in the amount of \$_____ for the Northern Redneck Riders 2025 Finals

OR

2. **RESOLUTION** by... to deny the Northern Redneck Riders sponsorship request .

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

From: Allan Rowe
Sent: January 30, 2025 10:35 AM
To: Lori Jobson
Subject: FW: Northern Redneck Riders 2025 Sponsor Information
Attachments: NRR Sponsorship.pdf

Follow Up Flag: Follow up
Flag Status: Completed

From: Tammy Schiml - Central Peace-Notley <Tammy.Schiml.CPN@assembly.ab.ca>
Sent: January 30, 2025 10:29 AM
To: Allan Rowe <Allan@clearhillscounty.ab.ca>
Subject: Northern Redneck Riders 2025 Sponsor Information

Good Morning Allan

Thank you for taking my call this morning, it was as always, a pleasure to talk to you. Please find attached the Northern Redneck Riders 2025 Sponsor Information package. There are different levels of sponsorship along with a summary of the number of members there are and the area this Association includes. I have been with it for over eight years and is my first year as a director. It is a wonderful organization and is very family orientated and really emphasized on the youth as you can see by the numbers of peewees, junior, intermediates.

I understand we must state an amount so if you would be so kind as to sponsor \$500.00 it would be greatly appreciated.

Thank you for taking the time for the call and the sponsorship and maybe see you at the Finals in August.

Tammy Schiml
Central Peace-Notley Constituency Assistant
10410-110 Street
Fairview, Alberta T0H 1L0
Centralpeace-notley@assembly.ab.ca
Phone: 1-780-835-7211

2024 YEAR IN REVIEW FOR THE FAIRVIEW EQUINE COMMITTEE

NORTHERN REDNECK RIDERS

We had a fantastic 2024 season!!

This year's membership consisted of 43 Peewee's ranging from ages 2 to 8 years old, 41 Juniors ranging from ages 9-12 years old, 38 Intermediate ranging from ages 13 to 16 years old and 82 Open which is ages 17 plus. The total number of members was 204. Our members come from LaCrete, High Level, Keg River, Rose Prairie, Peace River, High Prairie, Debolt, Beaverlodge, Grande Prairie and everywhere in between. There was 81 barrel racing and pole bending jackpots on the Alberta side of the border and 23 on the BC side of the border for a total of 104 throughout the season. Most of the jackpots were co-sanction with the other barrel racing associations located in Alberta and the Peace Region. Our association is known well for our family orientated atmosphere focusing on the up and coming youth.

This was the Fourteenth year for the Northern Redneck Riders Finals in Alberta. We were able to host the finals at the Fairview Rodeo Grounds again this year. With the help of our outstanding sponsors, supporters and memberships as well as from the finals fees that were collected from each jackpot, we were able not only host the finals but were able to hand out AMAZING prizes. This year we awarded prizes to the top five in each barrels and poles in the Open, Intermediate and Junior age divisions. We were also able to award High Point Saddles for each of these age categories Hi-Point Winners. Each and every year we award all of our Peewee and Junior members with participant prizes. This year we handed out 58 participant prizes as well as 30 trophies for our Peewee Members. The smile on their face's is priceless!!

Our Finals were held on August 16, 17 and 18th and the Waterhole Oldtimers Rodeo Grounds. We had a total of 129 members attended the finals. Some of these members ran more than one horse, therefore we had a total number of 332 barrel runs and 290 pole runs over the course of the 3 days. The directors, volunteers and members spend each day in the arena making sure that everything ran smoothly.

This year we also had 250 - 350 spectators from all over come and showed their support and appreciation for all the competitors and their equine partners. The continued support from these spectators does not go unnoticed and we sure appreciate the support!

We want to thank everyone again for their support. Without you, we would not be able to do this!!

See you again in 2025!!!

Northern Redneck Riders

Sponsor Coordinator
Jen Gaugler, 780-835-8634
Email: northernredneckriders@hotmail.ca
P.O. Box 2647, Fairview, AB T0H 1L0

2025

Dear Sponsor,

On behalf of the "Northern Redneck Riders", we would like to 'Thank' all our sponsors and volunteers that have made the first eighteen years so much fun and such a huge success! We are really looking forward to our 19th season to be even more successful. Fifteen years ago we moved the Finals to Fairview, Alberta. We have four age groups which consist of Pee-Wee (8 & under), Junior (9 - 12), Intermediate (13 - 16), and Open (17 & over). This gives our younger riders more chances to reach their goals. We have various clinics that will be offered along with our Finals being scheduled for August 15, 16 and 17, 2025. With the help of members and volunteers, we are approaching supporters for sponsorship towards our 'Family Oriented Club' events. Our continued success would not happen without the generous support of our valued sponsors.

Our club consists of families getting together from Dawson Creek, Fort St. John, Chetwynd, Grande Prairie, Teepee Creek, Beaverlodge, Wembley, Valcyview, Fairview, Grimshaw, Keg River, High Level, La Crete and all the little towns and communities in between. Our events consist of barrel racing and pole bending, which we hold throughout the year. Our membership fees are very reasonable and the number of jackpots required to qualify for the finals are very minimal, allowing all level of riders, especially families, to compete without bearing huge expenses for entries and travel.

Our "Northern Redneck Riders" Mission Statement is

The purpose of the Northern Redneck Riders is to have fun with our family, friends and horses. To have and to teach strong sportsmanship, cheering for everyone and encouraging new riders to come out and have fun no matter what level of rider and/or horse. Open and non-riders to be strong role models for our Intermediate, Junior, and Pee Wee riders and to encourage proper dress attire. Promote safety of our sport and to teach our members to give back to our communities.

Remember...treat everyone as you would like to be treated!

The "Redneck" members would like to thank-you in advance for your time and consideration. For further information, please contact myself at the above mentioned number or email address, and I will be happy to assist you. We are a non-profit organization and all donations will receive a receipt for income tax purposes.

Thank You
Jen Gaugler
NRR Sponsor Coordinator

Northern Redneck Riders

2025 Sponsor Information

SADDLE Sponsor: \$2500

- PA announcement throughout Finals as 'Main Sponsor'
- Display of signage in the Arena at NRR Finals (sponsor provided sign)
- Business name will be listed as High Point Saddle Sponsor on NRR web page and Finals program
- Company Name and Logo Lasered on Saddle.

PLATINUM Sponsor: \$1000 & up

- PA announcement throughout Finals as 'Main Sponsor'
- Display of signage in the Arena at NRR Finals (sponsor provided sign)
- Business name will be listed as PLATINUM sponsor on NRR web page and Finals program
- Business name on applicable Finals awards

GOLD Sponsor: \$750 & up

- PA announcement throughout Finals
- Display signage in the Arena at NRR Finals (sponsor provided sign)
- Business name will be listed as GOLD sponsor on NRR web page and Finals program
- Business name on applicable Finals awards

SILVER Sponsor: (\$500) & up

- PA announcement throughout Finals
- Display signage in the Arena at NRR Finals (sponsor provided sign)
- Business name will be listed as SILVER sponsor on NRR web page and Finals program
- Business name on applicable Finals awards

BRONZE Sponsor: \$250 & up

- Business name will be listed as BRONZE sponsor on NRR web page and Finals program
- Business name on applicable Finals awards

IRON Sponsor: \$100 & up

- Business name will be listed as IRON sponsor on NRR web page and Finals program

FRIENDS Sponsor: under \$100

- Business name listed as FRIENDS sponsor on NRR web page and Finals program

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Natasha Gillett, Community Services Clerk
Title:	2025 Awards & Appreciation Banquet Analysis
File:	62-30-10

DESCRIPTION:

Council is presented with an analysis for the 2025 Awards & Appreciation Banquet that was held on February 1, 2025 at the Dave Shaw Memorial Complex in Hines Creek, AB.

BACKGROUND:

The following is an approximate expense and revenue breakdown for the 2025 Awards & Appreciation Banquet.

Banquet	
Door Prizes	\$940.00
Entertainment	\$1,364.00
Catering	\$7,000.00
Supplies & Freight/ Postage	\$258.00
Awards	\$671.00
Staff Wages & Milage	\$1,573.00
Council & ASB Per Diem	\$2,258.00
Award Winner Donations	\$6,000.00
Building Rental	\$447.00
Total Banquet Expense:	\$20,511.00
Total Banquet Revenue:	\$2,960.00
Dance	
Entertainment	\$2,000.00
Building Rental	\$447.00
Janitor	\$400.00
Security & Bar Services	\$3000.00
Total Dance Expense:	\$5,847.00
Total Dance Revenue:	\$550.00
Total Expense:	\$26,358.00
Total Revenue:	\$3,510.00
Total Event Cost:	\$22,848.00

BUDGET:

\$20,000.00- 2025 Operating Budget (Policy 6804 Clear Hills County Appreciation Banquet)

RECOMMENDED ACTION:

RESOLUTION by... to accept the 2025 Awards & Appreciation Banquet analysis for information.

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

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Tender Awarding- Roadside Right of Way Brushing
File:	32-13-02

DESCRIPTION:

Council is presented with the results of RFT 2025-P01 Roadside Right of Way Brushing.

BACKGROUND:

C35-25(1-28-25)

RESOLUTION by Councillor Giesbrecht to open tenders at 9:35 a.m. for RFP 2025-P01 Roadside Right of Way Brushing, administration will analyze the results and bring back a recommendation to a future Regular Council Meeting. CARRIED.

Company	Amount
Bucket Up Tree Services	\$200,000.00
Heenan Contracting Ltd.	\$199,800.00
Aaron Cook Environmental Services Ltd.	\$82,500.00
EM3 Services Inc.	\$146,700.00
Boss Bridgeworks	\$345,000.00
Northern Road Builders LP.	\$128,000.00
Overtime Welding 24hr Services Inc.	\$466,560.00
Cal R Contracting 2001 Ltd.	\$209,250.00
1666321 AB Ltd	\$363,590.00
Wild West Dirt Works Ltd.	\$311,000.00

C666-24(12-10-24)

RESOLUTION by Councillor Hansen to proceed to tender for the roadside right-of-way brushing of 45 ditch kilometers in Wards 1 & 2. CARRIED.

The tender closed on Friday, January 24, 2025, at 4:00 p.m.
The tender opened on Tuesday, January 28, 2025, at 9:35 a.m.

BUDGET:

\$300,000.00- 2025 Operating Budget

RECOMMENDED ACTION:

RESOLUTION by ... to award RFT 2025-P01 Roadside Right of Way Brushing to Aaron Cook Environmental Services for the amount of \$82,500.00, funds to be allocated from the 2025 Operating Budget.

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

Request For Decision (RFD)

Meeting:	REGULAR COUNCIL MEETING
Meeting Date:	February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Chief Administrative Officer Report
File Code:	11-02-02

- PRSD Transportation Manager, Merlin Lee Meeting – January 30, 2025
- Peace River School Division Joint Meeting – February 5, 2025
- Cleardale street and sewer upgrade
- Brushing Contract update
- Audio Visual Equipment in Council Chambers
- Utility Operator
- Agricultural Fieldman Report

Attachment #1

RECOMMENDED ACTION:

RESOLUTION by to accept the Chief Administrative Officer's report for February 11, 2025, as presented.

Initials show support - Reviewed by:	Manager:	CAO:
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FEB 11, 2025

PEST CONTROL

• **Wolves Claimed 2025 YTD:**

Total #	Total \$
1	\$200.00

• **Coyotes Claimed 2025 YTD:**

Total #	Total \$
38	\$1140.00

OTHER TOPICS

1. There is a CAP grant and EFP presentation being held Feb 24th at 1:30 at the Dave Shaw Complex.
2. The clubroot samples found in the County last fall were tested for what pathotype strain they were. Those results came back on Feb 4th. The tests found that this clubroot is the most common pathotype found across Alberta, which is good news, as this means all of the most common resistant varieties of canola seed will be resistant to this pathotype. An article about this finding will be posted on the website, in the newsletter, and on the Facebook page.
3. We are planning another Clubroot information session in the spring before seeding.
4. Advertisements for 3 weed inspector positions and 3 mower operators have been put on our website, the newsletter, and Facebook page.
5. The application for the ASB grant went out to Alberta Agriculture on Jan. 29th. The expectation is that legislative stream funding will remain the same as the last agreement at \$166,247.00 per year for the next 5 years. The resource management stream funding is a merit based grant. The ask was for \$97,292.00 per year for the next 5 years. What the County will receive will be based on how many other municipalities applied for resource funding and how strong Alberta Ag feels our application is.
6. The County went to tender for a new mower on Jan 31st. It will close March 24th and they will be opened March 25th.
7. 5 ASB members and the fieldman attended the provincial ASB conference January 20-22 in Edmonton. There were 13 resolutions to come to the floor at the conference. The chair of the meeting was not very strong which made for a bit of an unorganized resolution session. There was an incident where a delegate from another municipality made an unprofessional and disparaging remark about another municipality, and there were no repercussions at the session itself. A complaint letter from the municipality involved has been sent to the ASB Provincial Committee.
8. The County has applied for a temporary diversion license to pump water from the creek by Ken Bergs into the Eureka River non potable truck fill reservoir. The plan is to pump from the dugout directly behind the reservoir first and if that doesn't fill the reservoir, then we will pump from the creek.

Clear Hills County

Request For Decision (RFD)

Meeting:	Regular Council Meeting
Meeting Date:	February 11, 2025
Originated By:	Terry Shewchuk, Public Works Manager
Title:	Public Works Manager's Report
File:	32-02-02

Graders

- The graders were shut down due to the extreme cold, they have started up again and are out grading, ice blading, and winging the ditches where needed.

Roads, Culverts & Approaches

- Gravel crushing at the East end gravel pit shut down due to the extreme cold and will begin again when the weather warms up.
- Gravel maps are being completed for the upcoming spring gravel haul.

Other

- The Tender for one new pickup truck has been posted and will be closing on March 7, 2025.
- The Eureka River Truck Fill is out of service due to freezing as a result of low water level.

Hamlet of Cleardale Projects

- The Tender for the Hamlet of Cleardale street and sewer upgrade has been posted and will be closing on February 21, 2025.

2024 Worsley Water Well

- Currently waiting for a well monitor to be installed in the new well. Once completed the pump will be turned on, and the new well will be in use and water levels monitored.

RECOMMENDED ACTION:

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

Initials show support - Reviewed by:

Manager:

CAO:

Clear Hills County

Request For Decision (RFD)

Meeting Date:	Regular Council Meeting February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Council Information
File:	11-02-02

DESCRIPTION:

Council is presented with correspondence, for information.

BACKGROUND / PROPOSAL:

ATTACHMENTS:

Northern Women In Ag Conference – Fairview, AB

RECOMMENDED ACTION:

RESOLUTION by.... that Council receives for information the Council Information presented at the February 11, 2025, Regular Council Meeting.

Initials show support - Reviewed by: Manager: CAO: 



PRESENTS

Northern Women In Ag Conference

EMPOWERING WOMEN IN AGRICULTURE THROUGH EDUCATION AND SUPPORT

February 20th-21st, 2025



JOSEPHINE BARTLETT



AMANDA RAE



DR. CHRISTA HARDER



BLUESETTE CAMPBELL

ROOTS IN SWEDEN,
HARVESTS IN CANADA:
MY LOVE FOR AGRICULTURE

ADVOCATING FOR
MENTAL HEALTH IN
AGRICULTURE

THRIVING THROUGH THE
CHALLENGES OF RANCHING,
PARENTING, AND A BUSY
CAREER

FINDING YOUR WAY IN
AG

FAIRVIEW, AB

DUNVEGAN INN & SUITES

THURSDAY - 20TH

1:00 PM - 8:00 PM

FRIDAY - 21ST

9:00 AM - 4:00 PM

TICKET SALES START DEC. 1



ACTIVITIES INCLUDE:

WORKSHOP: LADIES' CALVING CLINIC AT NORTHWESTERN POLYTECHNIC

WORKSHOP: MARKETING YOUR FARM ON SOCIAL MEDIA WITH DANI WEARDEN

THURSDAY- SNACKS & SUPPER

FRIDAY- SNACKS & LUNCH

FRIDAY - FEMALE-BASED VENDOR BOOTHS
DOOR PRIZES & GOODIE BAGS FOR ALL ATTENDEES

A BLOCK OF ROOMS ARE AVAILABLE AT A DISCOUNTED RATE IF BOOKED BEFORE FEBRUARY 1ST.

Clear Hills County

Request For Decision (RFD)

Meeting Date:	Regular Council Meeting February 11, 2025
Originated By:	Allan Rowe, Chief Administrative Officer
Title:	Calendars
File:	11-02-02

DESCRIPTION:

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

UPCOMING CONFERENCES:

Conference	Date	Location	Attendance
Growing the North Conference	Feb 18-20	Grande Prairie	Bean, Janzen, Walmsley, Ruecker
RMA	March 17-19	Edmonton	
FCM	May 29-June 1	Ottawa	

ATTACHMENTS:

- Calendar of upcoming meetings and conferences

RECOMMENDED ACTION:

RESOLUTION by to accept for information February, March and April 2025 calendar updates of Councillor Committee meetings, that assist Administration with record keeping and Council with reminders of upcoming meetings.

Initials show support - Reviewed by:	Manager:	CAO:	
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FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 Appreciation Banquet HC
2	3	4 P&P	5 PRSD Joint Meeting – All NPHF-DW	6	7	8
9	10	11 Council	12 VOHC Joint Mtg- ALL	13	14 Zone 4- All	15
16	17 Family Day	18	19	20	21	22 PLS-AB
23	24	25 Council	26	27	28	1

MARCH 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4 P&P	5	6	7	8
9	10	11 Council	12	13 PRSD Board Delegation-AB, DJ	14	15
16	17	18	19	20	21	22
	RMA Spring Convention					
			ASB-DJ, JR			
23	24	25 Council	26	27	28 PREDA-AB	29
30	31	1	2	3	4	5

APRIL 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1 P&P	2	3	4	5
6	7	8 Council	9	10	11	12 Tradeshow
13	14	15	16 ASB	17	18 Good Friday	19
20	21 Easter Monday	22 Council	23	24	25	26
27	28	29	30	1	2	3

Acronyms for Calendar

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